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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!**

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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.

Choose Your Profile Picture

Before you begin, you can choose an avatar or upload a profile picture.

Your Profile Picture

Upload Picture

Skip For Now

CHOOSE AVATAR

CHOOSE SKIN TONE

CHOOSE HAIR COLOR

CHOOSE SHIRT COLOR

Let's Continue

Manage My Information

Make sure we have it right! Please contact HR Central (877-844-3333, option 2, option 2) for assistance with updating your personal information. Scroll down to select your preferred mode of communication.

Anthony Test

Edit Info

Edit Avatar

Basic Information

First Name* Anthony

Middle Name

Last Name* Test

SSN* ***-**-****

Show SSN

Personal Information

Birthday* 08/15/1986

Gender* Unspecified

Marital Status* Married

Preferred Language

Preferred Spoken Language

Preferred Written Language

Tobacco User

Contact Information

Address 1* 123 Main Street

Address 2

Let's Continue

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.

Manage My Family

View, add, edit or remove dependents here. When you add a new family member, they will automatically be included in your benefits. You can choose which benefits to apply to each family member on the **Select Your Benefits** page.

[+ Add Family Member](#)

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**.

The screenshot shows two side-by-side panels. The left panel is the 'Add Family Member' form, which includes a section for 'Your Display Picture' with an 'Upload Picture' button and a 'Select Avatar' option. Below this is a note: 'All fields marked with an asterisk (*) are required.' The 'Basic Information' section has a 'First Name*' field. At the bottom are 'Close' and 'Save' buttons. The right panel is the 'Manage My Family' page, which displays a family member named 'Tony Test' with a profile picture, status 'Child', and birth date 'Born 01/03/2010'. It includes 'Remove' and 'Edit' links and a '+ Add Family Member' button at the bottom.

✓ MY PROFILE

✓ MY FAMILY

[Let's Continue →](#)

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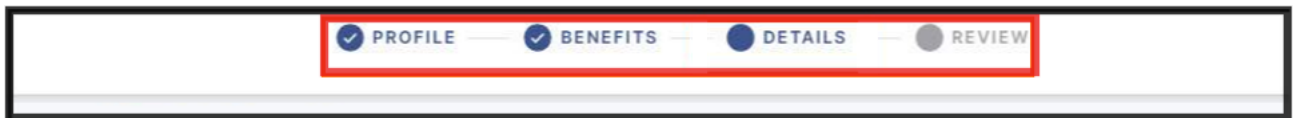


The Enrollment Dashboard

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.

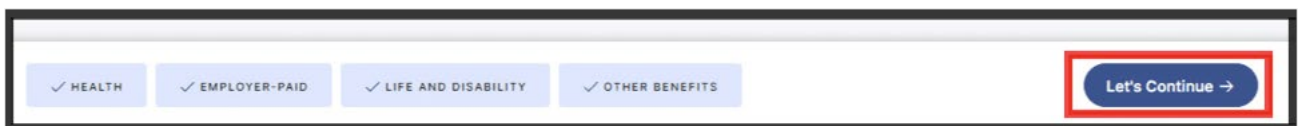
To return to the final review stage, just click on **Details**.



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.



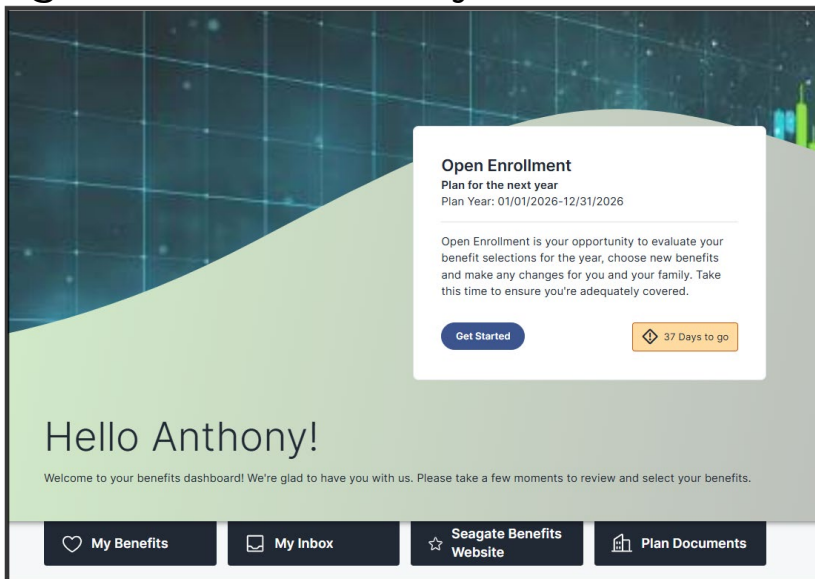
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Annual Open Enrollment

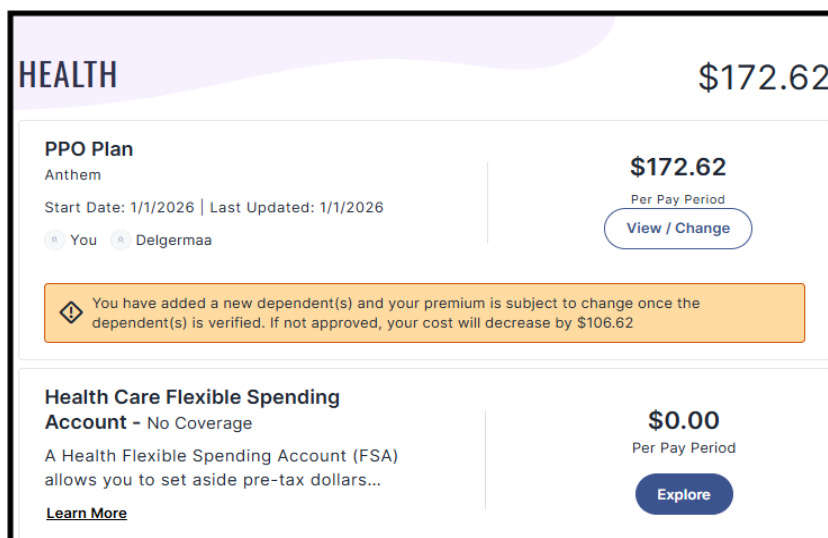
Open Enrollment

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



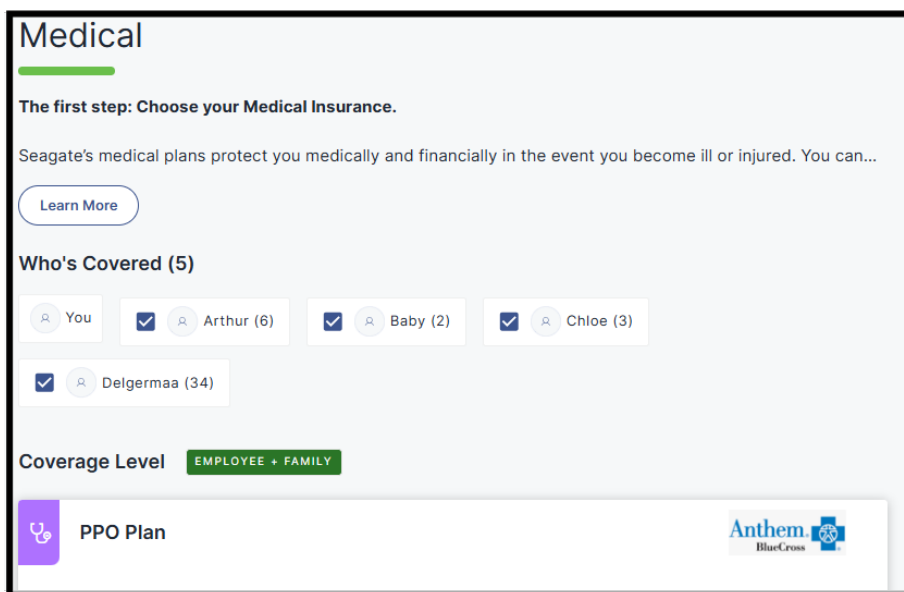
As you view your benefits, you'll see one of two buttons next to each plan:

- **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.



The screenshot shows a web interface for selecting medical insurance. At the top, the word "Medical" is displayed with a green underline. Below it, a heading reads "The first step: Choose your Medical Insurance." A descriptive sentence follows: "Seagate's medical plans protect you medically and financially in the event you become ill or injured. You can..." Below this is a "Learn More" button. The "Who's Covered (5)" section lists five family members, each with a checkbox and a name with an age in parentheses: "You" (unchecked), "Arthur (6)" (checked), "Baby (2)" (checked), "Chloe (3)" (checked), and "Delgermaa (34)" (checked). The "Coverage Level" section shows "EMPLOYEE + FAMILY" selected in a green box. At the bottom, a purple box with a stethoscope icon is labeled "PPO Plan", and the "Anthem BlueCross" logo is in the bottom right corner.

Medical

The first step: Choose your Medical Insurance.

Seagate's medical plans protect you medically and financially in the event you become ill or injured. You can...

[Learn More](#)

Who's Covered (5)

☐ You ☒ Arthur (6) ☒ Baby (2) ☒ Chloe (3)

☒ Delgermaa (34)

Coverage Level **EMPLOYEE + FAMILY**

 PPO Plan

Anthem BlueCross

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.

Coverage Level **EMPLOYEE + FAMILY**

PPO Plan

\$243.⁶⁹
Per Pay Period
[View Plan Details](#)

This plan is FSA eligible.

Choose Plan ☐ Add to compare

HDHP Plan

\$144.⁹²
Per Pay Period
[View Plan Details](#)

This plan is HSA eligible.

Choose Plan ☐ Add to compare

Not interested in Medical?

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.

Not interested in Medical? [Decline Coverage](#)

Decline Medical Benefits

Reason*

Select a reason

Select a reason

Insurance provided by my spouse

I have an individual insurance policy

Other

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.

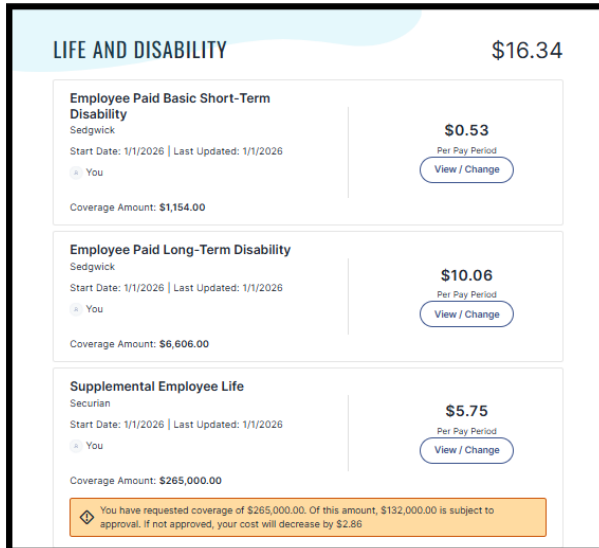
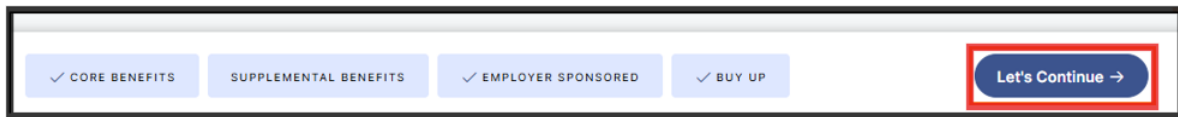
EMPLOYER-PAID \$0.00

Basic Employee Life 2x Salary
Securian
Start Date: 1/1/2026 | Last Updated: 1/1/2026
You
Coverage Amount: \$265,000.00
\$0.00 Per Pay Period
[View / Change](#)

Basic Employee AD&D
Securian
Start Date: 1/1/2026 | Last Updated: 1/1/2026
You
Coverage Amount: \$133,000.00
\$0.00 Per Pay Period
[View / Change](#)

Employee Assistance Program - No Coverage
The Employee Assistance Program (EAP) offers confidential counseling and referr...
[Learn More](#)
[Explore](#)

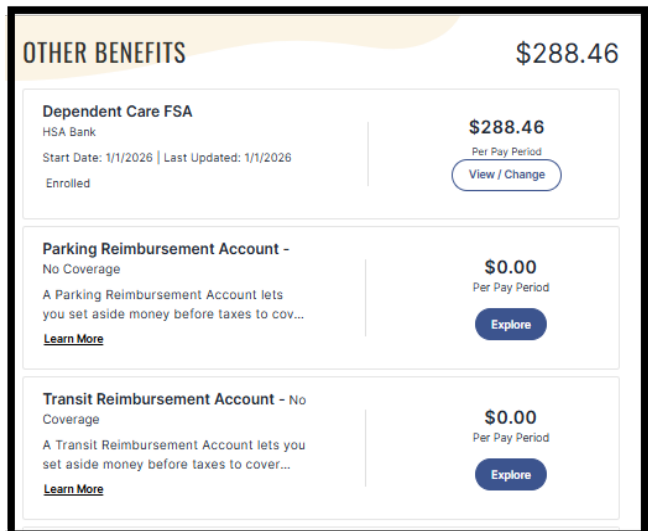
Once you've made your selections, the **Let's Continue** button will become active. Click it to move on to the final steps of your enrollment.



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!

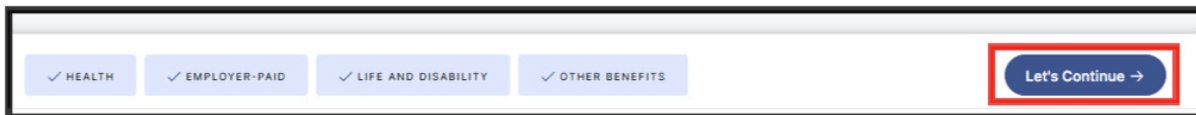
For certain benefits like Flexible Spending Accounts and Health Savings Accounts, you'll be asked how much you'd like to contribute.

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.



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Enrollment Details

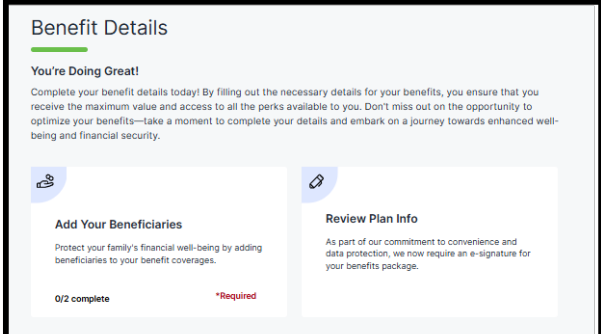
BENEFICIARIES and CHECKOUT PROCESS

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.



Benefit Details

You're Doing Great!

Complete your benefit details today! By filling out the necessary details for your benefits, you ensure that you receive the maximum value and access to all the perks available to you. Don't miss out on the opportunity to optimize your benefits—take a moment to complete your details and embark on a journey towards enhanced well-being and financial security.

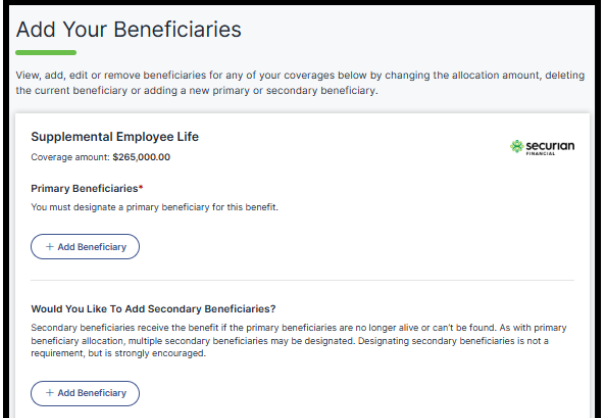
Add Your Beneficiaries

Protect your family's financial well-being by adding beneficiaries to your benefit coverages.

0/2 complete *Required

Review Plan Info

As part of our commitment to convenience and data protection, we now require an e-signature for your benefits package.



Add Your Beneficiaries

View, add, edit or remove beneficiaries for any of your coverages below by changing the allocation amount, deleting the current beneficiary or adding a new primary or secondary beneficiary.

Supplemental Employee Life
Coverage amount: \$265,000.00 

Primary Beneficiaries*

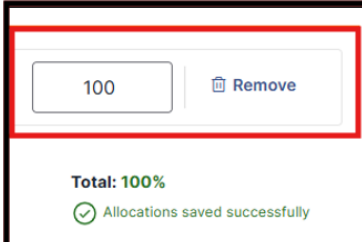
You must designate a primary beneficiary for this benefit.

[+ Add Beneficiary](#)

Would You Like To Add Secondary Beneficiaries?

Secondary beneficiaries receive the benefit if the primary beneficiaries are no longer alive or can't be found. As with primary beneficiary allocation, multiple secondary beneficiaries may be designated. Designating secondary beneficiaries is not a requirement, but is strongly encouraged.

[+ Add Beneficiary](#)



100

 Remove

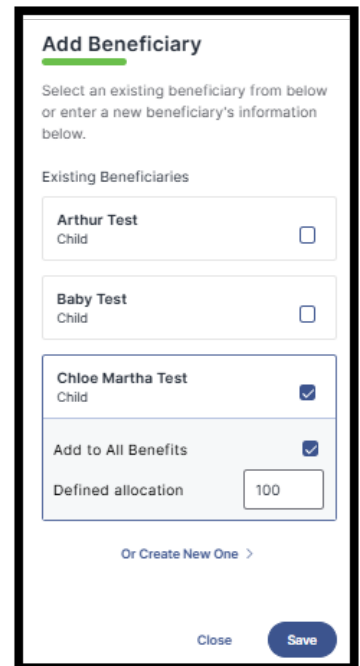
Total: 100%

 Allocations saved successfully

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.

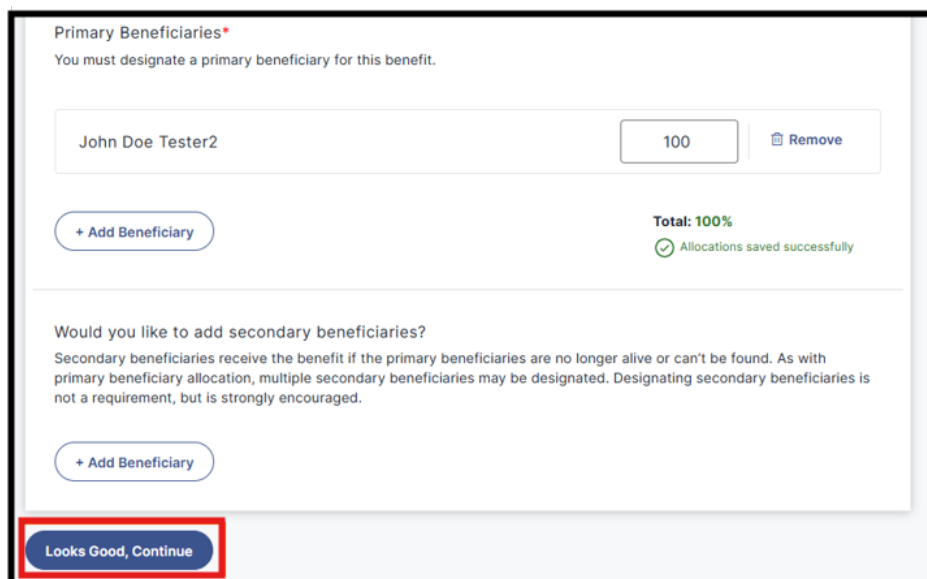
- Use the **+ Add Beneficiary** button to get started.
- You can assign both primary and secondary beneficiaries for each benefit.
- Make sure the total percentage you assign adds up to 100% for each benefit.

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



The screenshot shows a mobile app interface for adding a beneficiary. At the top, it says 'Add Beneficiary' with a green underline. Below that, it instructs the user to 'Select an existing beneficiary from below or enter a new beneficiary's information below.' There is a section titled 'Existing Beneficiaries' with three entries: 'Arthur Test Child' with an unchecked checkbox, 'Baby Test Child' with an unchecked checkbox, and 'Chloe Martha Test Child' with a checked checkbox. Below these, there is a section for 'Add to All Benefits' with a checked checkbox and a 'Defined allocation' field set to '100'. At the bottom, there is a link 'Or Create New One >' and two buttons: 'Close' and 'Save'.

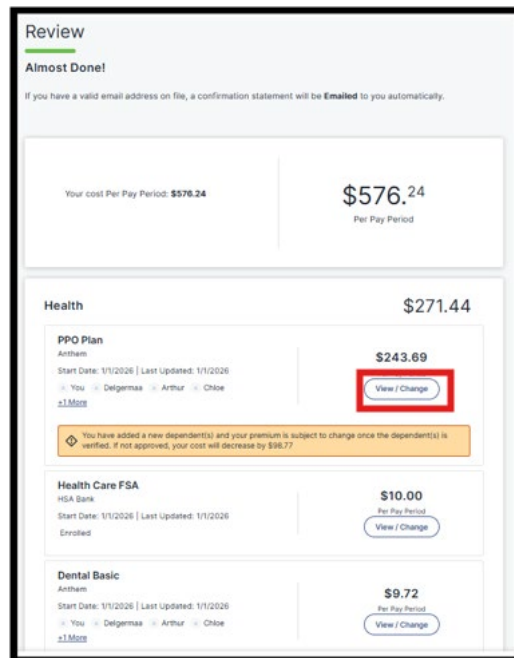
When all your beneficiaries are added and everything looks good, click **Looks Good, Continue** to move on.



The screenshot shows a mobile app interface for designating primary beneficiaries. At the top, it says 'Primary Beneficiaries*' and 'You must designate a primary beneficiary for this benefit.' Below this, there is a list of beneficiaries with one entry: 'John Doe Tester2' with an allocation of '100' and a 'Remove' button. There is a '+ Add Beneficiary' button. To the right, it says 'Total: 100%' and 'Allocations saved successfully' with a green checkmark. Below this, there is a section titled 'Would you like to add secondary beneficiaries?' with explanatory text: 'Secondary beneficiaries receive the benefit if the primary beneficiaries are no longer alive or can't be found. As with primary beneficiary allocation, multiple secondary beneficiaries may be designated. Designating secondary beneficiaries is not a requirement, but is strongly encouraged.' There is a '+ Add Beneficiary' button. At the bottom, there is a button labeled 'Looks Good, Continue' which is highlighted with a red box.

Review & Checkout

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



The screenshot shows a 'Review' page with the status 'Almost Done!'. It displays the total cost per pay period as \$576.24. Below this, the 'Health' section shows a total cost of \$271.44. The 'PPO Plan' is selected with a cost of \$243.69, and the 'View / Change' button is highlighted with a red box. The 'Health Care FSA' is selected with a cost of \$10.00, and the 'Dental Basic' is selected with a cost of \$9.72. A message indicates that a new dependent has been added and the premium is subject to change once verified.

Benefit Choice	Cost Per Pay Period
Total Health Cost	\$271.44
PPO Plan	\$243.69
Health Care FSA	\$10.00
Dental Basic	\$9.72

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.

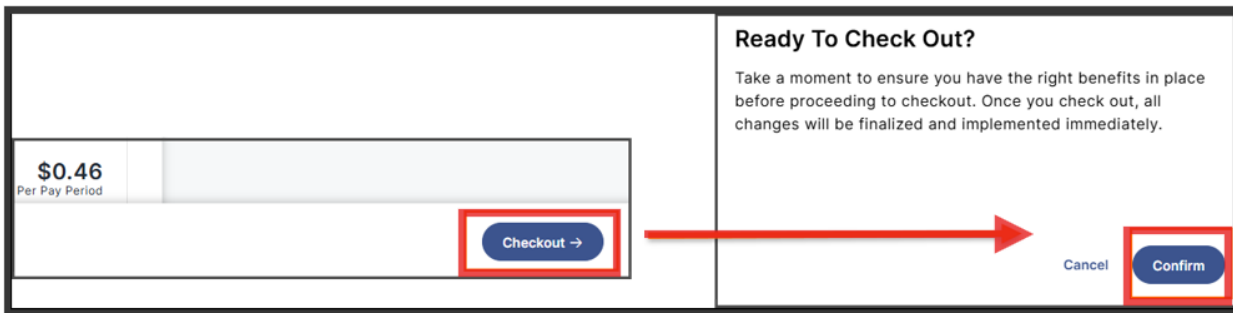
If any of your coverage choices require approval (like certain life insurance amounts), you'll see a message letting you know. If the requested amount isn't approved, your cost will be adjusted automatically.

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**.

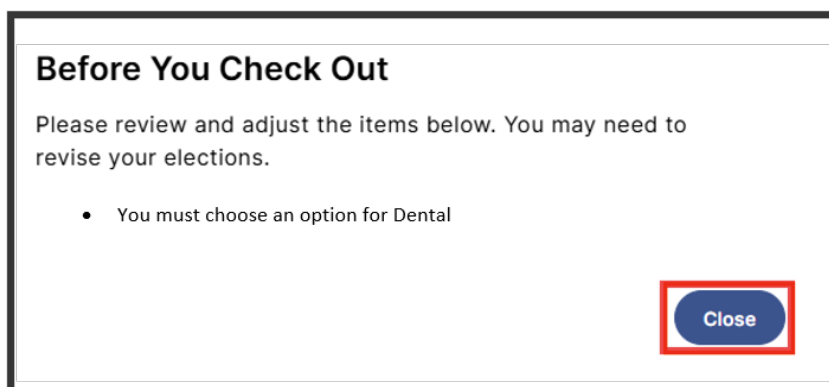
A pop-up will appear asking you to confirm your selections. If everything is correct, click **Confirm** to complete your enrollment.



The screenshot shows a checkout interface. On the left, a summary box displays '\$0.46 Per Pay Period' and a 'Checkout →' button. A red arrow points from this button to a confirmation screen on the right. The confirmation screen is titled 'Ready To Check Out?' and contains the text: 'Take a moment to ensure you have the right benefits in place before proceeding to checkout. Once you check out, all changes will be finalized and implemented immediately.' At the bottom of the confirmation screen are 'Cancel' and 'Confirm' buttons, with the 'Confirm' button highlighted by a red box.

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!



The screenshot shows a warning message box titled 'Before You Check Out'. The text inside reads: 'Please review and adjust the items below. You may need to revise your elections.' Below this text is a bulleted list with one item: '• You must choose an option for Dental'. At the bottom right of the box is a 'Close' button, which is highlighted by a red box.

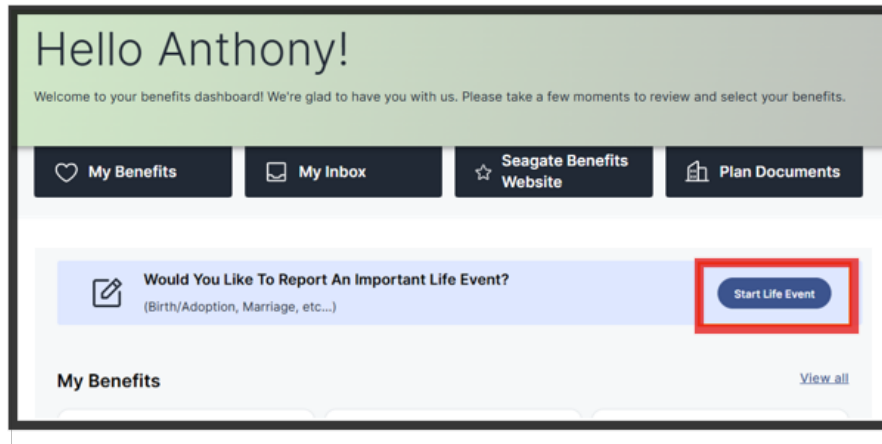
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Life Event Enrollment

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**.

A screenshot of a form titled "Report A Life Event". The form explains that changes in life or employment can affect benefits and provides examples like having a baby. It asks the user to select a life event type and enter a date. A search bar at the top left contains the word "birth" and is highlighted with a red rectangle. Below it, a list of life events is shown, with "Birth/Adoption/Gain Custody of Dependent" selected and highlighted with a red circle. To the right, there is a field for "Life Event Date*" with the date "1/14/2025" entered, also highlighted with a red rectangle. Below the date field is a "Notes" section with a text area. At the bottom of the form, there is a blue button labeled "Looks Good, Continue" with a red arrow pointing to it. A small note at the bottom right says "You may need to provide documentation as proof depending on the life event."

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.

The image shows two side-by-side screenshots of a web application. The left screenshot is titled 'Manage My Information' and displays a user profile for 'Anthony Test'. It includes sections for 'Basic Information' (First Name, Middle Name, Last Name, SSN, Show SSN), 'Personal Information' (Birthdate, Gender, Marital Status, Preferred Language, Preferred Spoken Language, Preferred Written Language, Telephone Area), and 'Contact Information' (Address 1, Address 2). The right screenshot is titled 'Manage My Family' and displays a family member profile for 'Tony Test'. It includes a 'Basic Information' section (First Name, Last Name, Birthdate, Gender, Marital Status, Preferred Language, Preferred Spoken Language, Preferred Written Language, Telephone Area). Both screenshots have a 'Let's Continue' button at the bottom right.

- 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.

The image shows a 'Ready To Check Out?' pop-up window. On the left, there is a summary of the user's current benefits, including a 'Checkout' button. On the right, there is a message: 'Take a moment to ensure you have the right benefits in place before proceeding to checkout. Once you check out, all changes will be finalized and implemented immediately.' Below the message are two buttons: 'Cancel' and 'Confirm'. A red arrow points from the 'Checkout' button to the 'Confirm' button.

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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