

Welcome to Helix!



☰ Your New Hire Benefits Checklist

Use this checklist to stay on track during your first 90 days and make the most of your Helix benefits.

Important: You must complete your benefits enrollment within 31 days of your start date. If you miss the deadline, you may be enrolled in default coverage and will need to wait until Annual Enrollment to make changes.



Health

Medical, dental, vision, and prescription drug coverage for you and your family.



Financial

401(k), HSA/FSA, life insurance, disability, and financial planning resources.



Wellness

bWell platform, EAP, mental health support, and preventive care programs.



Work & Life

Flexible work, family support, commuter benefits, and employee assistance.



Time Off

PTO, holidays, parental leave, and other leave policies.



Insurance

Life, AD&D, disability, and supplemental coverage options.

Your 90-Day Onboarding Roadmap

1

Day 1

Your benefits eligibility starts and enrollment window opens

2

Day 1-31

Complete your benefits elections during the enrollment period

3

Day 31

Enrollment deadline. All elections must be submitted by end of day

4

Day 60-90

Confirm your elections and explore additional benefits available

5

Beyond

Your benefits are active and you can make changes during open enrollment

Before You Enroll

GETTING STARTED

- ☐ Review the Helix Benefits Guide
- ☐ Watch the New Hire Benefits Video
- ☐ Explore the New Hire Hub resources
- ☐ Gather dependent information and documentation if enrolling family members

You may need:

- Birth certificates
- Marriage certificate or domestic partner documentation
- Social Security numbers
- Dates of birth

Days 1-31: Complete Your Benefits Enrollment

① MEDICAL, DENTAL & VISION

- ☐ Compare your medical plan options
- ☐ Choose your dental coverage
- ☐ Choose your vision coverage
- ☐ Enroll eligible dependents, if applicable

③ WELLNESS & SUPPORT

- ☐ Register for the bWell wellness platform
- ☐ Explore wellness incentives and programs
- ☐ Review additional work/life resources available through Helix

② FINANCIAL BENEFITS

- ☐ Enroll in the 401(k) plan
- ☐ Set your contribution percentage
- ☐ Decide whether to contribute to an HSA or FSA
- ☐ Designate your beneficiaries for HSA, 401(k), AD&D, and life insurance

④ FINAL ENROLLMENT STEPS

- ☐ Submit your elections through the Enrollment Portal
- ☐ Save or print your confirmation statement
- ☐ Verify your personal contact information

After Enrollment: Days 31-90

- ☐ Confirm payroll deductions are correct
- ☐ Create accounts with benefit vendors and carriers
- ☐ Review additional resources on myhelixrewards.com and update preferences under Manage Communications.
- ☐ Sign up for optional text alerts at myhelixbenefits.ai
- ☐ Verify your dependents have been approved, if applicable
- ☐ Watch for mailed insurance ID cards or digital card access
- ☐ Complete any outstanding dependent verification requirements



Keep your information up to date so you never miss important benefit communications

Ongoing Benefits Success

STAY CONNECTED

- ☐ Visit the Benefits Website for updates and resources
- ☐ Use the Plan Comparison tools when reviewing coverage options
- ☐ Review wellness opportunities throughout the year
- ☐ Prepare for Annual Enrollment each year



Need Help?

Have a special benefits issue or problem? For general benefits questions, enrollment help, or anything you're not sure where to direct, contact Your Benefits Resources (YBR) at (844) 318-7148 for help!



We're here to support you every step of the way.

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