



**ACCESSO, LLC**  
ALL FULL-TIME UNITED STATES EMPLOYEES  
SCHEDULED TO WORK AT LEAST 30 HOURS PER  
WEEK  
Group Number: 00025705



**Customer Service (888) 600-1600**  
Monday to Friday | 8am to 8:30pm ET

# Welcome to

# Workplace benefits

## Everyone deserves a Guardian

Every day, Guardian gives 26 million Americans the security they deserve through our insurance and wealth management products and services.

We've partnered with your organization to offer you a range of employee benefits. Inside this pack, you'll find the plans your employer thinks you might benefit from.

## Your coverage options



**Dental insurance**

Taking care of teeth and overall health



**Vision insurance**

Looking after your eyesight and related health issues

## Know your benefits

Your benefits support your physical and financial wellbeing, to help keep you and your loved ones protected.

With Guardian, you're in good hands. We've been delivering on our promises for over 150 years, and we're looking forward to doing the same for you too.

- 1 Read through this information.
- 2 Find out more about your benefits.
- 3 Talk to your employer if you need help or have any questions.

© Copyright 2020 The Guardian Life Insurance Company of America

This document is a summary of the major features of the insurance coverage that's been agreed to with your employer – it isn't your contract.

**THIS PAGE INTENTIONALLY LEFT BLANK**



# Dental insurance

Taking care of your teeth is about more than just covering cavities and cleanings. It also means accounting for more expensive dental work, and your overall health.

With dental insurance, routine preventive care can lead to better overall health. And you'll be able to save money if any extensive dental work is required.

## Who is it for?

Everyone should have access to great dental coverage, which is why we offer comprehensive plans that are available through employers as part of your benefit offerings.

## What does it cover?

Dental insurance helps to protect your overall oral care. That includes services like preventive cleanings, X-rays, restorative services like fillings, and other more serious forms of oral surgery if you ever need them.

## Why should I consider it?

Poor oral health isn't just aesthetic; it's also been linked to conditions including diabetes, heart disease, and strokes. So, while brushing and flossing every day can help keep your teeth clean, nothing should replace regular visits to the dentist.



## Staying healthy

Joe visits his dentist for a routine dental cleaning, to take care of his teeth as well as his overall health.

Oral health is about more than just teeth and gums. It's also essential for a range of other health and wellbeing reasons:

**Cardiovascular disease:** Some research suggests that heart disease, clogged arteries, and strokes may be linked to inflammation and infections from oral bacteria.

**Osteoporosis:** Weak and brittle bones may be linked to tooth loss.

**Diabetes:** Research shows that people with gum disease find it more difficult to control their blood sugar levels.

**Alzheimer's disease:** Worsening oral health is seen as Alzheimer's disease progresses.

All information contained here is from the Mayo Clinic, Oral Health: A Window to Your Overall Health, [www.mayoclinic.com](http://www.mayoclinic.com). 2021.

You will receive these benefits if you meet the conditions listed in the policy.

GUARDIAN<sup>®</sup> is a registered trademark of The Guardian Life Insurance Company of America  
ACCESSO, LLC

ALL FULL-TIME UNITED STATES EMPLOYEES SCHEDULED TO WORK AT LEAST 30 HOURS PER WEEK  
2023-157076(07/25)

Kit created 08/10/2024  
Group number: 00025705



# Your dental coverage

**Option 1: PPO** plan, you can visit any dentist, but you pay less out-of-pocket when you choose a PPO dentist. Out-of-network benefits are based on a percentile of the prevailing fee data for the dentist's zip code.

**Option 2: PPO** plan, you can visit any dentist, but you pay less out-of-pocket when you choose a PPO dentist. Out-of-network benefits are limited to our PPO fee schedule.

Your Dental Plan

Option 1: PPO

Option 2: PPO

| Your Network is                               | DentalGuard Preferred | DentalGuard Preferred |
|---|-----------------------|-----------------------|
| <b>Your Monthly premium</b>                   | <b>\$50.30</b>        | <b>\$28.21</b>        |
| You and Spouse                                | \$103.77              | \$58.69               |
| You and Child(ren)                            | \$119.63              | \$75.72               |
| You, Spouse and Child(ren)                    | \$185.93              | \$114.99              |
| <b>Calendar year deductible</b>               | <i>In-Network</i>     | <i>Out-of-Network</i> |
| Individual                                    | \$50                  | \$50                  |
| Family limit                                  | 3 per family          | 3 per family          |
| Waived for                                    | Preventive            | Preventive            |
| <b>Charges covered for you (co-insurance)</b> | <i>In-Network</i>     | <i>Out-of-Network</i> |
| Preventive Care                               | 100%                  | 100%                  |
| Basic Care                                    | 90%                   | 90%                   |
| Major Care                                    | 60%                   | 40%                   |
| Orthodontia                                   | 50%                   | 50%                   |
| <b>Annual Maximum Benefit</b>                 | <b>\$2000</b>         | <b>\$1000</b>         |
| <b>Maximum Rollover</b>                       | Yes                   | Yes                   |
| Rollover Threshold                            | \$800                 | \$500                 |
| Rollover Amount                               | \$400                 | \$250                 |
| Rollover In-network Amount                    | \$600                 | \$350                 |
| Rollover Account Limit                        | \$1500                | \$1000                |
| <b>Lifetime Orthodontia Maximum</b>           | <b>\$1000</b>         | <b>\$1000</b>         |
| <b>Dependent Age Limits</b>                   | 26 *                  | 26 *                  |

\***Family coverage** for spouse and children if the child is dependent upon the employee for support and is: (i) living in the employee's household; or (ii) a full-time or part-time student.



# Your dental coverage

## A Sample of Services Covered by Your Plan:

|  | Option 1: PPO<br><i>Plan pays (on average)</i>                         |   | Option 2: PPO<br><i>Plan pays (on average)</i>      |   |                   |
|--|--|---|---|---|-------------------|
|  | In-network   | Out-of-network  | In-network  | Out-of-network                                      |                   |
| Preventive Care                                    | Cleaning (prophylaxis)<br>Frequency:<br>Fluoride Treatments<br>Limits: | 100%<br>Once Every 6 Months<br>100%<br>Under Age 14   | 100%<br>Once Every 6 Months<br>100%<br>Under Age 14 | 100%<br>Once Every 6 Months<br>100%<br>Under Age 14 |                   |
|  | Oral Exams<br>Sealants (per tooth)<br>X-rays                           | 100%<br>100%<br>100%  | 100%<br>100%<br>100%                                | 100%<br>100%<br>100%                                |                   |
|  | Basic Care   | Fillings <sup>‡</sup><br>Periodontal Maintenance<br>Frequency:<br>Scaling & Root Planing (per quadrant) | 90%<br>90%<br>Once Every 3 Months<br>90%            | 70%<br>70%<br>Once Every 3 Months<br>70%            | 50%<br>50%<br>50% |
|  | Major Care   | Anesthesia*   | 60%   | 60%   | 40%               |
|  |  | Bridges and Dentures  | 60%   | 60%   | 40%               |
| Dental Implants                                    |  | 60%   | 60%   | 40%   |                   |
| Inlays, Onlays, Veneers**                          |  | 60%   | 60%   | 40%   |                   |
| Perio Surgery                                      |  | 60%   | 60%   | 40%   |                   |
| Repair & Maintenance of Crowns, Bridges & Dentures |  | 60%   | 60%   | 40%   |                   |
| Root Canal   |  | 60%   | 60%   | 40%   |                   |
| Simple Extractions                                 |  | 60%   | 60%   | 40%   |                   |
| Single Crowns                                      |  | 60%   | 60%   | 40%   |                   |
| Surgical Extractions                               |  | 60%   | 60%   | 40%   |                   |
| Orthodontia  | Orthodontia<br>Limits:   | 50%<br>Child(ren)   | 50%<br>Child(ren)                                   | 50%   |                   |

This is only a partial list of dental services. Your certificate of benefits will show exactly what is covered and excluded. \*\*For PPO and or Indemnity members, Crowns, Inlays, Onlays and Labial Veneers are covered only when needed because of decay or injury or other pathology when the tooth cannot be restored with amalgam or composite filling material. When Orthodontia coverage is for "Child(ren)" only, the orthodontic appliance must be placed prior to the age limit set by your plan; If full-time status is required by your plan in order to remain insured after a certain age, then orthodontic maintenance may continue as long as full-time student status is maintained. If Orthodontia coverage is for "Adults and Child(ren)" this limitation does not apply. \*General Anesthesia – restrictions apply. †For PPO and or Indemnity members, Fillings – restrictions may apply to composite fillings.



# Your dental coverage

## Manage Your Benefits:

Go to [www.Guardianlife.com](http://www.Guardianlife.com) to access secure information about your Guardian benefits including access to an image of your ID Card. Your on-line account will be set up within 30 days after your plan effective date.

## Find A Dentist:

Visit [www.Guardianlife.com](http://www.Guardianlife.com) Click on "Find A Provider"; You will need to know your plan, which can be found on the first page of your dental benefit summary.

## EXCLUSIONS AND LIMITATIONS

Important Information about Guardian's DentalGuard Indemnity and DentalGuard Preferred Network PPO plans: This policy provides dental insurance only. Coverage is limited to those charges that are necessary to prevent, diagnose or treat dental disease, defect, or injury. Deductibles apply. The Plan does not pay for: oral hygiene services (except as covered under preventive services), orthodontia (unless expressly provided for), cosmetic or experimental treatments (unless they are expressly provided for), any treatments to the extent benefits are payable by any other payor or for which no charge is made, prosthetic devices unless certain conditions are met, and services ancillary to surgical treatment. The plan limits benefits for diagnostic

consultations and for preventive, restorative, endodontic, periodontic, and prosthodontic services. The services, exclusions and limitations listed above do not constitute a contract and are a summary only. The Guardian plan documents are the final arbiter of coverage. Contract # GP-1-DG2000 et al. **PPO and or Indemnity Special Limitation:** Teeth lost or missing before a covered person becomes insured by this plan. A covered person may have one or more congenitally missing teeth or have lost one or more teeth before he became insured by this plan. We won't pay for a prosthetic device which replaces such teeth unless the device also replaces one or more natural teeth lost or extracted after the covered person became insured by this plan. R3-DG2000

DentalGuard Insurance is underwritten and issued by The Guardian Life Insurance Company of America, New York, NY. Products are not available in all states. Policy/limitations and exclusions apply. Optional riders and/or features may incur additional costs. Plan documents are the final arbiter of coverage. This policy provides DENTAL insurance only.  
Policy Form # GP-1-DG2000, et al, GP-1-DEN-16

**GUARDIAN® is a registered trademark of The Guardian Life Insurance Company of America**

**ACCESSO, LLC**

**ALL FULL-TIME UNITED STATES EMPLOYEES SCHEDULED TO WORK AT LEAST 30 HOURS PER WEEK**

Kit created 08/10/24

Group number: 00025705

# Oral Health Rewards Program

Regular visits to the dentist can help prevent and detect the early signs of serious diseases.

That's why Guardian's Maximum Rollover Oral Health Rewards Program encourages and rewards members who visit the dentist, by rolling over part of your unused annual maximum into a Maximum Rollover Account (MRA). This can be used in future years if your plan's annual maximum is reached.



## Automatic rollover

Submit a claim (without exceeding the paid claims threshold of a benefit year), and Guardian will roll over a portion of your unused annual dental maximum.

## How maximum rollover works \*

Depending on a plan's annual maximum, if claims made for a certain year don't reach a specified threshold, then the set maximum rollover amount can be rolled over.

| Plan annual maximum**        | Threshold  | Maximum rollover amount  | In-network only rollover amount   | Maximum rollover account limit  |
|------------------------------|--|--|---|---|
| \$1,000                      | \$500  | \$250  | \$350   | \$1,000   |
| Maximum claims reimbursement | Claims amount that determines rollover eligibility | Additional dollars added to a plan's annual maximum for future years | Additional dollars added if only in-network providers were used during the benefit year | The limit that cannot be exceeded within the maximum rollover account |

\* This example has been created for illustrative purposes only.

\*\* If a plan has a different annual maximum for PPO benefits vs. non-PPO benefits, (\$1500 PPO/\$1000 non-PPO for example) the non-PPO maximum determines the Maximum Rollover plan. May not be available in all states.

Guardian's Dental Insurance is underwritten and issued by The Guardian Life Insurance Company of America, New York, NY. Products are not available in all states. Policy limitations and exclusions apply. Optional riders and/or features may incur additional costs. Plan documents are the final arbiter of coverage. Information provided in this communication is for informational purposes only. Dental Policy Form No. GP-1-DEN-16. GUARDIAN® is a registered service mark of The Guardian Life Insurance Company of America © Copyright 2019 The Guardian Life Insurance Company of America.

**GUARDIAN® is a registered trademark of The Guardian Life Insurance Company of America**  
[guardianlife.com](http://guardianlife.com)

© Copyright 2020 The Guardian Life Insurance Company of America  
 2020-105050 (07/22)

# Oral Health Rewards Program

Regular visits to the dentist can help prevent and detect the early signs of serious diseases.

That's why Guardian's Maximum Rollover Oral Health Rewards Program encourages and rewards members who visit the dentist, by rolling over part of your unused annual maximum into a Maximum Rollover Account (MRA). This can be used in future years if your plan's annual maximum is reached.



## Automatic rollover

Submit a claim (without exceeding the paid claims threshold of a benefit year), and Guardian will roll over a portion of your unused annual dental maximum.

## How maximum rollover works \*

Depending on a plan's annual maximum, if claims made for a certain year don't reach a specified threshold, then the set maximum rollover amount can be rolled over.

| Plan annual maximum**        | Threshold  | Maximum rollover amount  | In-network only rollover amount   | Maximum rollover account limit  |
|------------------------------|--|--|---|---|
| \$2,000                      | \$800  | \$400  | \$600   | \$1,500   |
| Maximum claims reimbursement | Claims amount that determines rollover eligibility | Additional dollars added to a plan's annual maximum for future years | Additional dollars added if only in-network providers were used during the benefit year | The limit that cannot be exceeded within the maximum rollover account |

\* This example has been created for illustrative purposes only.

\*\* If a plan has a different annual maximum for PPO benefits vs. non-PPO benefits, (\$1500 PPO/\$1000 non-PPO for example) the non-PPO maximum determines the Maximum Rollover plan. May not be available in all states.

Guardian's Dental Insurance is underwritten and issued by The Guardian Life Insurance Company of America, New York, NY. Products are not available in all states. Policy limitations and exclusions apply. Optional riders and/or features may incur additional costs. Plan documents are the final arbiter of coverage. Information provided in this communication is for informational purposes only. Dental Policy Form No. GP-1-DEN-16. GUARDIAN® is a registered service mark of The Guardian Life Insurance Company of America © Copyright 2019 The Guardian Life Insurance Company of America.

**GUARDIAN® is a registered trademark of The Guardian Life Insurance Company of America**  
[guardianlife.com](http://guardianlife.com)

© Copyright 2020 The Guardian Life Insurance Company of America  
 2020-105050 (07/22)



Watch our video  
How vision insurance can help  
you see clearly as you get older.

# Vision insurance

Vision insurance helps protect the health of your eyes by providing coverage for benefits that often aren't covered by regular medical insurance.

Protecting your eyesight means allowing for routine visits to the optometrist for eye exams, as well as coverage for glasses and contacts. Make sure your eyes remain in great shape at any age – no matter how much time you spend staring at digital screens.

## Who is it for?

Even if you have perfect eyesight, it's important to have regular eye exams to make sure you're still seeing clearly. Most of us may eventually need vision correction, which is why we offer vision insurance to cover some of the costs.

## What does it cover?

Vision insurance covers benefits not typically included in medical insurance plans. It covers things like routine eye exams, allowances towards the purchase of eyeglasses and contact lenses, as well as discounts on corrective Lasik surgery.

## Why should I consider it?

Regular eye exams can detect more than failing eyesight, they can also pick up diseases like glaucoma and diabetes. Vision problems are one of the most prevalent disabilities in the United States, making vision insurance especially useful for anyone who regularly needs to purchase eyeglasses or contacts, or anyone who simply wants to help protect their eyesight and general health.

You will receive these benefits if you meet the conditions listed in the policy.



## 20/20 coverage

David notices that his vision is deteriorating. He goes in for an eye exam, and is diagnosed with myopia, which means he needs glasses.

Average cost of vision exam: **\$171**

Average cost of frames and lenses: **\$350**

Total cost: **\$521**

With a Vision policy from Guardian, David pays just **\$10** for his eye exam. After **\$25** in copay, his lenses are fully covered, and he pays **\$96** for his frames.

David's total out-of-pocket expense is **\$131**, saving him **\$390**.

This example is for illustrative purposes only. Your plan's coverage may vary. See your plan's information on the following pages for specific amounts and details.



# Your vision coverage

**Option 1:** Significant out-of-pocket savings available with your **Full Feature** plan by visiting one of VSP's network locations, including one of the largest private practice provider networks, Visionworks and contracted Pearle Vision locations.

| Your Vision Plan                                     | Full Feature       |
|--|--------------------|
| Your Network is                                      | VSP Choice Network |
| <b>Your Monthly Premium</b>                          | <b>\$ 8.35</b>     |
| You and Spouse                                       | \$ 16.60           |
| You and Child(ren)                                   | \$ 14.05           |
| You, Spouse and Child(ren)                           | \$ 23.18           |
| <b>Copay</b>   |                    |
| Exams Copay  | \$ 10              |
| Materials Copay (waived for elective contact lenses) | \$ 25              |

| Sample of Covered Services                     | In-network   | You pay (after copay if applicable): | Out-of-network     |
|--|--|--------------------------------------|--------------------|
| Eye Exams                                      | \$0  |                                      | Amount over \$39   |
| Single Vision Lenses                           | \$0  |                                      | Amount over \$23   |
| Lined Bifocal Lenses                           | \$0  |                                      | Amount over \$37   |
| Lined Trifocal Lenses                          | \$0  |                                      | Amount over \$49   |
| Lenticular Lenses                              | \$0  |                                      | Amount over \$64   |
| Frames   | 80% of amount over \$150 <sup>1</sup>                      |                                      | Amount over \$46   |
| Costco, Walmart and Sam's Club Frame Allowance | Amount over \$0  |                                      |                    |
| Contact Lenses (Elective)                      | Amount over \$ 150   |                                      | Amount over \$ 100 |
| Contact Lenses (Medically Necessary)           | \$0  |                                      | Amount over \$210  |
| Contact Lenses (Evaluation and fitting)        | Up to \$60   |                                      | Not Applicable     |
| Cosmetic Extras                                | Avg. 20-25% off retail price                               |                                      | No discounts       |
| Glasses (Additional pair of frames and lenses) | 20% off retail price**                                     |                                      | No discounts       |
| Laser Correction Surgery Discount              | Up to 15% off the usual charge or 5% off promotional price |                                      | No discounts       |

| Service Frequencies   |  |
|---|--|
| Exams   | Every calendar year  |
| Lenses (for glasses or contact lenses)††                          | Every calendar year  |
| Frames  | Every two calendar years‡‡‡  |
| Network discounts (glasses and contact lens professional service) | Limitless within 12 months of exam.  |
| <b>Dependent Age Limits</b>                                       | 26   |
| To Find a Provider:   | Register at <a href="http://VSP.com">VSP.com</a> to find a participating provider. |

- VSP**
- ††Benefit includes coverage for glasses or contact lenses, not both.
  - Family coverage for spouse and child/ren if the child is dependent upon the employee for support and is: (i) living in the employee's household; or (ii) a full-time or part-time student.



# Your vision coverage

- \*\* For the discount to apply your purchase must be made within 12 months of the eye exam.
- Charges for an initial purchase can be used toward the material allowance. Any unused balance remaining after the initial purchase cannot be banked for future use. The only exception would be if a member purchases contact lenses from an out of network provider, members can use the balance towards additional contact lenses within the same benefit period.
- Extra \$20 on select brands
- Members can use their in network benefits on line at Eyeconic.com.
- ~~###~~ The VSP system considers contact lenses to be the equivalent of a full pair of eyeglasses (lenses and frames) so while the member can obtain contact lenses one year and standard eyeglass lenses the next year, the frames benefit would not be available until 24 months or two calendar years, depending on the plan design, after the date the member obtained the contact lenses.
- In Network Routine Retinal Screening Covered after no more than a \$39 copay.

## EXCLUSIONS AND LIMITATIONS

*Important Information:* This policy provides vision care limited benefits health insurance only. It does not provide basic hospital, basic medical or major medical insurance as defined by the New York State Insurance Department. Coverage is limited to those charges that are necessary for a routine vision examination. Co-pays apply. The plan does not pay for: orthoptics or vision training and any associated supplemental testing; medical or surgical treatment of the eye; and eye examination or corrective eyewear required by an employer as a condition of employment; replacement of lenses and frames that are furnished under this plan, which are lost or broken (except at normal intervals when services are otherwise available or a warranty exists). The plan limits benefits for blended lenses, oversized lenses, photochromic lenses, tinted lenses, progressive multifocal lenses, coated or laminated lenses, a frame that exceeds plan allowance, cosmetic lenses; U-V protected lenses and optional cosmetic processes.

The services, exclusions and limitations listed above do not constitute a contract and are a summary only. The Guardian plan documents are the final arbiter of coverage. Contract #GP-1-VSN-96-VIS et al.

### **Laser Correction Surgery:**

Discounts on average of 10-20% off usual and customary charge or 5% off promotional price for vision laser surgery. Members out-of-pocket costs are limited to \$1,800 per eye for LASIK or \$1,500 per eye for PRK or \$2300 per eye for Custom LASIK, Custom PRK, or Bladeless LASIK.

Laser surgery is not an insured benefit. The surgery is available at a discounted fee. The covered person must pay the entire discounted fee. In addition, the laser surgery discount may not be available in all states.

Guardian's Vision Insurance is underwritten and issued by The Guardian Life Insurance Company of America, New York, NY. Products are not available in all states. Policy limitations and exclusions apply. Optional riders and/or features may incur additional costs. This policy provides vision care limited benefits health insurance only. It does NOT provide basic hospital, basic medical or major medical insurance as defined by the New York State Department of Financial Services. Plan documents are the final arbiter of coverage.  
Policy Form # GP-1-GVSN-17

**THIS PAGE INTENTIONALLY LEFT BLANK**



# Our commitment to you

Please read the documentation referenced below carefully. The notices are intended to provide you important information about our insurance offerings and to protect your interests. Certain ones are required by law.

---

## Important information



### **Notice Informing Individuals about Nondiscrimination and Accessibility Requirements**

Guardian notice stating that it complies with applicable Federal civil rights laws and does not discriminate based on race, color, national origin, age, disability, sex, or actual or perceived gender identity. The notice provides contact information for filing a nondiscrimination grievance. It also provides contact information for access to free aids and services by disabled people to assist in communications with Guardian.

Visit <https://www.guardiananytime.com/notice48> to read more.

### **No Cost Language Services**

Guardian provides language assistance in multiple languages for members who have limited English proficiency.

Visit <https://www.guardiananytime.com/notice46> to read more.

---

## Vision insurance



### **Guardian's HIPAA Notice of Privacy Practices**

The notice describes how health information about you may be used and disclosed and how you can access this information.

Visit <https://www.guardiananytime.com/notices50> to read more.

---

**THIS PAGE INTENTIONALLY LEFT BLANK**



Guardian Life, P.O. Box 14319,  
Lexington, KY 40512

Please print clearly and mark carefully.

|   |                                    |                           |
|---|------------------------------------|---------------------------|
| Employer/Planholder Name: <b>ACCRESSO, LLC</b>  | Group Plan Number: <b>00025705</b> | Benefits Effective: _____ |
| PLEASE CHECK APPROPRIATE BOX <input type="checkbox"/> Initial Enrollment <input type="checkbox"/> Add Employee/Member Dependents/Family Members <input type="checkbox"/> Drop/Refuse Coverage <input type="checkbox"/> Information Change |                                    |                           |

In this form, you will be referred to as an Employee/Member. Members of your family will be referred to as Dependents/Family Members. There will also be times when referring to Dependents/Family Members, this form will distinguish between your spouse and your children. Depending on the type of plan your Planholder selected, other plan documents may refer to you as an employee, a member, or a similar term, and, to members of your family, as family members, dependents, eligible dependents, or a similar term. Please refer to the group policy, certificate of coverage, (sometimes called a member guide), to see how terms are defined and to determine which members of your family are eligible for coverage. Plan documents such as the group policy, certificate of coverage, (sometimes called a member guide), control if there is any dispute concerning the meaning of terms used in this form.

|   |                 |                      |  |
|---|-----------------|----------------------|--|
| Class: ALL FULL-TIME UNITED STATES EMPLOYEES SCHEDULED TO WORK AT LEAST 30 HOURS PER WEEK | Division: _____ | Subtotal Code: _____ | (Please obtain this from your Employer/Planholder) |
|---|-----------------|----------------------|--|

|  |  |  |
|--|--|--|
| <b>About You:</b><br>Full Legal Name-First, MI, Last Name:<br>What is the name you go by? (optional) | Employer/Planholder Provided Identification: | Social Security Number<br><small>Your Social Security Number must be provided if enrolling for Life Coverage. Short Term Disability Coverage and/or Long Term Disability Coverage.</small> |
| Address  | City   | State  |
| Gender Identity: <input type="checkbox"/> M <input type="checkbox"/> F                               | Date of Birth (mm-dd-yy): ____-____-____     | Zip  |

|  |   |
|--|---|
| Phone (indicate primary): <input type="checkbox"/> Home (____) ____-____<br><input type="checkbox"/> Work (____) ____-____<br><input type="checkbox"/> Mobile (____) ____-____ | E-mail Address (indicate primary) <input type="checkbox"/> Home _____ <input type="checkbox"/> Work _____ |
| Do you have children or other dependents? <input type="checkbox"/> Yes <input type="checkbox"/> No Placement date of adopted child: ____-____-____                             |   |

|  |                  |  |
|--|------------------|--|
| <b>About Your Job:</b><br>Work Status:<br><input type="checkbox"/> Active <input type="checkbox"/> Retired <input type="checkbox"/> COBRA/State Continuation<br>Hours worked per week: _____ | Job Title: _____ | Date of full time hire: ____-____-____ |
|--|------------------|--|

**About Your Family:** Please include the names of the Dependents/Family Members you wish to enroll. You can enroll only those Dependents/Family Members that are eligible for coverage. Please refer to the plan documents such as the group policy, member guide, or certificate to determine if a Dependent/Family Member is eligible for coverage.

If additional space is needed, please attach a separate page with this information along with your enrollment form. Each Dependent/Family Member's Social Security Number must be provided if enrolling them for Life Coverage. Be sure to sign and date (mm-dd-yyyy) the paper and keep a copy for your records. Additional information may be required for non-standard dependents such as a niece or a nephew.

|   |  |   |   |  |  |
|---|--|---|---|--|--|
| Spouse  |  | Gender Identity:<br><input type="checkbox"/> M <input type="checkbox"/> F | Social Security Number<br>_____ - ____ - ____ | Date of Birth (mm-dd-yyyy)<br>____ - ____ - ____ | Status (check as applicable)<br><input type="checkbox"/> Student (post high school) <input type="checkbox"/> Disabled<br><input type="checkbox"/> Non standard dependent |
| Address/City/State/Zip:<br>Phone: ( ) -                       | <input type="checkbox"/> Add <input type="checkbox"/> Drop | Gender Identity:<br><input type="checkbox"/> M <input type="checkbox"/> F | Social Security Number<br>_____ - ____ - ____ | Date of Birth (mm-dd-yyyy)<br>____ - ____ - ____ | Status (check as applicable)<br><input type="checkbox"/> Student (post high school) <input type="checkbox"/> Disabled<br><input type="checkbox"/> Non standard dependent |
| Child/Dependent 1:<br>Address/City/State/Zip:<br>Phone: ( ) - | <input type="checkbox"/> Add <input type="checkbox"/> Drop | Gender Identity:<br><input type="checkbox"/> M <input type="checkbox"/> F | Social Security Number<br>_____ - ____ - ____ | Date of Birth (mm-dd-yyyy)<br>____ - ____ - ____ | Status (check as applicable)<br><input type="checkbox"/> Student (post high school) <input type="checkbox"/> Disabled<br><input type="checkbox"/> Non standard dependent |
| Child/Dependent 2:<br>Address/City/State/Zip:<br>Phone: ( ) - | <input type="checkbox"/> Add <input type="checkbox"/> Drop | Gender Identity:<br><input type="checkbox"/> M <input type="checkbox"/> F | Social Security Number<br>_____ - ____ - ____ | Date of Birth (mm-dd-yyyy)<br>____ - ____ - ____ | Status (check as applicable)<br><input type="checkbox"/> Student (post high school) <input type="checkbox"/> Disabled<br><input type="checkbox"/> Non standard dependent |
| Child/Dependent 3:<br>Address/City/State/Zip:<br>Phone: ( ) - | <input type="checkbox"/> Add <input type="checkbox"/> Drop | Gender Identity:<br><input type="checkbox"/> M <input type="checkbox"/> F | Social Security Number<br>_____ - ____ - ____ | Date of Birth (mm-dd-yyyy)<br>____ - ____ - ____ | Status (check as applicable)<br><input type="checkbox"/> Student (post high school) <input type="checkbox"/> Disabled<br><input type="checkbox"/> Non standard dependent |
| Child/Dependent 4:<br>Address/City/State/Zip:<br>Phone: ( ) - | <input type="checkbox"/> Add <input type="checkbox"/> Drop | Gender Identity:<br><input type="checkbox"/> M <input type="checkbox"/> F | Social Security Number<br>_____ - ____ - ____ | Date of Birth (mm-dd-yyyy)<br>____ - ____ - ____ | Status (check as applicable)<br><input type="checkbox"/> Student (post high school) <input type="checkbox"/> Disabled<br><input type="checkbox"/> Non standard dependent |

|  |   |
|--|---|
| <p><b>Drop Coverage:</b></p> <p><input type="checkbox"/> Drop Employee/Member      <input type="checkbox"/> Drop Dependents/Family Members</p> <p>The date of withdrawal cannot be prior to the date this form is completed and signed.</p> <p>Last Day of Coverage: _____</p> <p>Termination of Employment      <input type="checkbox"/> Retirement<br/>Last Day Worked: _____</p> <p>Other Event: _____<br/>Date of Event: _____</p>   | <p><b>Coverage Being Dropped:</b></p> <p><input type="checkbox"/> Dental      <input type="checkbox"/> Employee/Member      <input type="checkbox"/> Spouse      <input type="checkbox"/> Child(ren)</p> <p><input type="checkbox"/> Vision      <input type="checkbox"/> Employee/Member      <input type="checkbox"/> Spouse      <input type="checkbox"/> Child(ren)</p> <p><input type="checkbox"/> Basic Term Life</p> <p><input type="checkbox"/> Voluntary Term Life</p> |
| <p><b>Loss Of Other Coverage:</b></p> <p>I and/or my dependents were previously covered under Loss of coverage was due to:</p> <p><input type="checkbox"/> Termination of Employment: _____</p> <p><input type="checkbox"/> Divorce/Separation _____</p> <p><input type="checkbox"/> Death of Spouse _____</p> <p><input type="checkbox"/> Termination/Expiration of Coverage _____</p> <p>Coverage Lost      <input type="checkbox"/> Dental      <input type="checkbox"/> Vision</p> | <p>I have been offered the above coverage(s) and wish to drop enrollment for the following reasons:</p> <p><input type="checkbox"/> Covered under another insurance plan</p> <p><input type="checkbox"/> Other _____</p> <p>(additional information may be required)</p>  |

**Dental Coverage:** You must be enrolled to cover your dependents/family members. Check only one box.

|                      |                                  |                                   |                                   |                                   |  |  |
|----------------------|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--|--|
| Your Monthly Premium | Employee/Member Only             | Employee/Member & Spouse          | Employee/Member & Spouse          | Employee/Member & Spouse          | Employee/Member, Spouse & Dependent/Child(ren) | Employee/Member, Spouse & Dependent/Child(ren) |
| Option 1: PPO        | <input type="checkbox"/> \$50.30 | <input type="checkbox"/> \$103.77 | <input type="checkbox"/> \$119.63 | <input type="checkbox"/> \$185.93 | <input type="checkbox"/> \$185.93              | <input type="checkbox"/> \$185.93              |
| Option 2: PPO        | <input type="checkbox"/> \$28.21 | <input type="checkbox"/> \$58.69  | <input type="checkbox"/> \$75.72  | <input type="checkbox"/> \$114.99 | <input type="checkbox"/> \$114.99              | <input type="checkbox"/> \$114.99              |

I do not want Dental Coverage because (Check as applicable):

I am covered under another Dental plan

My spouse is covered under another Dental plan

My dependents/family members are covered under another Dental plan

**Vision Coverage:** You must be enrolled to cover your dependents/family members. Check only one box.

Your Monthly Premium

Employee/Member  
Only \$8.35Employee/Member &  
Spouse \$16.60Employee/Member &  
Dependent/Child(ren) \$14.05Employee/Member, Spouse &  
Dependent/Child(ren) \$23.18

Full Feature

 I do not want this Vision coverage because (Check as applicable): I am covered under another Vision plan My spouse is covered under another Vision plan My dependents/family members are covered under another Vision plan**Signature**

- I understand that my dependents/family members cannot be enrolled for a coverage if I am not enrolled for that coverage.
- If coverage is waived and you later decide to enroll, late entrant penalties may apply. You may also have to provide, at your own expense, proof of each person's insurability. Guardian or its designee has the right to reject your request.
- I understand that plan design limitations and exclusions may apply. For complete details of coverage, please refer to the plan documents or enrollment materials. State limitations may apply.
- Your coverage will not be effective until approved by a Guardian or its designated underwriter.
- I hereby apply for the group benefit(s) that I have chosen above.
- I understand that I must meet eligibility requirements for all coverages that I have chosen above.
- Submission of this form does not guarantee coverage. Among other things, coverage is contingent upon underwriting approval and meeting the applicable eligibility requirements.
- I agree that my employer/planholder may deduct premiums from my pay if they are required for the coverage I have chosen above.
- I attest that the information provided above is true and correct to the best of my knowledge.

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

SIGNATURE OF EMPLOYEE/MEMBER X \_\_\_\_\_

DATE \_\_\_\_\_

