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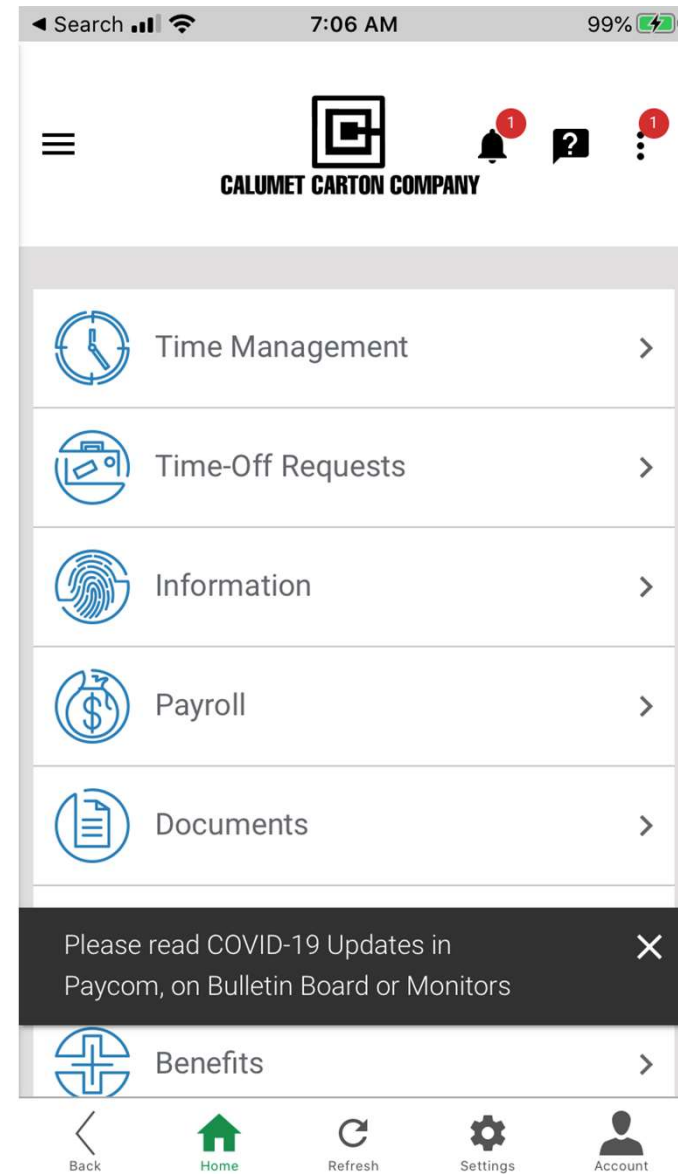


# Calumet Carton Benefits Open Enrollment

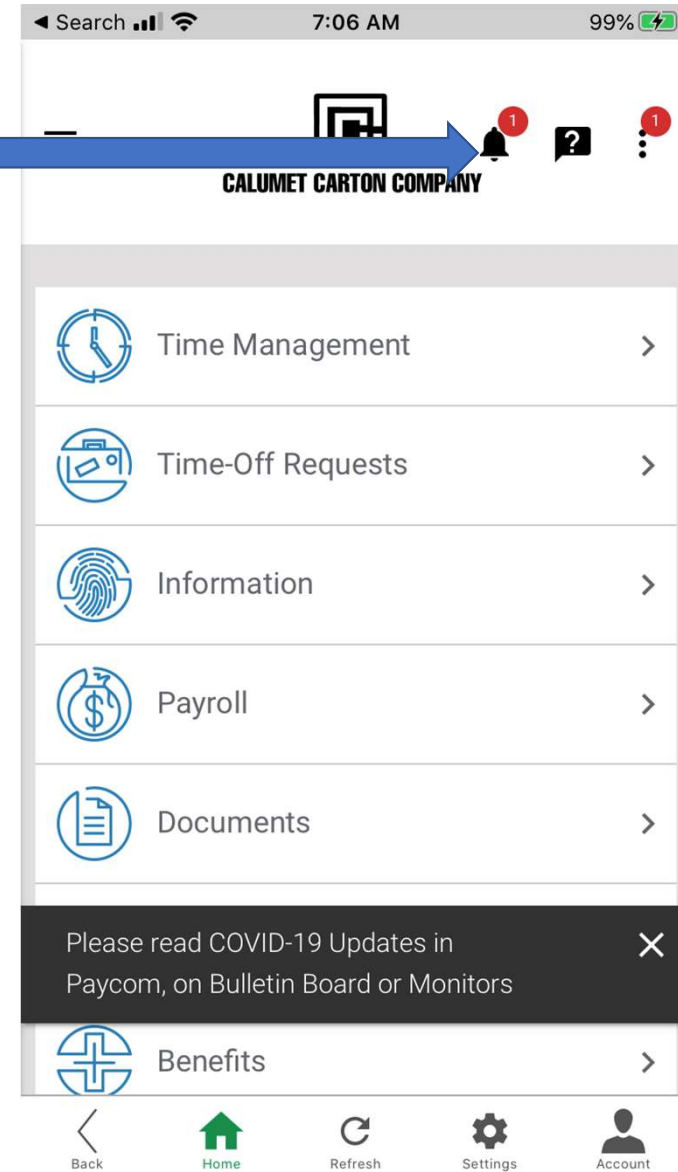
Note: Everybody must complete enrollment.

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# Step 1: Logging in Login to Paycom

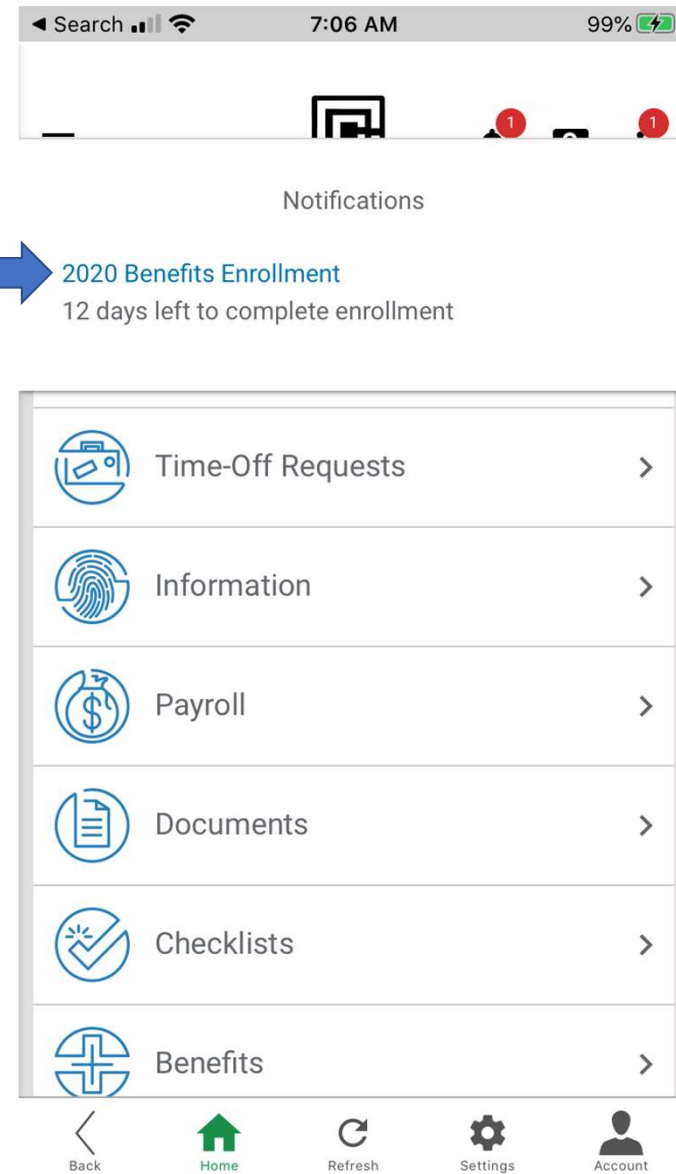


Step 2: Go to Open Enrollment  
Click the Notification Bell



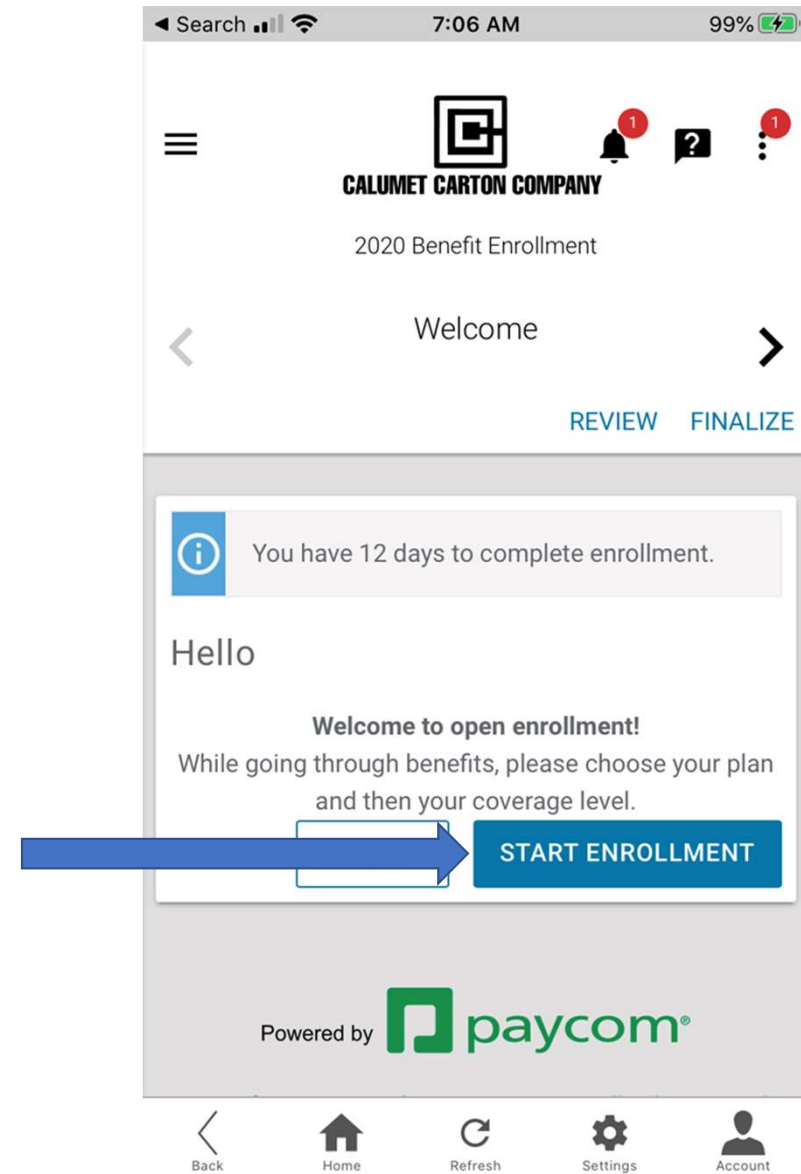
# Step 3: Select 2020 Enrollment

## Click “2020 Benefits Enrollment”



# Step 4: Begin Enrolling

## Click “Start Enrollment”



Step 5: Contact Information  
Verify your contact information is correct. Scroll down to the bottom.

The screenshot shows a mobile app interface for Calumet Carton Company. At the top, the status bar displays 'Search', signal strength, Wi-Fi, time '7:06 AM', and battery '99%'. The app header includes a hamburger menu, the company logo, and three notification icons (a bell with '1', a question mark, and a list with '1'). Below the header, the text '2020 Benefit Enrollment' is centered. The main title 'Contact Information' is displayed with left and right navigation arrows. At the bottom right of the header area are the links 'REVIEW' and 'FINALIZE'. The main content area features a light pink box with an information icon and the text 'Please verify your contact information.' Below this, there are three input fields: 'Employee Name', 'Birth Date', and 'Primary Phone', each with a blurred placeholder. A blue arrow on the left points downwards with the text 'Scroll/Swipe Down'. At the bottom is a navigation bar with five icons: 'Back', 'Home', 'Refresh', 'Settings', and 'Account'.

## Step 6: Edit or Move On

If changes are needed, press “Edit”.

If no changes are needed, press “Next”.

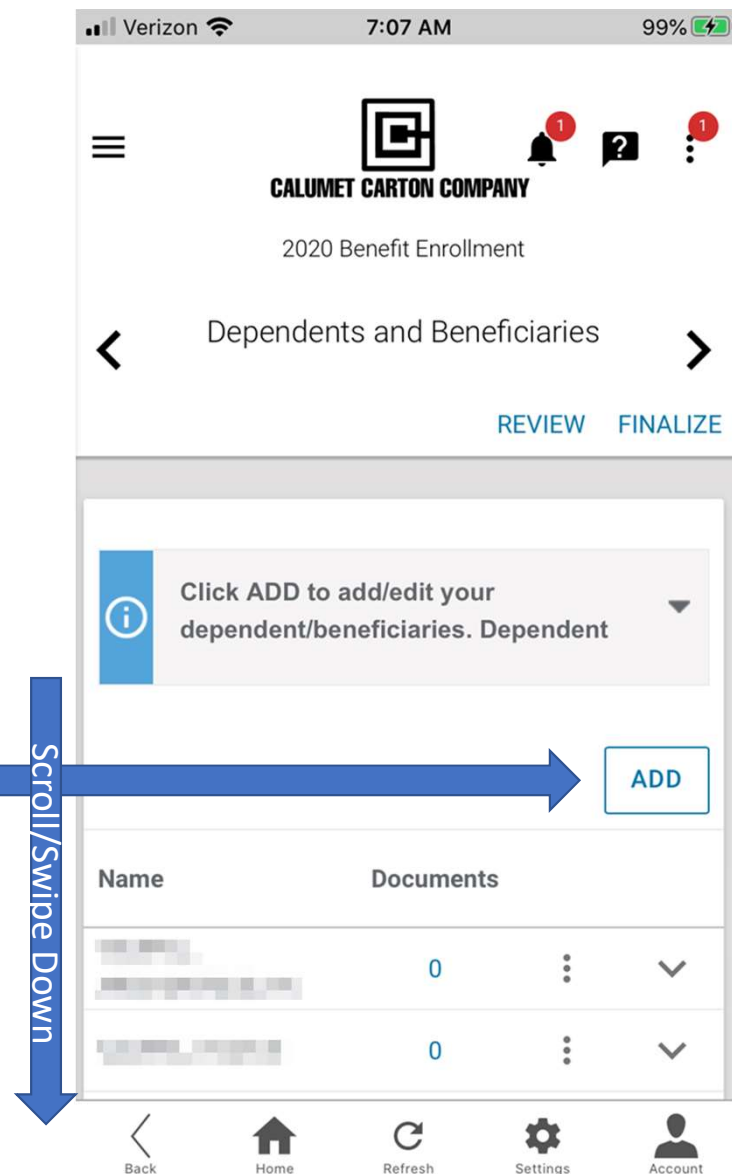
The screenshot shows a mobile app interface for editing contact information. At the top, the status bar displays "Verizon", signal strength, Wi-Fi, time "7:06 AM", and battery "99%". The app header shows "Primary Phone" and a blurred profile picture. The form contains fields for "Street Address", "City", "State", and "Zip", each with a blurred input area. Below these is a "Personal Email" field with a blurred input area. At the bottom of the form are three buttons: "PREVIOUS" (light blue), "EDIT" (light blue), and "NEXT" (dark blue). A blue arrow points from the text "press 'Edit'" to the "EDIT" button. Another blue arrow points from the text "press 'Next'" to the "NEXT" button. The footer of the app shows "Powered by" followed by the "paycom" logo. Below the logo is the text "Terms of Use | Privacy Policy | © 2020 Paycom | All Rights Reserved." At the very bottom is a navigation bar with five icons: a back arrow labeled "Back", a house icon labeled "Home", a circular arrow icon labeled "Refresh", a gear icon labeled "Settings", and a person icon labeled "Account".

Step 7:  
Verify your dependents and beneficiaries are still the same.

If you need to add one, press  
“Add”.

If not, swipe down.

Note: If you add a dependent or beneficiary here, you MUST provide documentation to Terri by April 17<sup>th</sup>.



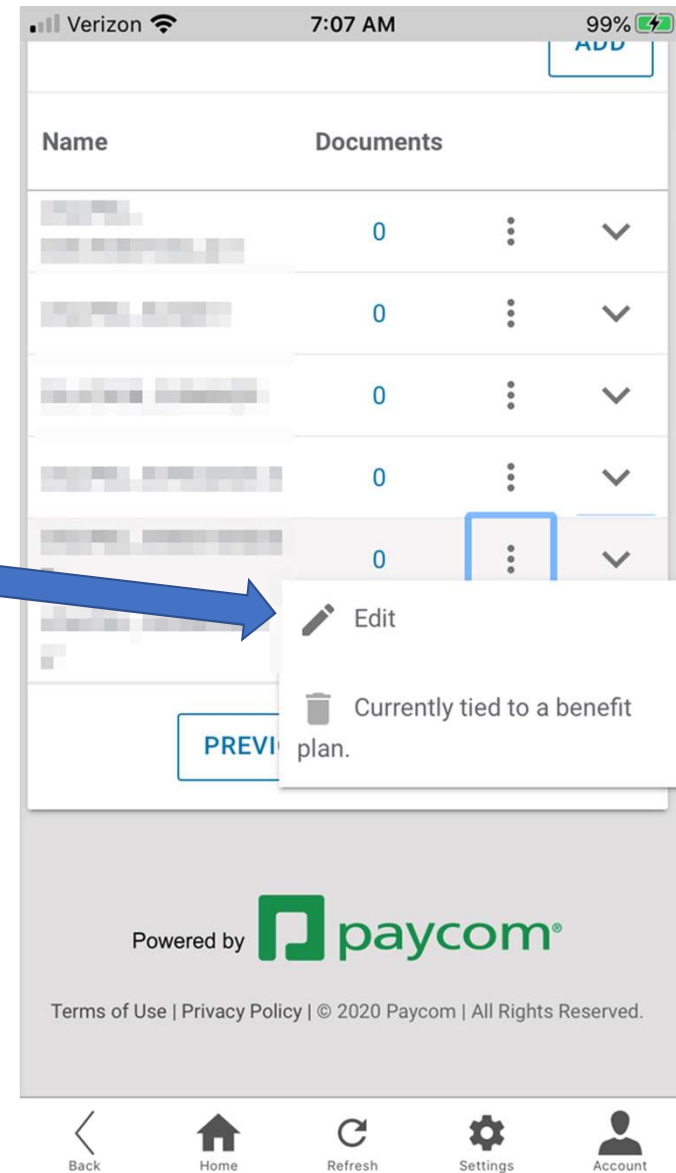


Step 8:

If you need to make any changes to a dependent or beneficiary, you can click the vertical ellipses, and select “Edit”.

When finished, press “Next”.

Note: Ensure you have at least one beneficiary added for the company-provided life insurance.

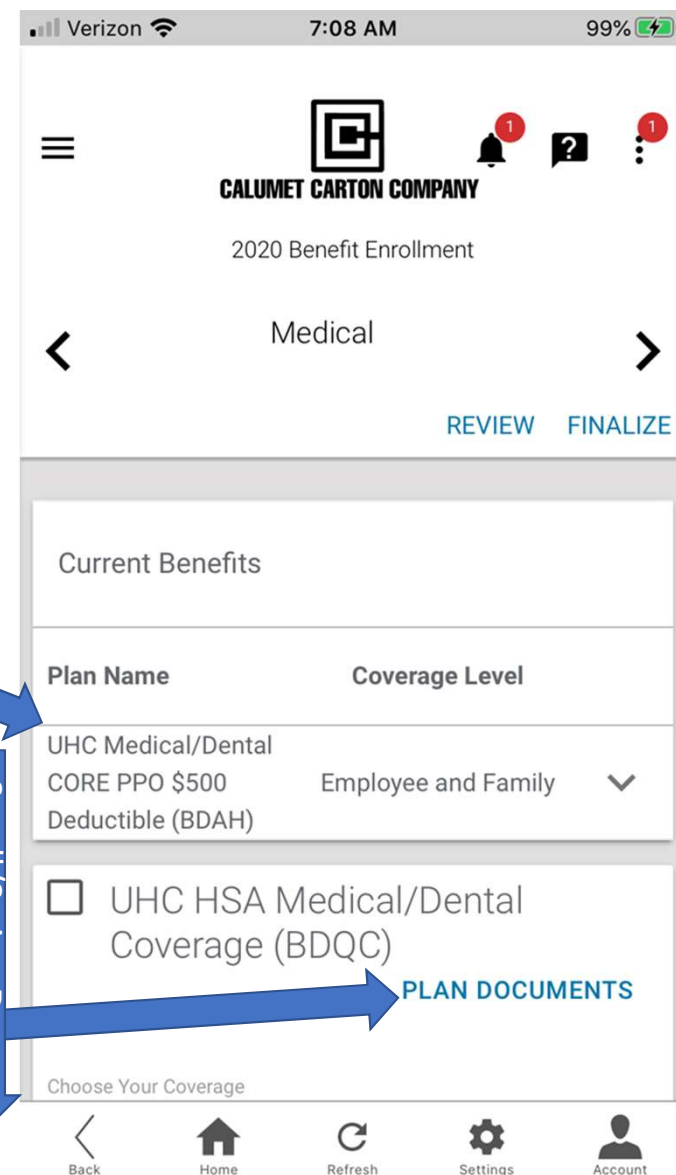


## Step 9: Medical Plan Choice

The first area shows the plan you are currently enrolled in. This makes it easier to select it if you want to keep it for this year.

Scroll down to find the plan you want.

Note: You can view more detail about each plan by clicking “PLAN DOCUMENTS”



Step 10: Medical Plan Choice  
Check a box next to the plan you want.

Select if you want to cover you, your children, and/or your family.

On some phones, from this view we cannot see our dependent's names. Turn your phone to widescreen...

Verizon 7:08 AM 99%

☒ UHC Medical/Dental CORE PPO  
\$500 Deductible (BDAH)  
[PLAN DOCUMENTS](#)

Choose Your Coverage

☐ Employee Only -  
☐ Employee and Spouse -  
☐ Employee and Children -  
☒ Employee and Family -

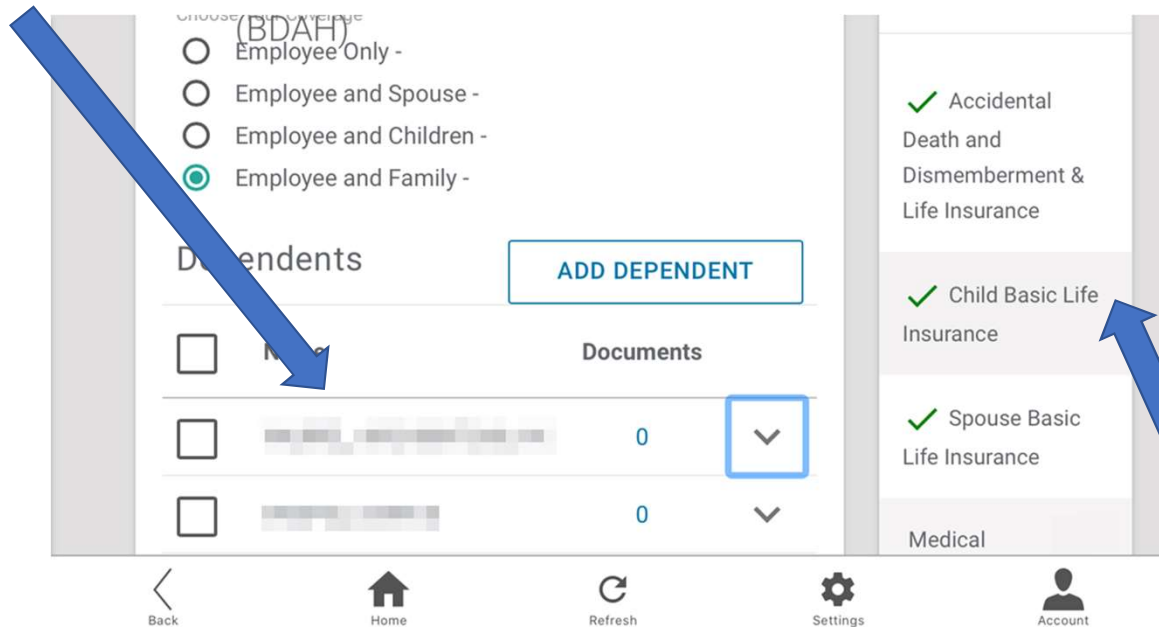
Dependents [ADD DEPENDENT](#)

<input type="checkbox"/>	Documents	
<input type="checkbox"/>	0	▼
<input type="checkbox"/>	0	▼
<input type="checkbox"/>	0	▼
<input type="checkbox"/>	0	▼
<input type="checkbox"/>	0	▼
<input type="checkbox"/>	0	▼

Back Home Refresh Settings Account

# Step 11: Seeing the dependents

Now you can see the dependent names.



You can also see a navigation appear on the right side.

Step 12: Choose Covered Dep's  
Most will select the very top box  
to select ALL dependents to be  
covered.

You can uncheck those you no  
longer want to be covered by the  
plan individually. (Turn your phone  
to see their names)

When ready, select "Enroll".

The screenshot shows a mobile app interface for selecting dependents and enrolling in a plan. At the top, there are radio buttons for "Employee and Children -" (unselected) and "Employee and Family -" (selected). Below this is a section titled "Dependents" with an "ADD DEPENDENT" button. A table lists dependents with checkboxes, document counts, and dropdown menus. A blue arrow points to the top checkbox, which is checked. Another blue arrow points to the checkbox for the second dependent, which is also checked. Below the table is a "Decline Coverage" option with an unchecked checkbox. At the bottom, there is an "ENROLL" button. A blue arrow points to this button. The bottom navigation bar includes icons for Back, Home, Refresh, Settings, and Account.

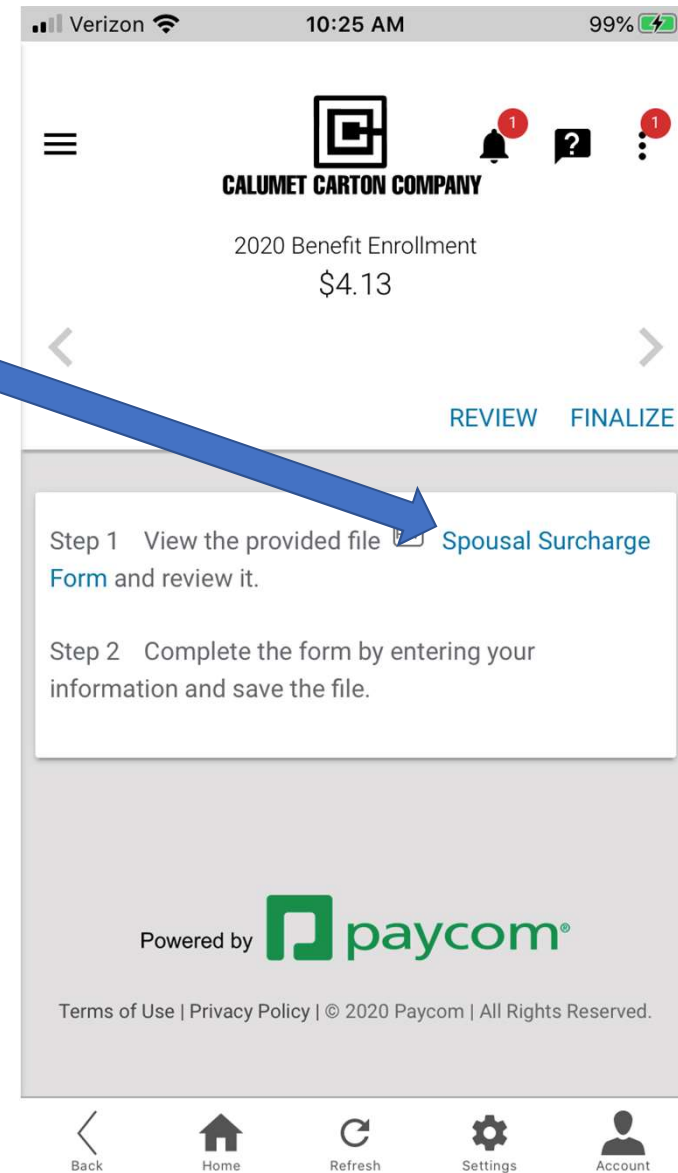
Dependents	Documents
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	0
<input checked="" type="checkbox"/>	0
<input checked="" type="checkbox"/>	0
<input checked="" type="checkbox"/>	0
<input checked="" type="checkbox"/>	0
<input checked="" type="checkbox"/>	0

☐ Decline Coverage

**ENROLL**

Step 13: Sign Spousal Form  
To sign the spousal surcharge  
form, click the blue words here.

Note: You are required to fill this  
out. On the form, you can  
indicate if you do not have a  
spouse.



# Step 14: Sign Spousal Form

Check one of the three boxes.


Click this box to sign.

Press "Complete" when done.

Verizon 7:10 AM 99%

## Spousal Surcharge Form

1 of 1

**CALUMET CARTON COMPANY**  
*Your Partner in Mailing and Packaging Solutions since 1930.*

### Healthcare Spousal Surcharge Form

(Effective 5/1/2020 – 4/30/2021)

Employee name: \_\_\_\_\_

Please select complete:

☐ I do not have a spouse or have not elected coverage on my spouse through Calumet Carton Company's sponsored health plan.

☒ I have my spouse enrolled in Calumet Carton Company's sponsored health plan, and my spouse does not have health coverage available through his/her employer; or my spouse does not work; or is self-employed without healthcare coverage.

☐ I have my spouse enrolled in Calumet Carton Company's sponsored health plan and my spouse has health coverage available through his/her employer and has elected not to enroll in his/her health plan, or is enrolled in both plans. I understand a weekly \$19.23 premium surcharge (\$1,000 annually) will be applied and I authorize a deduction from my paycheck on a pre-tax basis.

If this form is not signed through the Paycom portal and your spouse is enrolled in coverage, you will be charged the surcharge until this form is completed.

If your spouse loses or obtains health coverage through his/her employer, you have 31 days to notify the Human Resources Department of such change. The Human Resources Department needs to be notified in writing of this and all Family Status changes within 31 days of when the change occurred. Failure to notify the Human Resources Department in a timely manner will bar you from making a change until the next annual open enrollment period.

My signature below indicates that the facts set forth on this form are true and complete to the best of my knowledge. I also understand that if my spouse's group health insurance status changes, it is my responsibility to notify the Human Resources Department in writing within 31 days of such change. Any false statements written on this form or on future forms as it relates to spousal health information shall be considered grounds for disciplinary action.

\_\_\_\_\_  
Employee Signature

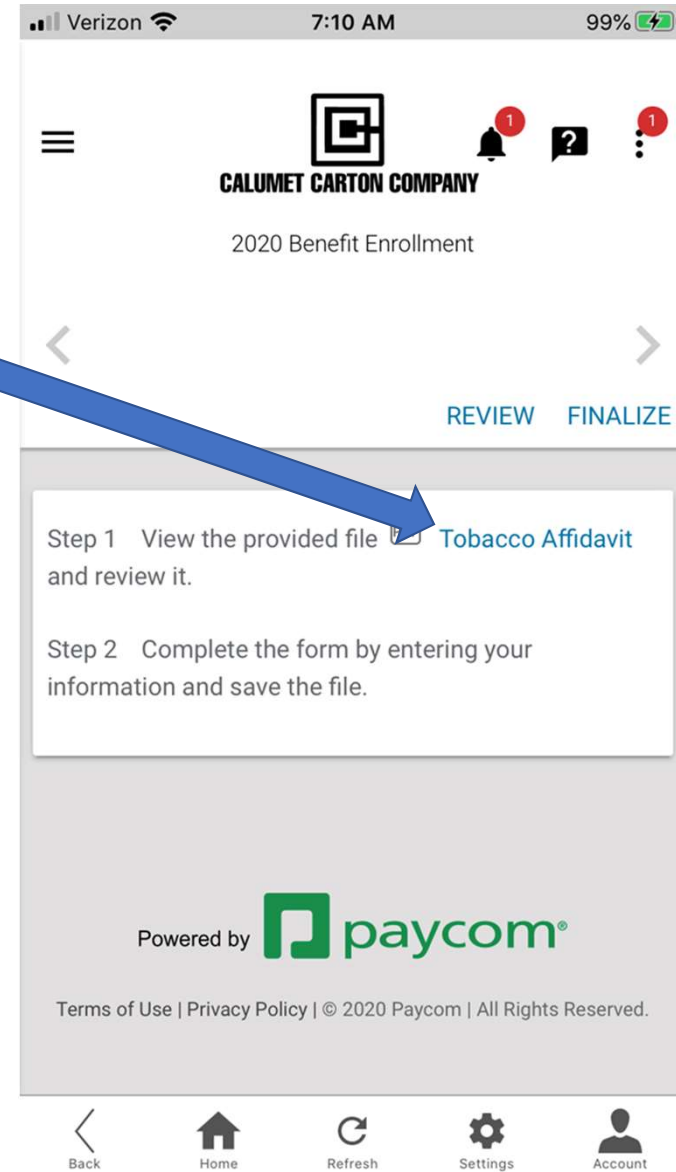
04/06/2020  
Date

[CANCEL](#) [NEXT ACTION](#) [COMPLETE](#)

[Back](#) [Home](#) [Refresh](#) [Settings](#) [Account](#)

Step 15: Sign Tobacco Form  
To sign the tobacco affidavit, click  
the blue words here.

Note: You are required to fill this  
out. On the form, you can  
indicate if you do not use  
tobacco products.





Step 16: Sign Tobacco Form  
Check one of the three boxes.

Click this box to sign.

Press "Complete" when done.

Verizon 7:10 AM 99%

Tobacco Affidavit

1 of 1

**CALUMET CARTON COMPANY**  
Your Partner in Mailing and Packaging Solutions since 1930.

**Tobacco Use Affidavit Form**  
(Effective 5/1/2020–4/30/2021)

As a result of increasing healthcare costs we will continue to ask our employees who smoke to contribute to their healthcare premium costs via a smoking surcharge.

Tobacco users will be assessed \$9.60 per week (\$500 per year). If you used tobacco products (cigarettes, cigars, pipe tobacco, chewing tobacco, etc.) in the last six (6) months you are considered to be a tobacco user.

UHC offers a Smoking Cessation Program called "Quit for Life." You can find information online at myuhc.com, the United Healthcare app or from the Human Resources office.

Please complete the information below and check the one box that best represents your use of tobacco and/or nicotine products. I hereby attest that:

Employee Name: \_\_\_\_\_

☒ I do not use tobacco or nicotine products. There will be no surcharge.

☐ I use nicotine replacement therapy, but do not use tobacco products. There will be no surcharge.

☐ I use tobacco or nicotine products. I understand I will be charged a weekly surcharge of \$9.60/week.

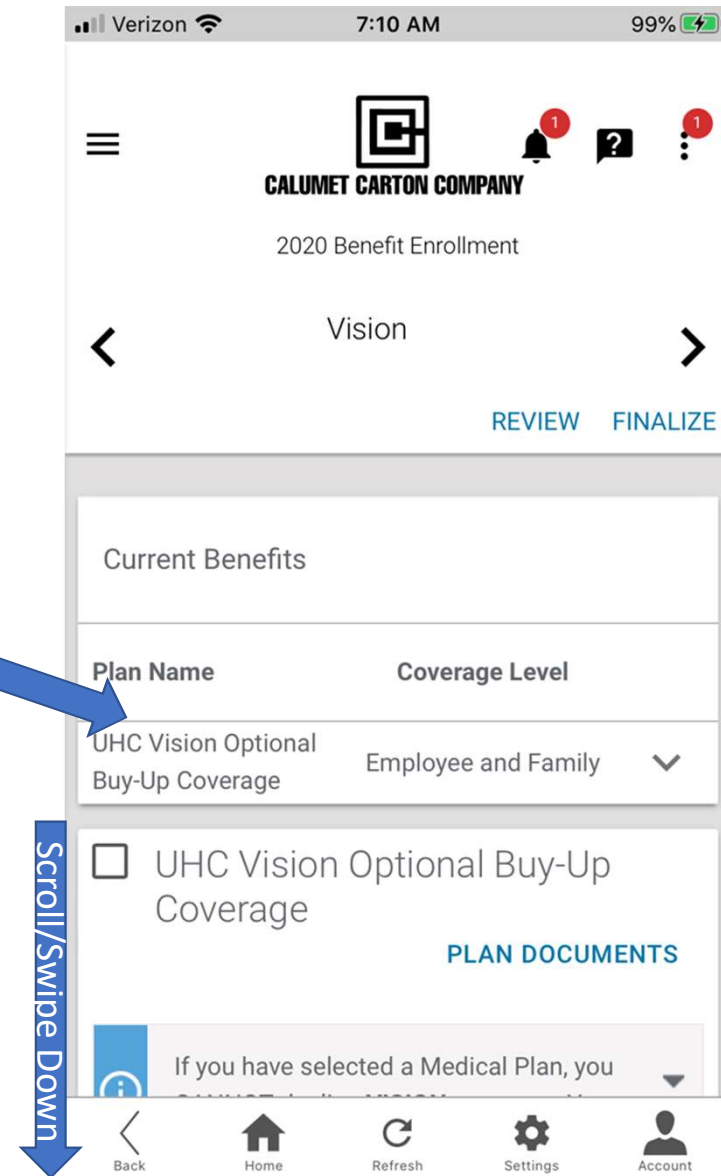
Employee Signature: \_\_\_\_\_

Date: 04/06/2020

Back Home Refresh Settings Account

Step 17: Select Vision Plan  
The first area shows the plan you are currently enrolled in. This makes it easier to select it if you want to keep it for this year.

Scroll down to find the plan you want.



Step 18: Select Buy Up or Regular  
Check one box next to the plan  
you want.

If you are enrolling in the medical plan, you  
must pick either one of these options.

The “Optional Buy-Up” plan adds cost to you,  
but the “Company-Sponsored Vision” is  
included with the medical.

Note: Nobody should decline vision coverage, it’s  
included. You must pick one if you’ve chosen a  
medical plan.

Verizon 7:10 AM 99%

☐ UHC Vision Optional Buy-Up Coverage

[PLAN DOCUMENTS](#)

If you have selected a Medical Plan, you CANNOT decline **VISION** coverage. You

Choose Your Coverage

☒ Employee and Family - \$4.13

☐ UHC Company-Sponsored Vision

[PLAN DOCUMENTS](#)

If you have selected a Medical Plan, you CANNOT decline **VISION** coverage. You

Choose Your Coverage

☒ Employee and Family

Back Home Refresh Settings Account

Step 19: Choose Vision Dep's  
Select the radio button that matches  
what you selected for medical.

Next select the dependents. You  
must select the same dependents as  
you did for medical.

Press Enroll when done.

Note: Whatever you select for medical must be your choice  
throughout. IE: You cannot select "Employee Only" for  
medical, and select "Employee and Family" for vision.

Verizon 7:10 AM 99%

Employee and Family - \$4.13

Dependents [ADD DEPENDENT](#)

	Documents	
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	0	▼
<input checked="" type="checkbox"/>	0	▼
<input checked="" type="checkbox"/>	0	▼
<input checked="" type="checkbox"/>	0	▼
<input checked="" type="checkbox"/>	0	▼
<input checked="" type="checkbox"/>	0	▼

☐ Decline Coverage

[PRESS](#) [ENROLL](#)

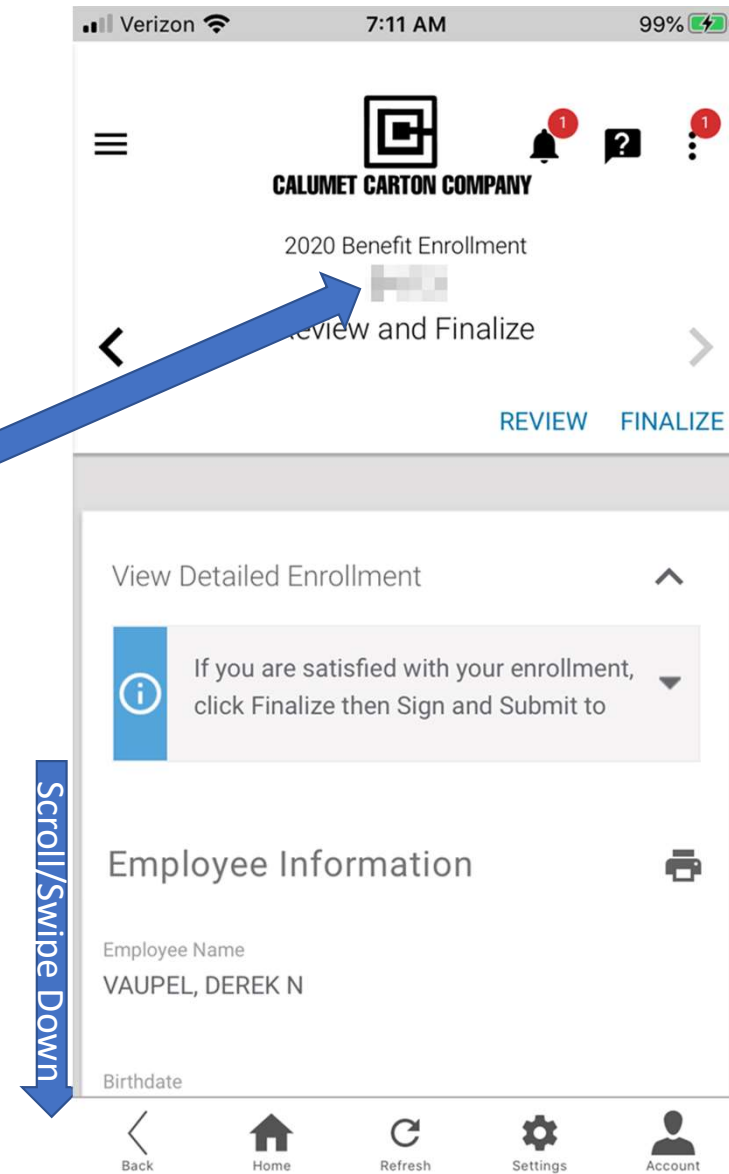
Back Home Refresh Settings Account

## Step 20: Review and Finalize

This screen will outline all of the benefit information.

The total amount per paycheck that YOU are responsible to pay shows at the top.

Scroll down to view.



## Step 21: Review and Finalize

Scroll all the way down to review your choices. You will see “Current 2020 Benefits” which shows everything you have signed up for.

The cost in **green** is what YOU will be responsible for.

Verizon 7:11 AM 99%

### Current 2020 Benefits

#### Accidental Death and Dismemberment & Life Insurance

Employer Cost	Pre-Tax	
\$0	No	
Effective Date	Status	
05/01/2020	In Progress	
Coverage		
\$30,000.00		\$0.00

#### Child Basic Life Insurance

Employer Cost	Pre-Tax	
\$0	No	
Effective Date	Status	
05/01/2020	In Progress	
Coverage		
\$2,000.00		\$0.00

#### Spouse Basic Life Insurance

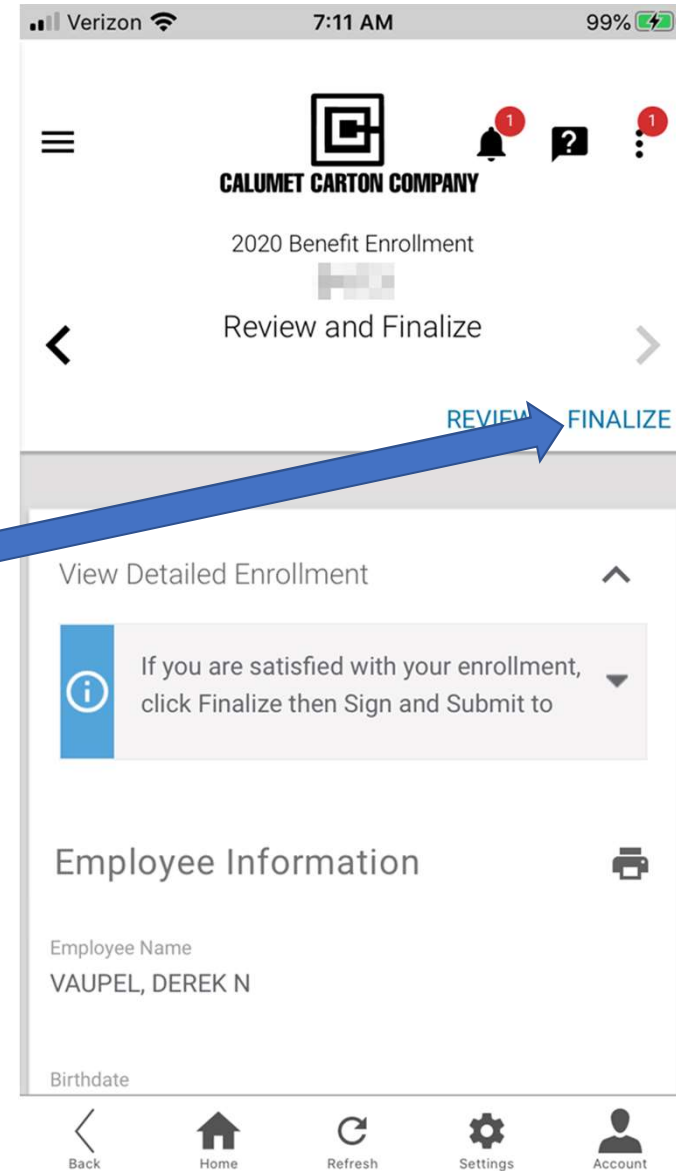
Back Home Refresh Settings Account

## Step 22: Finalize

Scroll back to the top if you are happy with your selections.

Press “Finalize” when you are finished making your choices.

Note: You have until April 17<sup>th</sup> to go back in and make changes, even if you select “Finalize”.



Step 23: Completed.

When you see the  
“Congratulations!” message, you are  
all done with enrollment and can  
close out of paycom.

