

# maximus

## Today. Tomorrow. Together. We help you prepare.

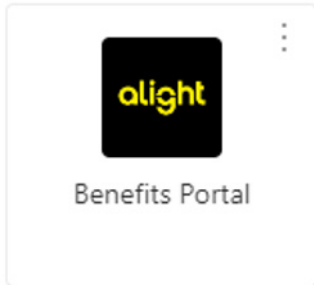
Use the Maximus Benefits Center to enroll in your 2025 benefits.

At Maximus, we provide the support you need for all the moments that matter. This includes giving you the tools to understand your benefits and select the options that work best for you and your family.

This guide will walk you through the user-friendly enrollment process on the Maximus Benefits Center.



# Let's get started!



Visit the [Maximus Benefits Center](#) directly, or click on the [Alight Benefits Portal](#) tile in your APPS section.

## You can also enroll through the Alight App\*

2 ways to get the Alight mobile app:

1. Visit <http://alight.com/app>
2. Scan the QR code with your phone



\*You must have your profile set up on the website before enrolling through the Alight app.

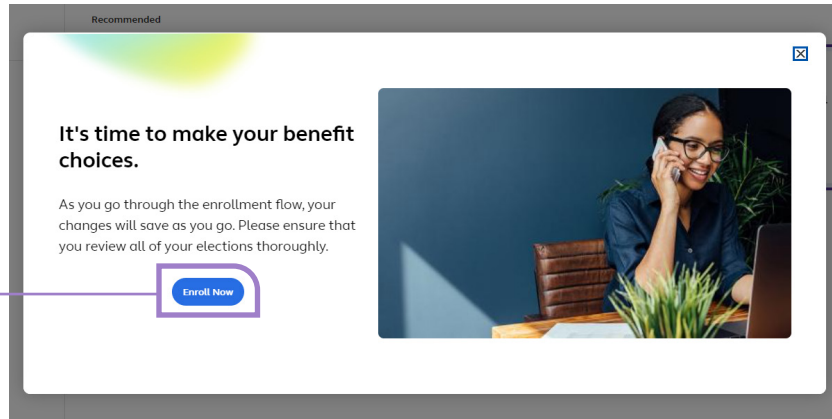
1



If this is your first time using the Alight Benefits Portal, click **New User?** under the **Log On** button to set up your user profile. Once that's done, click **Continue**.

2

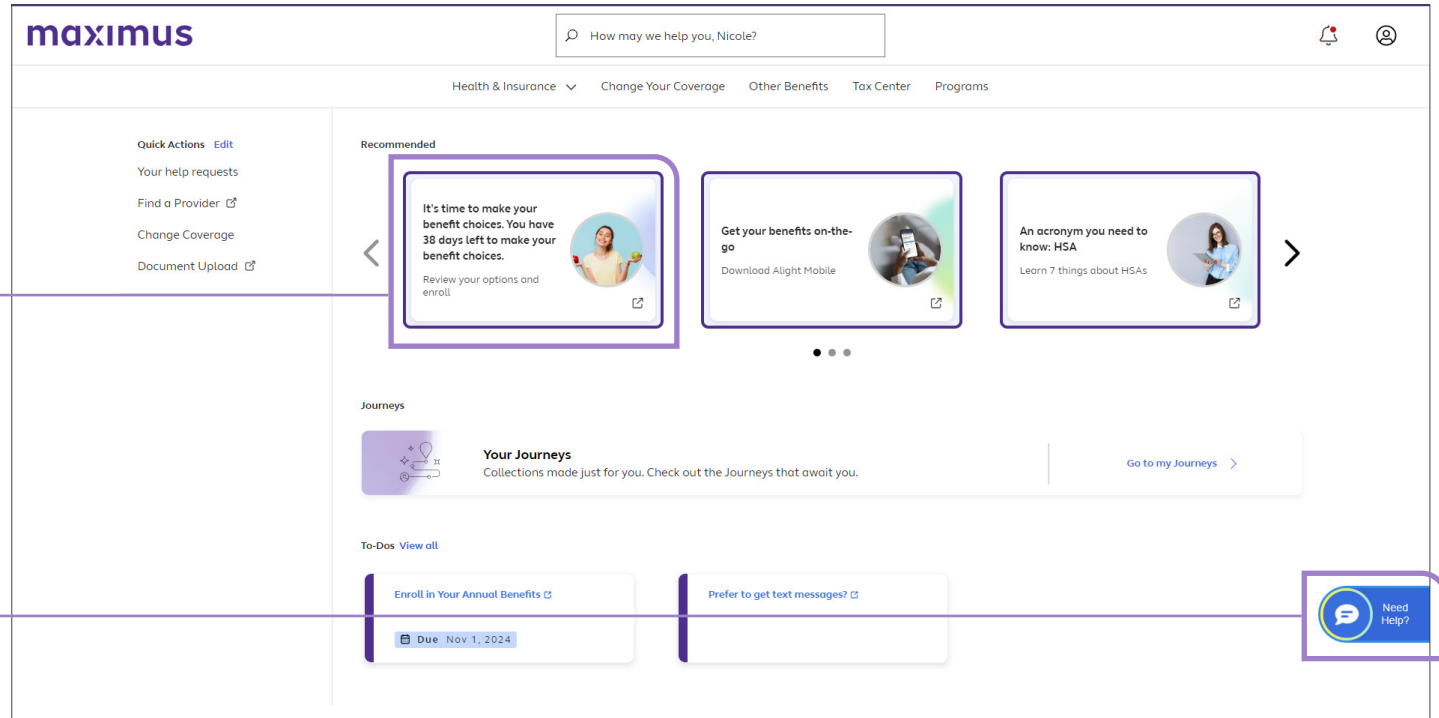
Click **Enroll now** on the pop-up window. (If you don't see this screen, you will be taken directly to the home page.)



3

Choose the **It's time to make your benefits choices** tile from the **Recommended** section.

At any point along the way, if you have questions, you can click **Need Help?** to be connected with a representative.



# 4

Read the **Save As You Go** page for important information. Your elections are saved even if you don't finish the enrollment process. Click **I Agree**.

**Welcome to Maximus Benefits!**

**Get Ready for a Better Benefits Experience**

Maximus is dedicated to the health and financial wellbeing of our employees. We know that our benefits program is an important part of the total compensation package that helps us attract and retain a talented group of team members.

Our benefits program:

- Gives you choice, flexibility, and comprehensive coverage
- Is competitive and generous with many benefits covered at 100% by Maximus
- Provides you with high-quality provider networks so you and your family have access to the best available care

Your enrollment elections will **Save As You Go**. By starting the enrollment, you certify:

My elections are Save As You Go and I consent to all the items below (please note that you have until Nov 01, 2024, to make changes)


- Save As You Go meaning: [All elections will be saved regardless of completion](#)
- I have reviewed the costs of the plans
- I will provide proof of my dependent eligibility, if requested
- I will immediately notify the Benefits Center if my dependent becomes ineligible for coverage
- I understand I am responsible for payroll deductions related to my of coverage
- I understand that any fraudulent statement, falsification, or material omission of information may subject me to discipline

**I Agree**

# 5

On the **It's time to enroll in your benefits** page, click **Go to Enrollment** to be walked through the enrollment process.

..., it's time to enroll in your benefits.

 **left**  
Enrollment is open until 11:59 p.m. CT on November 1, 2024

Let's get prepared before you Enroll!

- Elections are saved as you continue to the next plan option. Save As You Go meaning: [All elections will be saved regardless of completion](#)
- Review your benefit choices.
- Helpful tips to assist you in enrolling.

**Go to Enrollment**

**Enrollment To-Dos (2)**

< Make sure to have your dependent SSN ready for enrollment. Gather dependent documentations for dependent verification >


# 6

[← Back](#)

## Your Dependent Information

Plan costs are based on whom you choose to cover.

---

 Spouse born on 12/30/1977 [Edit](#)

---

[Add Dependent](#)

[Continue](#)

First, review **Your Dependent Information**. It's important that this is up to date because your costs are based on whom you cover. If changes are necessary, click **Edit** next to an existing dependent or **Add Dependent**. When you're done, click **Continue**.

# 7

You have two choices for your enrollment experience—**Personalize Estimates** or **No, thanks**.

Click **No, thanks** to go directly to the **Choose Your Medical Plan** page.

## Estimate Your Benefits Needs

We'll make enrollment suggestions for you based on estimates of your current and future benefits-related needs.

We will use averages for people like you to estimate your health-related expenses and benefits you should consider. Or, you can give us a little more information about yourself for a more personalized estimate.

**Personalize Estimates**

**No, thanks.**

Note: Your answers will be kept confidential. Answers to each question will be saved when you select Continue on each page. For your convenience, the answers will be shown the next time you work on your estimate.

For benefit suggestions based on your needs, choose **Personalize Estimates** and follow the prompts to answer questions about your benefits usage, including health care visits, medical expenses, prescription information, and medical procedures.

**Your answers are completely confidential, not be shared with Maximus, and not retained after you finish your enrollment.**

# 8

If you choose to **Personalize Estimates**, you'll be asked to fill out a few pieces of information. First, indicate the number of **doctor visits** you (and your family) expect to go to next year. Then click **Continue** to go to the next screen.

### Doctor Visits

Not including physicals, how many times do you (and your family) expect to go to a doctor next year?

	Primary Care Physician (PCP)	Specialist
(You)	2	1
(Spouse)	2	1

**Remember**

- Physicals and annual screenings are fully covered for everyone, so don't include them.
- A pediatrician is a primary care physician.

**Note:** Your answers will be kept confidential. You can change your estimate later if you are going to cover different people.

**Continue**

# 9

You'll also be asked about any **Maintenance Prescriptions** you (and your family) expect to fill next year. Then choose **Continue** to proceed.

### Maintenance Prescriptions

Not including refills, how many maintenance prescriptions do you (and your family) expect to fill next year?  
We'll account for the cost of a full year's worth of your prescription. **We'll ask you about short-term prescriptions next.**

	Brand	Generic
(You)	0	1
(Spouse)	0	1

**Remember**

- Only count the drug, **not refills**. If you have 2 drugs with 3 refills each, for example, enter 2.
- Maintenance prescriptions are ones you take daily, such as blood pressure medicine.

**Note:** High-cost specialty drugs (\$600 or more per month) aren't considered. Add this cost to the estimate you'll get from the estimator.

**Continue**

# 10

On the **Tobacco Usage** page, you'll be asked to report if you have used any tobacco products within the last 12 months. Choose **Yes** or **No** and click **Continue to Plans**.

← [Back](#)

## Tobacco Usage

This enrollment period is for coverage beginning January 1, 2025.

Are you currently using tobacco products?  
(Including those smoked, chewed, or otherwise used as a nicotine delivery system including pipes, cigars, and e-cigarettes) Employees who intend to enroll in the Maximus medical plan are required to self-attest to their tobacco usage. Employees that are tobacco free receive a \$1,500 annual discount on their medical premiums. Employees that use tobacco but are interested in receiving the annual discount can complete a tobacco cessation program. Please indicate your tobacco usage status below:

Yes - I am currently using tobacco

No - I am not currently using tobacco

[Continue to Plans](#)

### Tobacco user declaration

If you are not a tobacco user, you will receive an annual discount of \$1,500 on your medical premiums, applied in your bi-weekly rates. Employees who are currently tobacco users may enroll in and complete a tobacco cessation program to receive the healthcare premium discount.



# 11

As you go through the enrollment process, **Helpful tips** will pop up with recommendations. After you have reviewed, click **Continue** to go to the next screen.

**Helpful tips** Let's go over what's important to keep in mind during each stage of enrollment.

First we are going to highlight a Medical plan for you to consider.

The plan has the lowest estimated overall cost with coverage that may meet your needs.

You can make changes to your health needs on the next page, which may impact your Estimated Out-of-Pocket Cost. The estimated overall cost is made up of 2 numbers:

Overall annual cost estimates	Annual paycheck cost	\$
	Est. out of pocket cost	\$
Total		\$

**Continue**

Health Care Cost Containment System (AHCCCS) coverage

# 12

On the **Choose Your Medical Plan** page, you will see the system-recommended plan and your current plan.

Click **Update your estimate** to use the **Personalize Estimates** tool again.

Use election shortcuts to **Compare Plans** and **Choose Who's Covered**.

In the **Plans available** section, you will see a comparison of the plans. You can click **All coverage details** for plan information, **Pay Period** or **Annual** for costs, and **Find a doctor** to check if your doctors are in-network.

To continue, click **Choose This Plan** or **Keep This Plan** to select the medical plan that's best for you and your family.

The screenshot shows the 'Choose Your Medical Plan' interface. At the top right, there is a dropdown for 'Total Benefits Cost per pay period'. Below the title, it indicates 'Covering: Employee Only (You)' and 'Beginning January 1, 2025'. A message states 'You've personalized your health care expense estimate!' with a note that out-of-pocket costs are based on provided information and can be updated. A callout points to the 'Update your estimate' button. Below this is a 'Medical election shortcuts' section with 'Compare plans' and 'Choose who's covered' options, both highlighted by callouts. The '2 Plans available' section has 'Pay period' and 'Annual' tabs. Under 'Suggested for you', the 'Anthem HSA Plan' is featured with a callout to 'All coverage details'. Its details include: Plan cost (blurred), Estimated annual cost (blurred), Deductible of \$1,800/Individual, Primary office visit of 100% covered after deductible, and Out-of-pocket maximum of \$6,000/Individual. A 'Find a doctor' link is also present. Below the HSA plan is the 'Your current plan' section for the 'Anthem PPO Plan', with a callout to 'Keep This Plan'. Its details include: Plan cost (blurred), Estimated annual cost (blurred), Deductible of \$700/Individual, Primary office visit of \$30 copay, and Out-of-pocket maximum of \$3,000/Individual. A 'Find a doctor' link is also present. At the bottom right, there is a 'Decline This Coverage' button.

# 13

Once you complete your medical plan enrollment, you'll be guided through the rest of your benefit options, including dental, vision, insurance, and other benefits.

← Back

## Choose Who You Want to Cover for Dental

This enrollment period is for coverage beginning January 1, 2025.

You (Covered)

(Covered) Spouse born on (Covered) Edit

+ Add Dependent

Decline This Coverage Continue

← Back

## Basic Life and AD&D

Total Benefits Cost per pay period

This enrollment period is for coverage beginning January 1, 2025.

Maximus provides you with Basic Life and Accidental Death and Dismemberment (AD&D) Insurance, at no cost to you, at a flat amount of \$20,000.

Please ensure you to review and update your beneficiary.

Your company provides you with Flat Amount \$20,000.00 at a cost of \$0.00.

Your Beneficiaries Edit

Current Beneficiary	Benefit Percent
<b>Primary</b>	
(Other born on 01/01/1900)	100%
<b>Contingent<sup>1</sup></b>	

<sup>1</sup>A contingent beneficiary receives your insurance benefit if your primary beneficiary is not alive at the time the benefit is paid.

Save and Continue

# 14

After you walk through the enrollment process, you'll see the **Summary of Your Benefit Elections** page. To make changes, click **View/Change** next to those options.

Be sure to click **Complete Enrollment** when you're done (as a reminder, your elections are saved as you go throughout the process).

Your Current Benefits		Your Benefits Starting 01/01/2025	
Medical	Anthem HSA Plan Employee Only	Anthem HSA Plan Employee Only	<a href="#">View/Change</a>

Total Cost		Total Cost	
Health & Insurance Costs		Health & Insurance Costs	
Per Pay Period <sup>1</sup>		Per Pay Period <sup>1</sup>	
Before Tax	After Tax	Before Tax	After Tax
Your Costs		Your Costs	

[Complete Enrollment](#)

33 days left  
Enrollment is open until 11:59 p.m. CT on November 1, 2024

Summary of Your Benefit Elections  
Below is a summary of your benefit elections. You may select individual benefits by using the View/Change button.

Your Current Benefits		Your Benefits Starting 01/01/2025	
Medical	Anthem HSA Plan Employee Only	Anthem HSA Plan Employee Only	<a href="#">View/Change</a>
HSA	Health Savings Account \$4,000.00 Annually UPDATE \$1250.00	Health Savings Account \$1,500.00 Annually UPDATE \$1250.00	<a href="#">View/Change</a>
Dental	Delta Dental Plan Employee Only	Delta Dental Plan Employee + Spouse (Richard)	<a href="#">View/Change</a>
Vision	VSP Base Plan Employee Only	VSP Base Plan Employee + Spouse (Richard)	<a href="#">View/Change</a>
Hospital Indemnity	No Coverage UPDATE	Hospital Indemnity Insurance - Law Plan Employee Only Your coverage begins on 01/01/2025.	<a href="#">View/Change</a>
Critical Illness	No Coverage UPDATE	Critical Illness \$15,000 Employee Only Your coverage begins on 01/01/2025.	<a href="#">View/Change</a>
Group Accident	No Coverage UPDATE	Accident Insurance - Law Plan Employee Only Your coverage begins on 01/01/2025.	<a href="#">View/Change</a>

No Coverage		No Coverage Starting 01/01/2025	
HCPLA	No Coverage	No Coverage	Not eligible for updates based on Medical enrollment
Dependent Care FSA	No Coverage	No Coverage	<a href="#">View/Change</a>
Voluntary Life	No Coverage UPDATE	No Coverage	<a href="#">View/Change</a>
Spouse Life	No Coverage UPDATE	No Coverage	<a href="#">View/Change</a>
Child Life	No Coverage UPDATE	No Coverage	<a href="#">View/Change</a>
Voluntary AD&D	No Coverage UPDATE	No Coverage	<a href="#">View/Change</a>
Child Life	No Coverage UPDATE	No Coverage	<a href="#">View/Change</a>
Health Plan	No Coverage	No Coverage	<a href="#">View/Change</a>
E Authorization	Employee has Accepted E-Consent	Not Available	
Commuter Plan	Not Available	No Coverage	<a href="#">View/Change</a>

Employer Provided Benefits		Employer Provided Benefits Starting 01/01/2025	
Basic Life and AD&D	Employer Provided Basic Life & AD&D 1X Annual Salary \$50,000	Employer Provided Basic Life & AD&D 1X Annual Salary \$50,000	<a href="#">View/Change</a>
Basic STD	Employer Provided Short Term Disability 60% of Monthly Salary (up to \$2,000) up to 12 weeks	Employer Provided Short Term Disability 60% of Monthly Salary (up to \$2,000) up to 12 weeks	
Basic LTD	Employer Provided Long Term Disability 60% of Monthly Salary (up to \$10,000)	Employer Provided Long Term Disability 60% of Monthly Salary (up to \$10,000)	
EAP	EAP Employee Assistance Program	EAP Employee Assistance Program	

Total Cost		Total Cost	
Health & Insurance Costs		Health & Insurance Costs	
Per Pay Period <sup>1</sup>		Per Pay Period <sup>1</sup>	
Before Tax	After Tax	Before Tax	After Tax
Your Costs		Your Costs	

[Complete Enrollment](#)

Center | Contact Us | Feedback | Protect Yourself from Website Fraud | alightwork | App Store | Google Play



Congratulations [REDACTED] ! Your enrollment steps are complete.

Confirmation number: **11135325**

What happens next?

- Typically, you will receive your ID card within the next two weeks. However, there are some instances where you will not receive a health ID card.
- Complete the required follow-ups listed below before their deadlines. **You or your dependents may not receive full coverage if you do not complete them on time.**

You can review or print a summary of your choices and costs:

[Get your summary](#)

Below your **Confirmation number**, you can click **Get your summary** to print a list of your benefits. You may see some **Required Follow-Ups** and will need to complete those to ensure coverage.



## Questions?

Contact the Maximus Benefits Center at **877.385.0710**  
Monday - Friday, 8 a.m. to 8 p.m. ET

1. Enter your credentials
2. Press 1 to Enroll in your benefits
3. Press 3 for Annual Enrollment