

# YOUR 2024 BENEFITS ONLINE ENROLLMENT GUIDE

October 30 - November 17

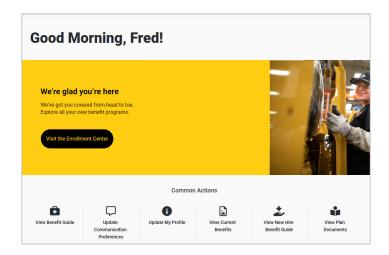
**CATERPILLAR®** 

#### Log on to the portal homepage

You'll find all the information you need about your benefits at <u>cathealthenrollment.bswift.com</u>. Enter your username and password information.

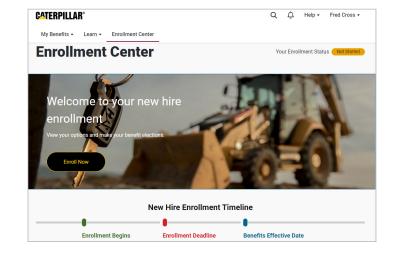
(New users: Log in by following the first-time user instructions provided by Caterpillar to get started.)

Click the "Visit the Enrollment Center" button to get started.



# Click the "Enroll Now" button to start enrolling

Take a few minutes to review the information on the Enrollment Center page. You'll find useful resources and your Enrollment Timeline. When you're ready, click the "Enroll Now" button to start enrolling in your benefits.

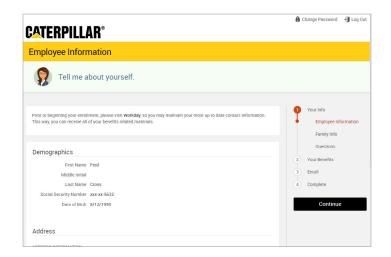


#### **Verify your personal information**

Make sure all your personal information, including your address, telephone number, and email address, is correct.

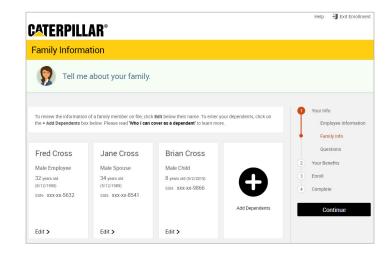
The information displayed is based on your information in Workday. If corrections are needed, you can make them directly in Workday.

It's also a good time to provide your mobile number and personal email address. Doing so allows you to receive important benefits information more quickly throughout the year!



## Verify and update your family information

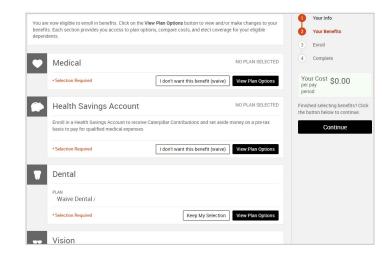
Confirm your spouse's information, along with the information of your children or anyone that you claim as an eligible dependent and would like to enroll in your benefits.



#### Start selecting your benefits

From this screen you can select which benefits to enroll in or to waive. As you progress through each benefit type, you'll see your selections completed on this screen.

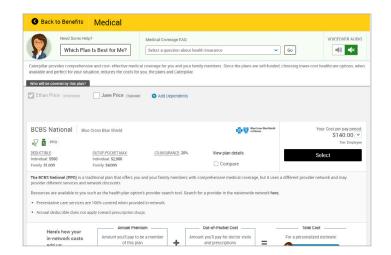
- Green tiles represent benefits you've already enrolled in or that are automatically provided by Caterpillar.
- **Gray** tiles represent benefits that you still need to choose or waive.



#### View your medical plan options

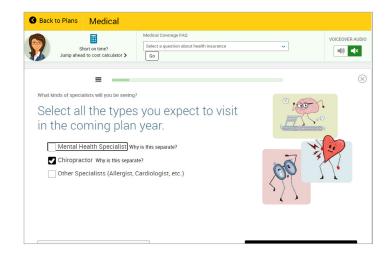
Select who you'd like to cover with the plan at the top of the page, then view all your plan options below. Click the "Estimate My Out-of-Pocket Costs" button to personalize your estimate for the year.

Your virtual benefits assistant, Ask Emma®, is available to help you through the enrollment process. Ask Emma's calculator, videos, and FAQs can help explain all the information and give you a good understanding of your options.



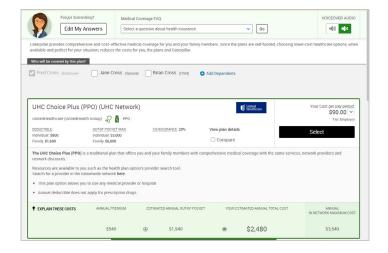
#### **Answer a few questions**

By answering a few questions about your prescriptions and anticipated health care usage for the year, Ask Emma® can provide you with an out-of-pocket cost estimate for each plan offered.



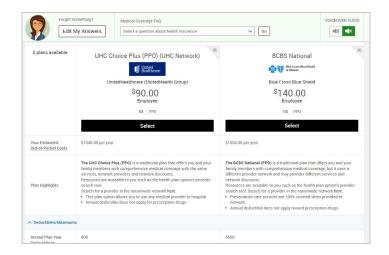
#### **Plan recommendations**

After you complete your answers, Ask Emma will recommend a medical plan for you based on the lowest out-of-pocket costs.



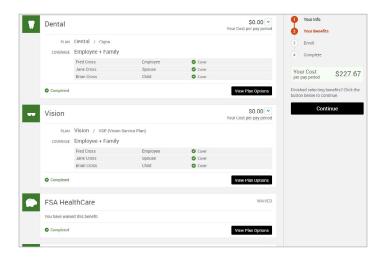
## Compare plans side by side

If you want a little more information, you can view plans side by side and see how they stack up against one another.



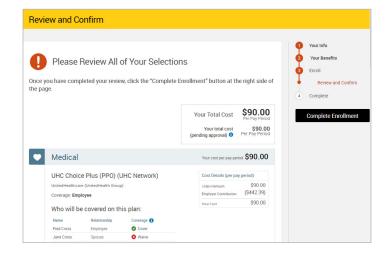
#### **Choose your other benefits**

Continue scrolling down the page to select the rest of your benefits, like dental, vision, life, disability, and more.



### **Review and confirm your selections**

Before confirming, take a moment to look over your benefit selections and make any necessary changes.



## You're finished! View your confirmation statement

Keep this record of your enrollment elections and total costs. You can save or print your confirmation statement and may continue to make changes until your enrollment period ends on November 17.

