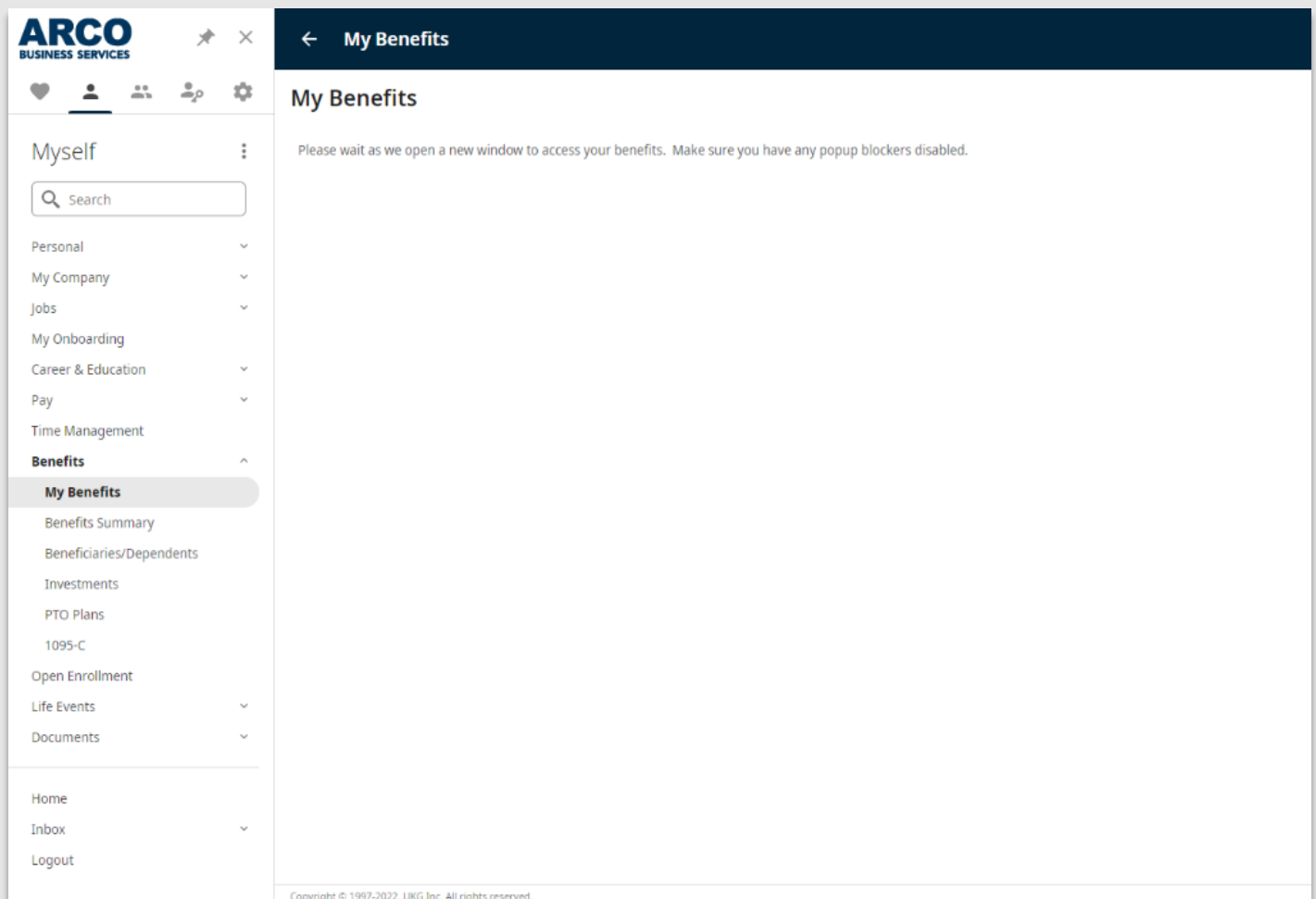


How to Access the My Benefits Portal Through UKG

1. Navigate to UKG and log-in. Go to the **Myself Menu and click on My Benefits**. See the example below to help with navigation. Please wait as a new window opens to access your benefits. Make sure you have any popup blockers disabled.



2. If this is your first time logging in, you will need to go through the initial agreements and contact preferences. The first window will ask you to agree to use your electronic signature. Please see the example below.

ARCO
CONSTRUCTION

Let's Get Started

Getting Started Details

Please read the following information. After you have read the information either accept or decline the agreement by clicking on the appropriate button below. If you agree, you will be directed to the next step. If you decline, you will be returned to the login page and will have to contact your benefits administrator to enter the system.

By clicking "Accept" below, I hereby consent to the use of Electronic Signatures as my formal acceptance of all electronic records covered by the Electronic Signature in Global and National Commerce Act of 2000 (ESiGA) which includes documents, forms, account applications, electronic trade confirmations, statements, agreements, and prospectuses. I also consent to receive certain employee benefit plan information through electronic media. I understand it may be necessary for me to inform the company if my email address changes or if I prefer to receive the communication at a different email address. I also understand that I may withdraw this consent at any time by completing a similar form stating I no longer consent to electronic communication. In addition, I understand that I may request a paper version of the electronically furnished documents free of charge if I am unsuccessful at printing the document.

Do you agree?

☒ Yes ☐ No

[Log Out](#) [Continue >](#)

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3. The next window will have you review your contact preferences and ask you to agree to have your 1095 Employee Statement sent to you electronically. If you would like to receive text reminders regarding our Annual Enrollment, you can add your cell phone number to opt in. **Please note:** If you have a cell phone number registered with ARCO, we will send your text reminders to your ARCO phone number. Please see an example of the screen below.

Personal Preferences

Please make your personal preferences selection below and click the "Continue" button.

Contact Preferences

Email Address

☐ Primary

Personal Email Address

☐ Primary

Cell Phone Number

☐ Opt Into Text

555-555-0001

Document Delivery

Electronic Consent for Affordable Care Act - Important Tax 1095-C Documentation Preference

Electronic 1095 Delivery Consent:

IMPORTANT TAX DOCUMENTATION

Starting in 2015, the IRS is requiring individuals to report on their healthcare coverage. Your employer is required to supply you this information on a standard form, IRS Form 1095. You will use this form when preparing your taxes. You may choose to receive this form electronically or via mail.

By selecting "yes" I consent to the delivery of the 1095 Employee Statement electronically. This document will then be made available in my personal documents by January 31 the year following a year when I am eligible for or enrolled in Health Coverage. A paper copy will not be sent to me unless I withdraw this consent.

I may withdraw this consent at any time by contacting Businessolver at 844-215-5100 or by going to "My Profile" at www.benefitsolver.com and changing my consent from Yes to No.

I understand that once generated, my completed 1095 form will be available in my Personal Documents as long as Businessolver.com, Inc. is the administrator of my employer's benefits.

This notice will remain in effect until I withdraw consent or until there is a material change in the consent, at which time I will need to reconfirm my consent for electronic delivery.

Do you agree?

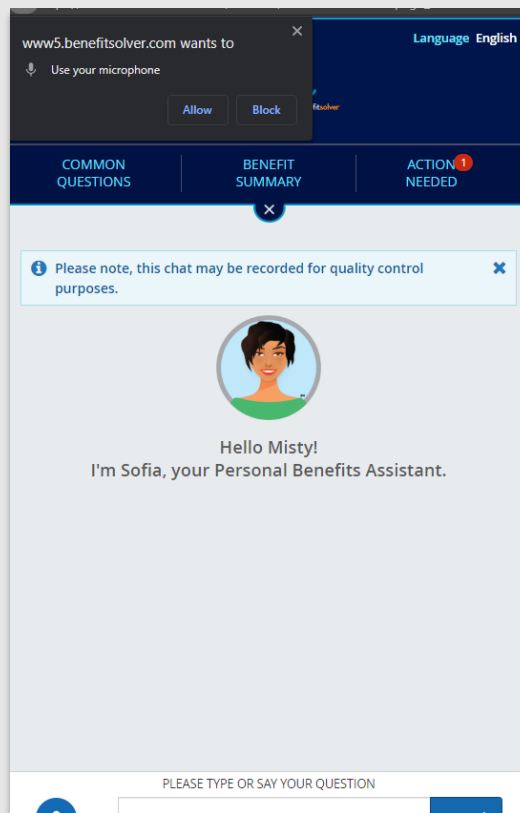
☒ Yes ☐ No

Continue >

4. You will then be taken to your My Benefits Portal homepage.

The screenshot shows the ARCO Benefits Portal homepage for a user named Life Event11. The top navigation bar includes links for Home, Message Center, Help, Reference Center, and Life Event11. A search bar is located on the right. Below the navigation bar, there is a row of tabs: Welcome, My Insurance Benefits, My Retirement Benefits, Additional Benefits, What if..., and Contacts. The main content area is divided into two columns. The left column contains four tiles: Profile, Benefit Summary, Change My Benefits, and Personal Documents. The right column contains two tiles: "I plan to retire soon" with a sub-link "Review my retirement savings goals," and "ARCO Benefits Overview Guide" with a sub-link "Your Benefits at a Glance."

5. The first time you sign in, you will get a pop up for Sofia (your virtual benefits assistant) asking you if you would like to allow Benefitsolver to use your microphone. Sofia has a feature where you can use your microphone to ask questions. You do not need to allow the website to use the microphone to utilize Sofia because you also chat in your questions.



If you have any questions about the information provided, please reach out to benefits@arco1.com.