



Your New Year Benefits Checklist

Get ready to **THRIVE** in 2025!

Know where to go for help throughout the year.

If you ever have questions about your Iron Mountain benefits or simply want to see all that's available to you, visit [IRMbenefits.com](https://irmbenefits.com). This site is available 24/7 throughout the year, no password is required, and it's easy to use on your phone or computer.

If you need additional assistance with your benefits, want to check which benefits you enrolled in, or need to update your elections within 30 days of a qualifying life event, go to the [Iron Mountain Benefits Center](#).

If you are eligible for Aetna, you can reach out to [Aetna One Advisor \(A1A\)](#) for personalized support with your medical plan, LiveWell, and your disability benefits. A1A can help you find in-network providers, schedule appointments, resolve claims and billing issues, understand treatment options, and more.

You can also reach out to your [insurance company](#) directly for assistance.

For broader HR needs, you can open a ticket on myMAP. But for benefits information and support, it is always best to access the resources above.

Access your digital ID card in your health plan app.

Set up your online account and app for your medical and dental coverage, so you can easily access your digital ID cards, find in-network providers, file claims, and access helpful resources. Show your new ID card when you visit your provider's office. Your medical ID card also works when you fill prescriptions at a pharmacy.

You don't need an ID card for VSP vision coverage. If you're enrolled in vision coverage, simply let your eye care provider's office know that you are a VSP member, and they'll look up your information.

❑ Download the *bswift Mobile* app.

If you haven't already, set up the *bswift Mobile* app to access your personalized benefits on your phone, anytime and anywhere, through the Iron Mountain Benefits Center. Get the app in the [Apple](#) and [Google](#) app stores or scan the QR code. You'll need to set up the app using an email associated with your Workday account.



❑ Create a shortcut to IRMbenefits.com.

To quickly and easily find your benefits information, resources, and contacts, create a shortcut/bookmark to [IRMbenefits.com](https://irmbenefits.com) on your phone and computer. Encourage your spouse/domestic partner to do the same. No password is needed! Go to [IRMbenefits.com](https://irmbenefits.com) and:

- ▲ On a phone in Chrome, tap : or ☰ and ☆
- ▲ On a phone in Safari, tap the Share icon and then "Add Bookmark" or "Add to Home Screen"
- ▲ On a desktop computer in Chrome, Firefox, Edge, or Safari, press "Control (or Command) + D"

❑ Schedule your free preventive care.

Take advantage of free in-network preventive care for you and your covered family members, so you can stay healthy and catch potential issues early. When you use in-network providers:

- ▲ The medical plans pay 100% for annual checkups, immunizations, and screenings.
- ▲ The dental plans pay 100% for two cleanings/exams each year.
- ▲ The vision plan pays 100% for annual eye exams.

If you are an Aetna member, call [Aetna One Advisor \(A1A\)](#) to schedule your preventive care visit with a tier 1 provider. Consider [Virtual Primary Care](#) for quick and easy preventive and mental health care too.

If you have Aetna accident or critical illness insurance, be sure to claim your \$50 preventive health screening benefit. Call [A1A](#) if you need assistance claiming your benefit.

You can also access free and confidential preventive care for your mental health through [Resources for Living](#). Each member of your household can receive five counseling sessions per issue each year (in person, by phone, or virtual). You can use these free visits for specific issues or for a "mental health checkup" to enhance your emotional wellbeing and resilience.

❑ Use your tax-advantaged accounts to save money.

If you have a [tax-advantaged account](#) such as a Health Savings Account (HSA) or Flexible Spending Account (FSA), make sure you understand how they work and how to submit your eligible expenses.

❑ Save time and money with Virtual Primary Care and tier 1 providers.

If you are in one of our Aetna medical plans, you can save time and money with the new [Virtual Primary Care benefit and other convenient, cost-saving options](#).

When you receive care at a doctor's office or other health care provider, you can save money by using in-network providers—especially tier 1 in-network providers in the Aetna EPO, PPO, and Enhanced HDHP plans. See [how to find them](#) (select "Compare Aetna medical plans").

Remember to use your medical plan's mail delivery program for medications you need to fill more than two times.

❑ Save more for your future with new 401(k) limits.

You can contribute even more to your [U.S. 401\(k\)](#) retirement savings in 2025.

- ▲ If you are under age 50, you can contribute up to \$23,500.
- ▲ If you are age 50 to 59 or over age 63, you can contribute up to \$31,000.
- ▲ If you are age 60 to 63, you can contribute up to \$34,750.

The [Puerto Rico 401\(k\)](#) limits remain the same.

- ▲ If you are under age 50, you can contribute up to \$15,000.
- ▲ If you are 50 or older, you can contribute up to \$16,500.

Catch-up contributions automatically begin once you exceed the \$23,500 combined before-tax and Roth limit (or the \$15,000 before-tax limit in Puerto Rico). To make catch-up contributions in 2025, calculate the total amount you should contribute per paycheck as a percentage of your pay (there is no separate catch-up election).

To review or update your 401(k) contributions, go to the Fidelity NetBenefits [website](#) or [mobile app](#). For assistance, call Fidelity at 800.835.5095 or 800.587.5282 (SP), Monday - Friday, 8:30 a.m. - 8 p.m. ET.

Explore resources and personalized support to improve your financial health at [IMFinancialWellbeing.com](https://www.ironmountain.com/financialwellbeing).



❑ Read the new monthly benefits newsletter.

Beginning in February, watch for and read our new monthly benefits newsletter at [IRMbenefits.com](https://www.ironmountain.com/irmbenefits). Each issue will highlight helpful benefits, tips for navigating our plans, and benefit deals and discounts.

❑ Keep your personal contact information up to date.

If there are any changes to your home address, phone number, personal email, name, or emergency contact, remember to update your personal contact information in Workday.

- ▲ Log into [myMAP](#).
- ▲ Select the My HR (Workday) tile.
- ▲ Open your profile in the top right corner.
- ▲ Click View Profile.
- ▲ Choose Contact on the left side menu and update your information.
- ▲ Select the Emergency Contacts tab to update that information.

Here's a [quick guide](#) that walks through each step and a [How to Find and Access Workday guide](#). If you need assistance logging into [myMAP](#), accessing Workday, or updating your information, reach out to the Global HR Service Support through [myMAP](#) or call 855.462.7547.

Also, keep your preferred email address updated in your [Iron Mountain Benefits Center](#) account.

☐ Update your benefits within 30 days of a qualifying life event.

Getting married or welcoming a new child? Update your benefits within 30 days of these and other eligible life events, through the [Iron Mountain Benefits Center website or app](#).

☐ Take advantage of all that's available to help you and your family thrive physically, financially, and emotionally!

If you haven't already, visit the [Virtual Benefits Fair](#) to watch a recorded webinar and learn about your 2025 benefits. Explore [IRMBenefits.com](#) for all that's available to you, including LiveWell, Aetna programs, mental health support, financial wellbeing resources, and more.