



# New Hire Benefits Checklist

**for U.S. Benefits Eligible Employees**

At Chemours, we remain committed to supporting employees in their wellness journey by providing tools and resources that allow each individual to prioritize their overall welling. We know that offering robust benefit programs that support the physical, financial and emotional needs of our employees is a critical component to creating the greatest place to work.

Within the first week of your hire date, you will receive a letter from the Chemours Benefits Service Center with information about how to enroll in or waive benefit coverage with Chemours. Benefits are effective on the first day of your employment. Below is a list of items to complete to ensure you have a refreshingly simple benefits enrollment experience.

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## □ Update Personal Information in Workday

All requirements in your Workday Inbox must be completed to create your benefits record. This includes your:

- Legal Name
- Social Security Number
- Date of Birth
- Home Address
- Tax withholding elections

Once your personal information is updated in Workday, please allow 12-24 hours to begin enrolling in benefits, and 5-7 business days to begin enrolling in your 401(k).

## □ Enroll or Waive Benefit Coverage

Begin enrollment by visiting [MyChemoursBenefits.com](https://mychemourseveneefits.com) or by contacting the Chemours Benefits Service Center at (844) 215-5096. The company key is *chemourscopy*.

View our enrollment materials at [chemours.com/benefits](https://chemours.com/benefits) for more information on our competitive benefit offerings.

You have 31 days from your date of hire to enroll in benefits. If you do not enroll during the 31-day new hire enrollment period, you will be defaulted into medical, prescription, dental, and basic life insurance for employee coverage only.

If you're adding a dependent such as a spouse, same-sex domestic partner, or a child to your coverage, dependent verification will be required. Your dependent's Social Security Number and other documentation such as birth or marriage certificate(s) will be requested for verification.

You will need to wait until Annual Open Enrollment to update your benefit elections unless you experience a Qualified Life Event such as a marriage, divorce, or birth/adoption of a child.



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## ❑ Complete Your Biometric Screening

If you intend to enroll in a Chemours medical plan, you have the option to complete a biometric screening. Knowing your numbers is a great way to start your well-being plan, but it also offers you the opportunity to save \$115 per month towards your medical premium.

To receive the discount on your medical premium, new hires have a few options to complete their biometric screening through Quest Diagnostics. Once results are received by Quest, the discount will be applied. Please wait until the following Wednesday of your hire week to register for your Quest account. It's recommended to complete your screening within your first 31 days to receive the discount as soon as possible.

### Your Screening Options:

- **Schedule a Screening** - Visit a Quest Diagnostics Patient Service Center.
- **Physician Results Form** - Request your healthcare provider complete a physician form certifying you have successfully completed a biometric screening.
- **At-Home Kit** - Complete the biometric screening at home with a finger stick. Kits will be mailed to any employee electing this option. At-home kits should be ordered as soon as possible as any shipping delays may cause a delay in the application of your medical premium discount.

Any new hires who start between **November 1 - December 31, 2022** will have until **January 31, 2023** to be able to complete their biometric screening.

### Need Help?

#### Guides & FAQ's

- Review the [Biometric Screening Guides](#) on the Benefits Catalyst Page to learn how to create an account and complete your screening.
- [Quest's Online FAQs](#)

#### Customer Service:

- Email: [Wellness@QuestDiagnostics.com](mailto:Wellness@QuestDiagnostics.com)
- Phone: **(855) 623-9355**  
Monday-Friday: 8:00 AM - 8:00 PM Eastern  
Saturday: 8:30 AM - 3:00 PM Eastern

## ❑ Set up your Health Savings Account (HSA)

When you enroll in a Chemours medical plan, you may be eligible for a Health Savings Account (HSA). Your HSA is a personal savings account that stays with you for life. It's intended to help you pay for qualified medical expenses now and in the future.

Chemours contributes \$600 to employees with employee-only coverage and \$1,200 for other coverage levels. Company contributions are prorated based on your hire date.

You can set up an [HSA Investment Account](#) after reaching the \$1,000 threshold in your cash account. Combined with your 401(k), your HSA Investment Account is a powerful retirement tool that is triple-tax-deferred.



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## □ Enroll in 401(k)

You have 60 days to enroll in the Retirement Savings Plan. If no action is taken, you will be automatically enrolled at 6% in the target-date fund based on your date of birth.

Visit [Benefits Online \(BOL\) Login Page](#) to create an account and enroll in your 401(k). Please allow 1-2 pay periods after enrollment to begin seeing deductions.

View [this enrollment guide](#) or call Merrill Lynch directly with any questions at **(877) 854-CHEM**.

To add extra security to your retirement savings, opt in for Multi-Factor Authorization (MFA) in your **Security Settings**. Be sure to also **update your beneficiaries** to protect your 401(k).

## □ Update Your Education in Workday

If you received a vo-tech or bachelor's degree within the last 3 years, you're eligible to participate in [Chemours' Student Loan Repayment Benefit](#). Chemours will contribute \$100 per month directly to your student loans to help you pay them off even faster. The benefit cap is \$3,600, or 36 months of \$100 payments.

To start receiving contributions, update your education in Workday with your graduation date. Eligible employees will receive an email notification from our provider, SoFi, to begin the enrollment process.

## □ Questions?

If you have any questions throughout your enrollment process, you can

- Ask your Manager or Human Resources Business Partner for assistance
- Contact the Chemours Benefits Service Center at **(844) 215-5096**
- Send a note to [ChemoursUSBenefits@chemours.com](mailto:ChemoursUSBenefits@chemours.com)

If you have any questions about your biometric screening, you can contact Quest directly:

- Email: [Wellness@QuestDiagnostics.com](mailto:Wellness@QuestDiagnostics.com)
- Phone: **(855) 623-9355**  
Monday through Friday, 8:00 am to 8:00 pm ET  
Saturday, 8:30 am to 3:00 pm ET

