

Important Reminders for Your 2026 Open Enrollment Benefit Elections

Home/Personal Address & Contact Info

Please ensure that your details within the ADP system are up to date, including your personal email, phone number, home address, visa details, and the emergency contact information on record.

****ADDRESS CHANGES GENERAL:** Please inform your direct manager in advance if you are considering making a change to home address that includes moving to another state. Please also alert HR/Payroll in advance, so we can make sure we are setup up for payroll tax in that state in advance of your move.

*** ADDRESS CHANGES FOR SPONSORED STAFF:** Prolifics-sponsored employees are required to inform Global Mobility IN ADVANCE of any change to home address to ensure timely submission of applications to USCIS. For assistance, please reach out to immigrationsupport@prolifics.com. Additionally, remember to keep your Manager, HR, and Global Mobility updated when planning travel outside the US.

Covering Your Dependents

During the Open Enrollment period, employees have the option to modify coverage levels for the medical, dental, and vision plans. This is the designated time to include or exclude dependents from your coverage. You are allowed one annual opportunity to make these changes, except in the case of qualifying events such as marriage, divorce, the birth of a child, or loss of other coverage. **If you are adding a spouse or domestic partner to your coverage, please ensure you complete and submit a spousal attestation to the HR Team. *Please contact HR as soon as possible but within 30 days of a qualifying life event, to make benefit changes.**

Changing Plans

During the Open Enrollment, you have the option to switch Medical Plans. This is the time to consider enrolling in a plan that aligns with your personal and family's requirements. Prolifics will continue to provide two CIGNA HDHP Plans along with a CIGNA PPO Medical Plan. If you are located in California, you will still have access to two Kaiser Plans in addition to all the CIGNA plans. Please be advised that if you enroll in one of the two CIGNA HDHP Medical Plans, you are required to also enroll in the Admin Medical Charge. If you overlook this step, the HR team will add it.

HSA and FSA

If you would like to contribute pre-tax dollars to the HSA or any of the Flexible Spending plans in 2026, you need to make a new election in ADP during the Open Enrollment period. **Please note that the elections made in the current year (2025) will not automatically continue into the next year (2026).** The specific rules and limits for the plans will be posted in ADP soon.

Voluntary Insurance

- If you are currently enrolled in Voluntary Life and Spouse Life, you can increase your coverage level by 2 units of \$10,000 for Voluntary Life (\$20,000 Max) and 2 units of \$5,000 (\$10,000 Max) in Spouse Life up to the Guarantee Issue amounts of \$100,000 and \$25,000 respectively.
- If your coverage level already exceeds the Guarantee Issue amounts of \$100k/\$25k, you can make a request to increase this coverage up to limits of the plan by completing and submitting an evidence of insurability form to the hrdpet@prolifics.com. Upon receipt of the letter of approval from CIGNA, the HR Team will increase your coverage amount in ADP.
- If you have not elected additional Life Insurance coverage earlier, and would like to do so at this time, you may elect 2 units of \$10,000 for Voluntary Life (\$20,000 Max) and 2 units of \$5,000 (\$10,000 Max) in Spouse Life without Evidence of Insurability – in other words it will be automatically approved by the HR Team.
- **You may also consider enrolling in the Accidental Injury and Critical Illness Coverage.**

Beneficiaries

- Employees should verify and make any required updates to their beneficiaries for Company and Voluntary Life as well as AD&D policies directly through ADP.
- For 401(k) plan beneficiary updates, please log in to the Principal Financial website and make the necessary adjustments as this information is not stored in ADP.

Thank you,
HR Department.
October 2025.