



Enrollment Checklist

When it comes to enrolling in and managing your K-C benefits, you'll use Empyrean for Health & Welfare (H&W) and Fidelity for the 401(k) & Profit Sharing Plan (401(k) & PSP).

- **Online:** Visit Empyrean at kcbenefitcompass.com and visit Fidelity at netbenefits.com.
- **Phone:** Call the K-C Benefits Information Line at **800-551-2333** Monday through Friday. Representatives are available from 9 a.m. to 5 p.m. ET (Empyrean) and 8:30 a.m. to 8:30 p.m. ET (Fidelity).

Timeline & Checklist			
	H&W	401(k) & PSP	Action
Day 1	Your K-C Benefits New Hire Guide provides an overview of your K-C benefits. The New Hire Guide is located on Workday and on mykcbenefits.com .		<ul style="list-style-type: none"> • Get familiar with your K-C benefits by reading the New Hire Guide.
Days 7 - 14	You'll receive information from Empyrean on how to set up your online account and where to access H&W enrollment instructions, including information on designating beneficiaries.	You'll receive information from Fidelity on how to set up your online account, along with 401(k) & PSP highlights, enrollment instructions, and beneficiary designation information. You'll also receive several legal notices from Fidelity - one of which is your notice of pending automatic enrollment.	<ul style="list-style-type: none"> • Set up your Empyrean and Fidelity online accounts. • Dig deeper by reviewing the H&W and 401(k) & PSP Summary Plan Descriptions. • Ask questions by calling the K-C Benefits Information Line. • Consider contacting our H&W providers directly (e.g., Anthem) if you need greater detail.
No later than Day 30	You must complete your H&W elections within 30 days of when Empyrean contacts you with H&W enrollment information. If you don't, you'll be automatically enrolled in basic coverage, which won't include coverage for any eligible dependents you may have. For information on eligible dependents, visit kcbenefitcompass.com . Insurance ID card(s) will arrive within two to three weeks of enrollment. If care is needed beforehand, call the K-C Benefits Information Line for assistance.	Once you receive notice of your pending automatic enrollment, you have about 30 days to make changes to your 401(k) & PSP elections, or you'll be automatically enrolled, meaning 6% pre-tax of your eligible earnings will be deducted from each paycheck. You can change your 401(k) contribution election at any time at netbenefits.com .	<ul style="list-style-type: none"> • H&W Enrollment Deadline: Complete your H&W elections by this date. • 401(k) & PSP Automatic Enrollment Deadline: Complete your 401(k) & PSP elections by this date. • Designate Beneficiaries: Designate beneficiaries for all plans that pay a benefit in the event of your death.