Seagate Technology

Benefits Central Enrollment Guide

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Welcome to the Benefits Central Enrollment Guide!

We believe that choosing, using, and managing your benefits should be simple, intuitive, and empowering. Whether you're a new hire, a current employee, or updating your benefits due to a life event, this guide is designed to walk you through the enrollment process step by step, so you can make confident, informed decisions for yourself and your family.

Inside, you'll learn how to set up your profile, confirm your personal and family information, review and select your benefits, and designate beneficiaries. You'll also get familiar with the enrollment dashboard that makes it easy to manage your benefits year-round. With built-in decision support and educational tools, you can feel confident in your selections and understand what actions are required.

We're committed to delivering a seamless, engaging experience that you can access anywhere, anytime. This guide is just one part of our mission to simplify benefits for everyone. Take a few minutes to explore and know that support is always available if you need it. **Let's get started!**

Employee Login & Profile Set Up

Employee Login

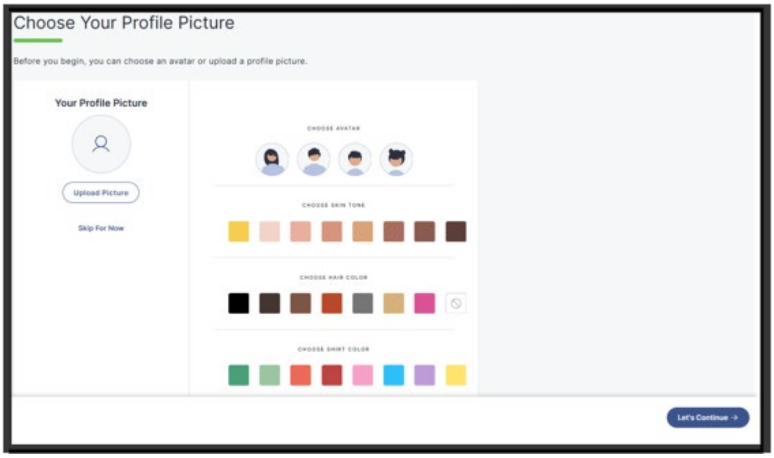
When you're ready to choose your benefits, the first step is to access the benefit enrollment website via single sign-on (SSO).

- Login to my.seagate.com
- Select HR Services
- Select Benefits Central in Fast Access

Profile

As part of your benefits enrollment, whether you're a new hire or updating your coverage, you'll start by reviewing your profile. This is your chance to make sure everything looks right before moving forward.

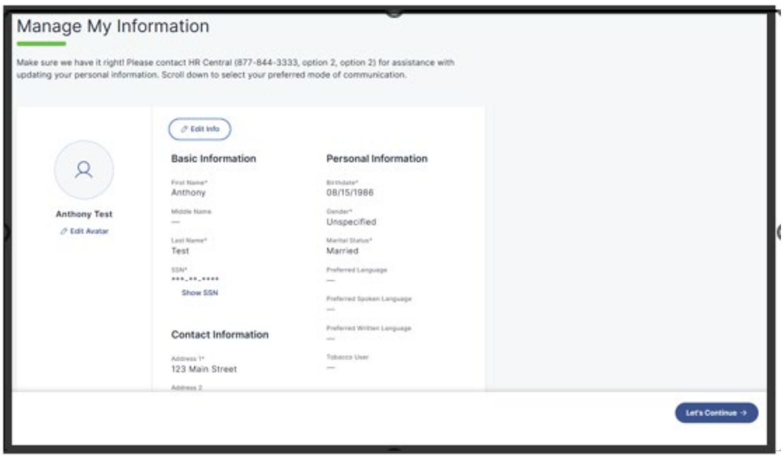
You'll first have the option to choose an avatar or upload a profile picture. This step is totally optional, so feel free to skip it if you'd like. Just click **Let's Continue** when you're ready.



Next, you'll be asked to check your personal details, like your name, address, and contact info.

If something looks off, give HR Central a call at 877-844-3333, option 2, option 1 for help with updating your personal information.

Scroll down to select your preferred mode of communication.



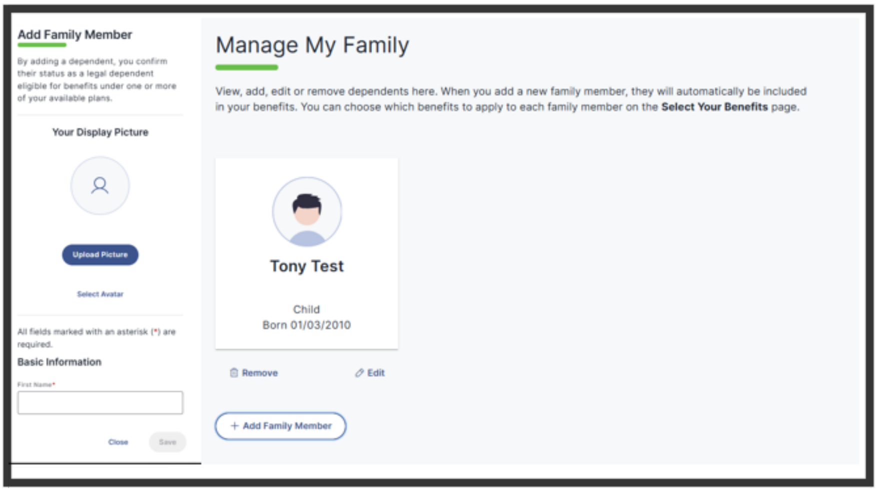
Click **Save** at the bottom of the page. Then click **Let's Continue** to move on to the next step.

If you want to enroll your spouse, children, or other eligible dependents in any benefits, you'll need to add them to your profile first.

1. On the Manage My Family page, click **+ Add Family Member.**

2. A form will pop up. Just fill in your family member's information and click **Save.**

3. Repeat this step for each person you want to add.



Once personal information has been reviewed and all family members have been added, you can now begin shopping for benefits by clicking **Let's Continue**.

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The Enrollment Dashboard

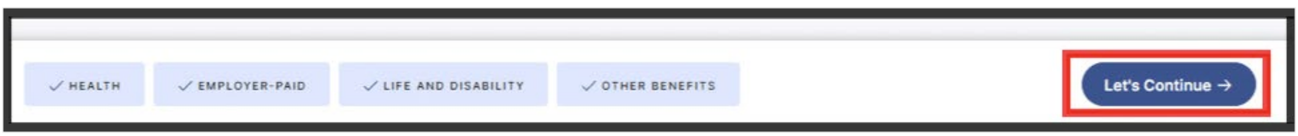
Understanding the Enrollment Dashboard

At the top of the screen, you'll see links to the main sections: Profile, Benefits, Financial, and Details. You can click any of these at any time to go back and review or update your information.

To return to the final review stage, just click on **Details**.

You'll also notice a running total of your benefit costs in the top right corner. This updates in real time as you make your selections, so you always know where you stand.

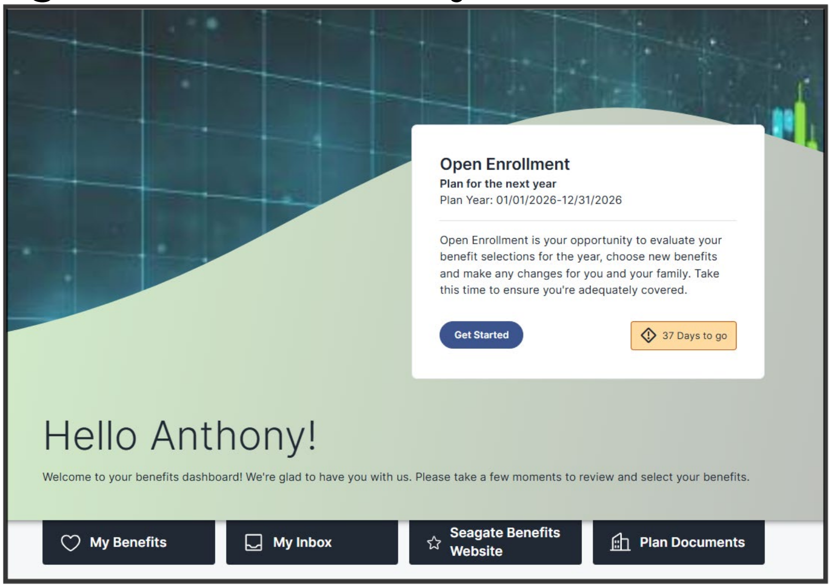
At the bottom of the screen, you'll see tiles for each benefit category. Clicking on any of these will jump you directly to that section if you want to double-check or make changes before continuing.



Annual Open Enrollment

Open Enrollment

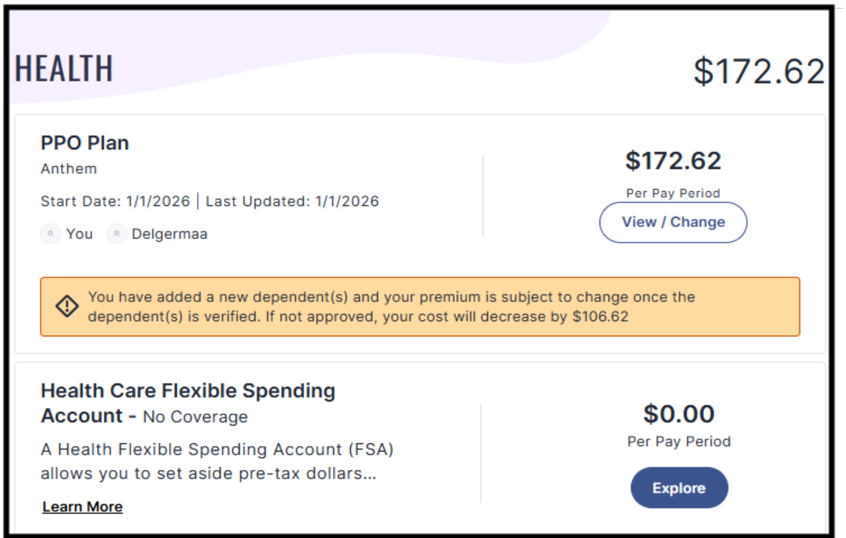
When it's time for Open Enrollment, you'll begin by clicking **Get Started** from your benefit dashboard.



As you view your benefits, you'll see one of two buttons next to each plan:

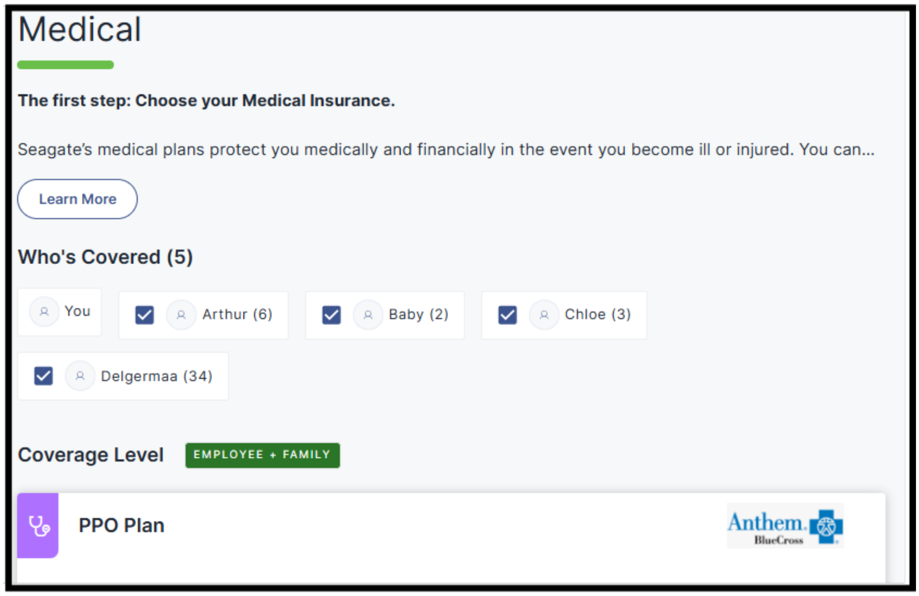
- **Explore** means you need to take action. To either enroll in or decline that benefit before you can move forward.

- **View/Change** means you've already made a selection. You're not required to review it again, but you can update your choice if you'd like.

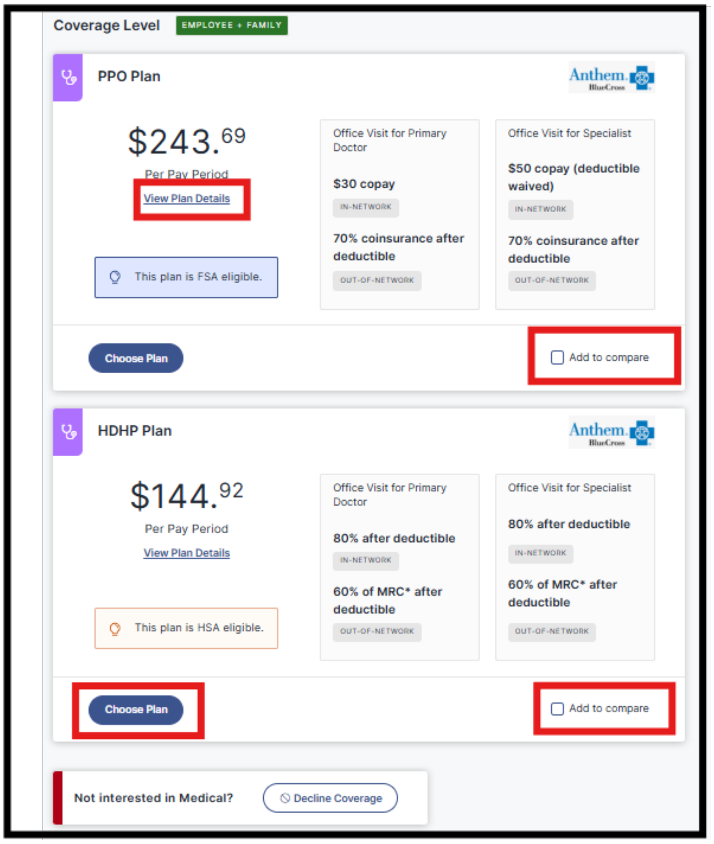


This setup helps make sure you don't miss anything important and gives you the flexibility to make changes if needed.

At the top of each benefit page, you'll see which family members are currently selected to be covered. If someone listed shouldn't be included in that specific benefit, just uncheck their name. The system will automatically update your coverage level based on who's selected.



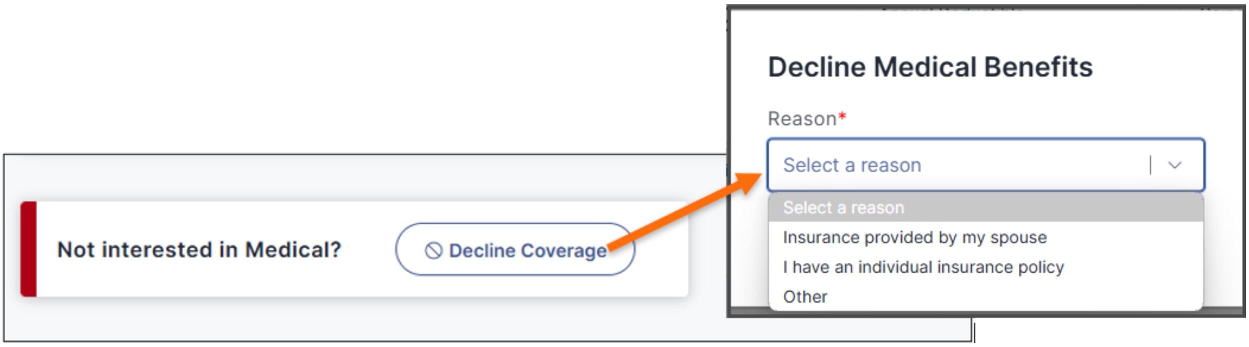
Take your time exploring each option. The platform is designed to guide you through the process and help you make confident choices that fit your needs.



When enrolling in a benefit, you'll be able to see all available plan options. You can view plan details to learn more about each one and compare them side-by-side.

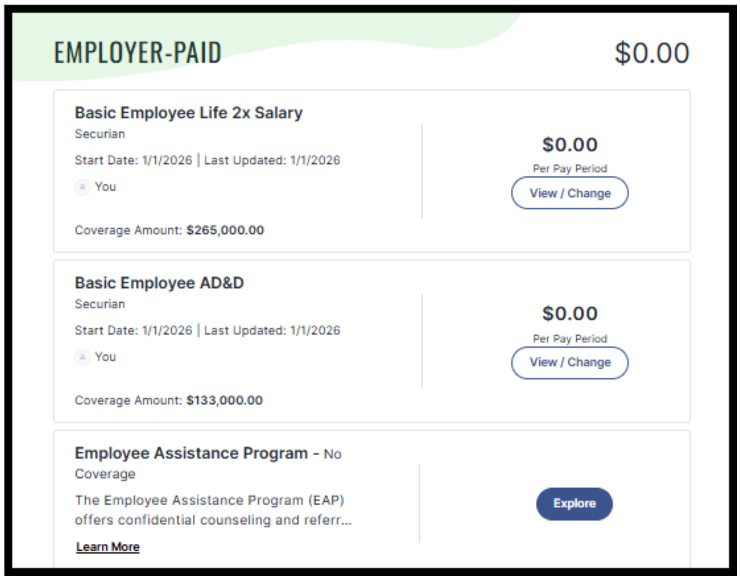
Once you've found the plan that works best for you, click **Choose Plan** to make your selection.

If you don't want to enroll in a particular benefit, just click **Decline Coverage.** In some instances, a decline reason may be required. If so, choose the reason that best fits your situation.

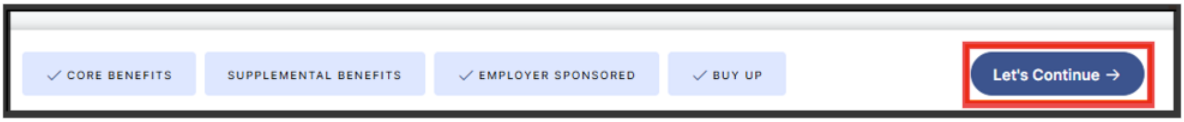


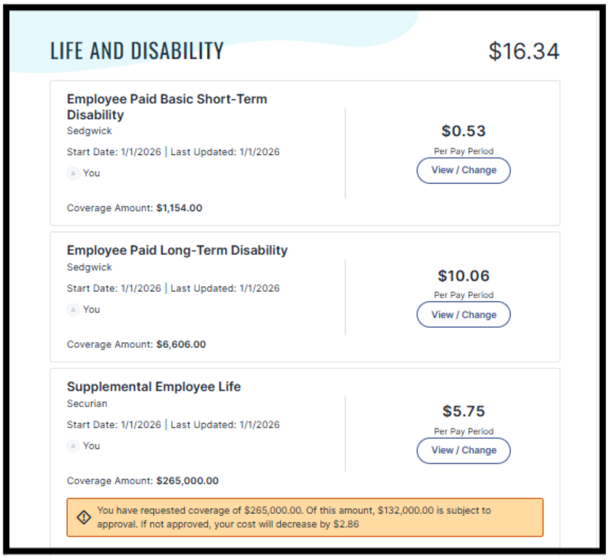
You'll go through each benefit listed on your dashboard and either enroll or decline. This step is required before you can move forward.

You may also see some employer-paid benefits (these are benefits Seagate provides at no cost to you). If so, click **Explore** to review and acknowledge your enrollment in those plans.

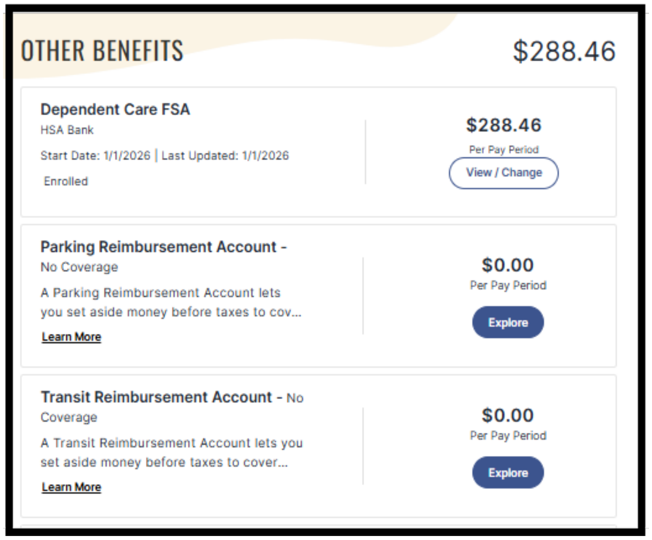


Once you've made your selections, the **Let's Continue** button will become active. Click it to move on to the final steps of your enrollment.





This page also includes additional benefits like Life and Disability, Health Care FSA, Dependent Care FSA, Parking and Transit Reimbursement Accounts, depending on your eligibility.



You'll need to review each one:

- If you see **Explore,** that means you need to either enroll in or decline that benefit before moving forward.
- If you see **View/Change,** you're already enrolled, but you can still make updates if you'd like.

If you choose a benefit that requires evidence of insurability (like certain life insurance amounts), you'll see a message letting you know that approval is needed. Take your time reviewing everything. Once you've made your selections, you're almost done!

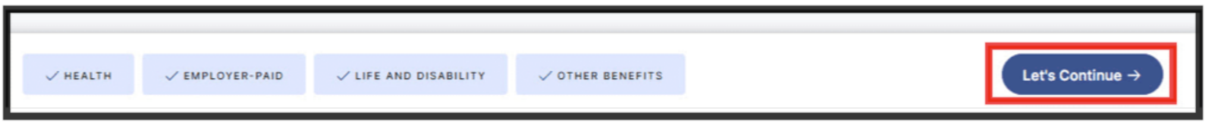
For certain benefits like Flexible Spending Accounts and Health Savings Accounts, you'll be asked how much you'd like to contribute.

You can use the buttons labeled Per Pay Period, Annual, or Maximize My Contribution to help you decide what works best for your budget. Once you enter your contribution amount, the system will automatically calculate your Total Annual Contribution. The Seagate Health Savings Account Match will also be shown.

When you're happy with your selection, click **Let's Continue** to return to the contributions page.

Once you've enrolled in or declined all benefits in each category, the **Let's Continue** button will become active. Click it to move forward to the Financial section of your enrollment.

If you want to go back and review or change anything before continuing, just click on the blue tiles at the bottom of the screen. These tiles let you jump directly to each benefit category so you can double-check your choices.



Enrollment Details

BENEFICIARIES and CHECKOUT PROCESS

Beneficiaries

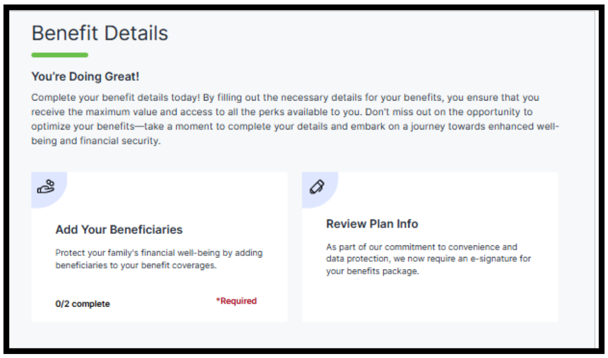
If you're enrolling in benefits like life insurance, you'll need to add at least one beneficiary. This is the person who would receive the benefit if something were to happen to you.

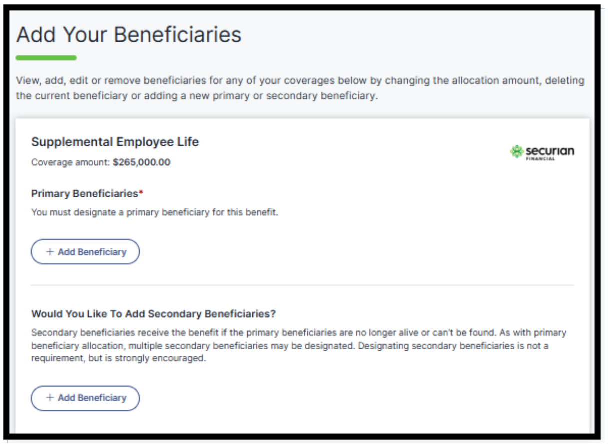
To get started, click on the **0/# Complete** link next to the benefit. Then:

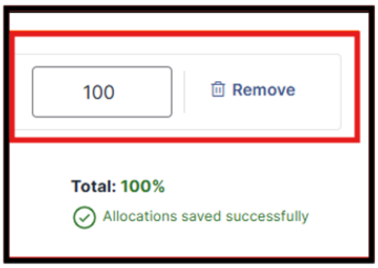
1. Click **+ Add Beneficiary** to enter your primary beneficiary's information.

2. You can also add a secondary beneficiary if you'd like. This person would receive the benefit if your primary beneficiary is unavailable.

3. Make sure the defined allocation you assign to your beneficiaries adds up to 100% for each benefit.

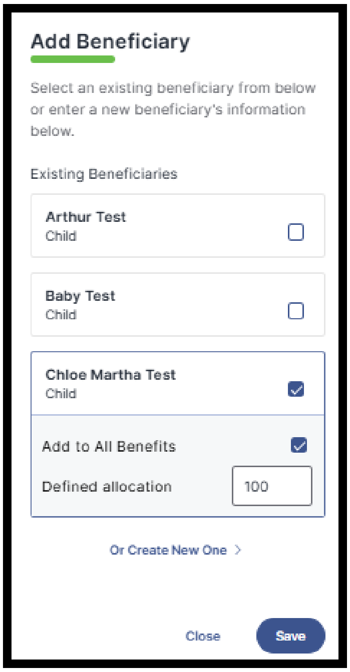






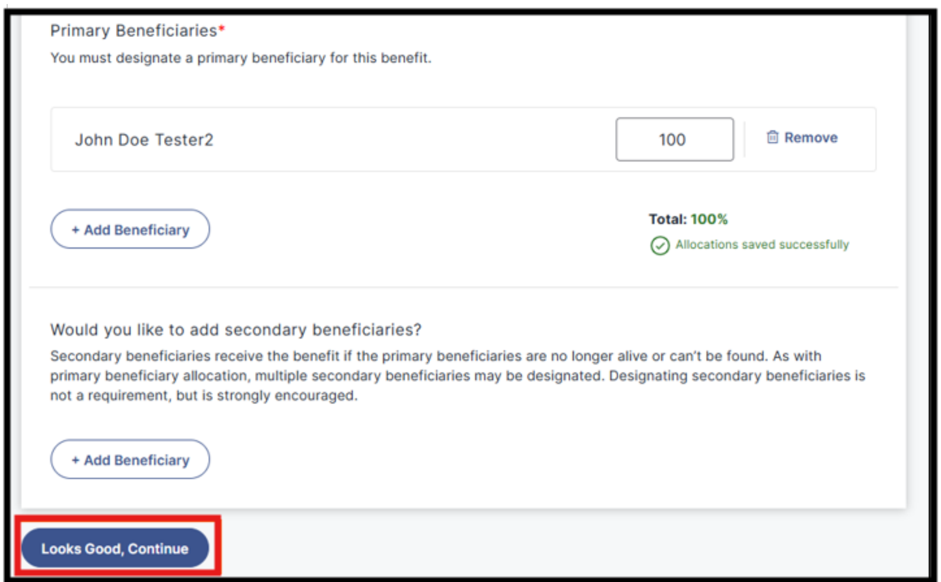
When adding beneficiaries, you can either select someone you've already added to your profile (like a dependent) or create a new beneficiary by entering their information.

- Use the **+ Add Beneficiary** button to get started.
- You can assign both primary and secondary beneficiaries for each benefit.
- Make sure the total percentage you assign adds up to 100% for each benefit.



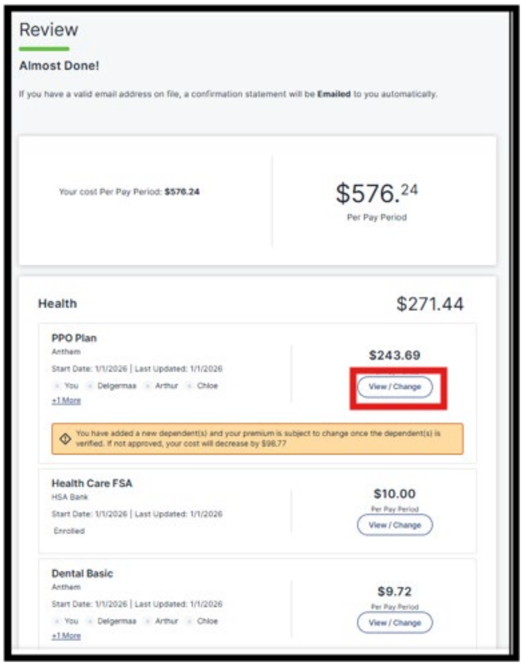
Once you've entered the details, click **"Save."**

When all your beneficiaries are added and everything looks good, click **Looks Good, Continue** to move on.



Review & Checkout

This is your chance to review all your benefit choices and make sure everything looks right before submitting.



Double-check your plan selections and the total cost of your benefits.

If you want to make a change, just click the **View/Change** button next to the benefit you'd like to update.

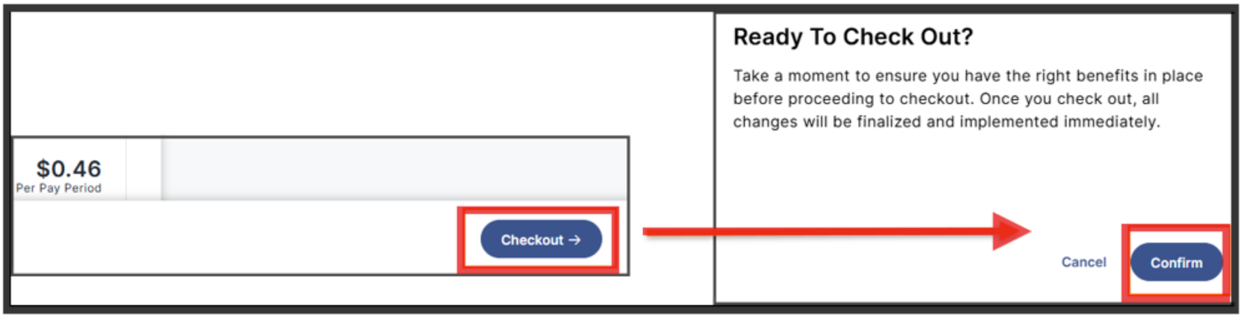
If any of your coverage choices require approval (like certain life insurance amounts), you'll see a message letting you know. If the requested amount isn't approved, your cost will be adjusted automatically.

Once everything looks good, you're ready to continue!

You've reviewed your benefits, now it's time to check out and lock in your choices.

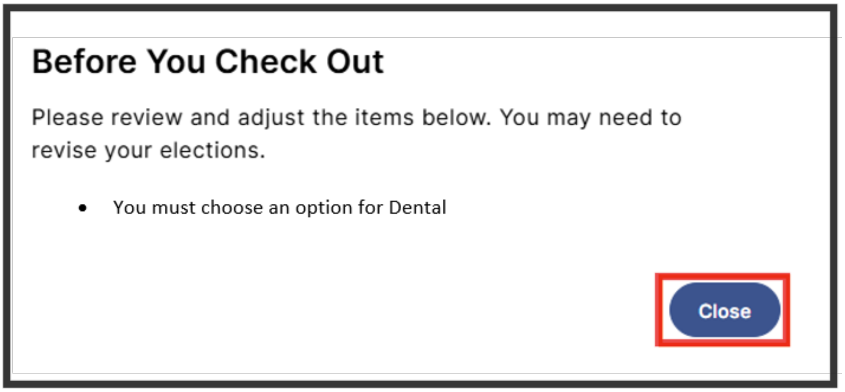
When everything looks good, scroll to the bottom of the page and click **Checkout.**

A pop-up will appear asking you to confirm your selections. If everything is correct, click **Confirm** to complete your enrollment.



If you missed anything, like a benefit you didn't explore or a required field you didn't complete, you'll see a message letting you know what still needs attention. Just follow the prompt to go back and finish that section.

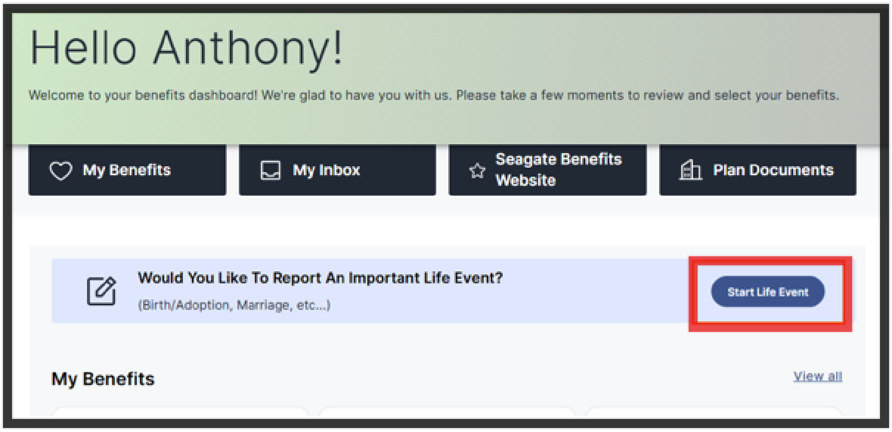
Once all your benefits have been selected or declined and everything is complete, your enrollment will be finalized. Great job!



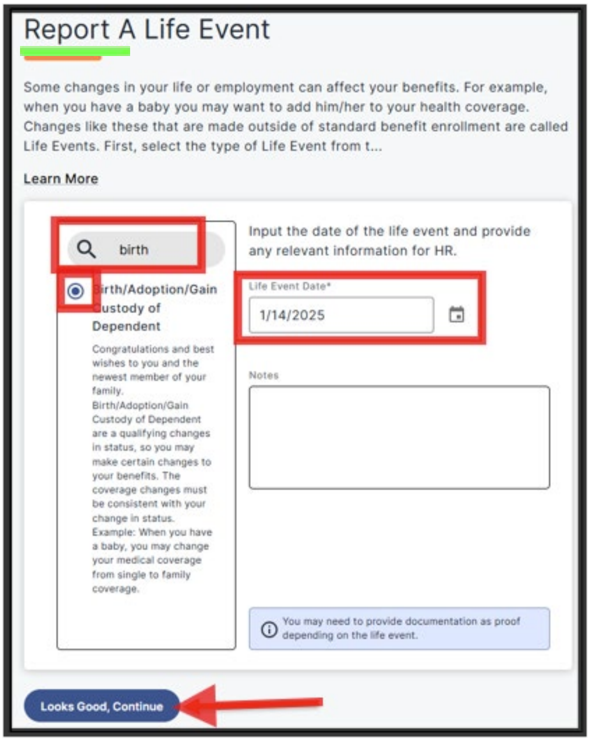
Life Event Enrollment

Life Event Enrollment

If something in your life changes, like getting married, having a baby, or losing other coverage, you may be able to update your benefits through a life event enrollment.



To get started:



1. From your benefits dashboard, click **Start Life Event.**

2. Use the search bar to find the life event that applies to your situation, then select it.

3. Enter the date the life event occurred and add any helpful notes.

When you're ready, scroll down and click **Looks Good, Continue.**

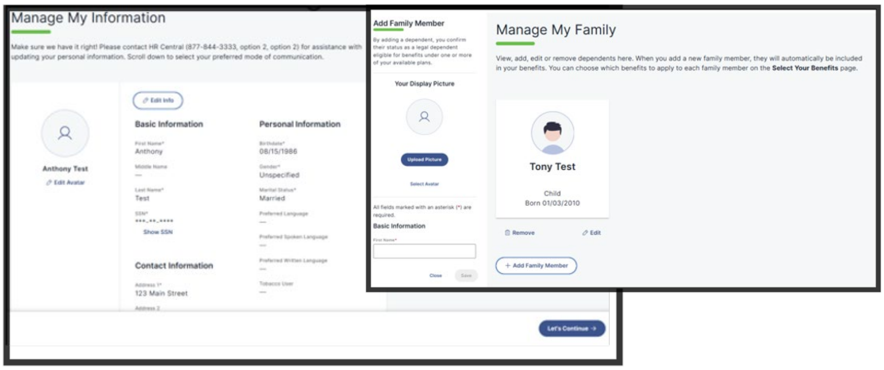
The system will guide you through updating your benefits based on your life event. It’s designed to be simple and stress-free, just follow the steps!

First, review your personal and family information.

- If you need to add a new family member, click **+ Add Family Member** and enter their details.
- Once everything looks good, click **Let's Continue.**

You'll then follow the same steps as regular enrollment:

- Explore, view/change, or decline each benefit listed.



- After making your selections in each category, click **Let's Continue** to move forward.

When you've reviewed all your benefit choices and confirmed they're correct, click **Checkout** at the bottom of the screen. A pop-up will appear—if everything looks right, click **Confirm** to finalize your updates.

If anything is missing, you'll see a message letting you know what needs to be completed. Just follow the prompt to go back and finish that section.

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Enrollment Assistance

Use the chat function while enrolling, or call the Benefits Central Support Center at toll free 877-844-3333, option 2, option 2