

Congratulations on your international assignment!

Important things to know once your global authorization process has commenced:

1. After your arrival in your host country, the Americas Service Center will process your beginning of assignment personnel change form (PCF) in PeopleSoft based upon information provided to them by HR. Please direct any questions regarding the PCF to your business unit HR.

IMPORTANT: If you are traveling to Germany, United Arab Emirates, Saudi Arabia or the Czech Republic, it is important to contact Alyssa Short with Caterpillar's Total Rewards team **early in the process** as these countries may have additional requirements before they will issue travel visas: Short_Alyssa_A@cat.com

2. Once your Beginning of Assignment (BOA) effective date occurs and has been updated in PeopleSoft, Caterpillar will notify the Caterpillar Benefits Center who will in turn notify Cigna Global of your healthcare plan eligibility. Your BOA is typically the 1st of the month **after** you make your final move to the host country. For example, if you relocate on March 15, your eligibility for the Cigna Global healthcare plan will not be until April 1.
3. Your BOA also is considered a qualifying event. This means if you want to enroll or decline the Cigna coverage or add/remove dependents from the benefit plan, this is the time to do so. You will have 31 days from the BOA to make any changes. It is advisable to handle this as soon as possible from the BOA date to ensure a timely transition to the Cigna Global healthcare benefit plan.
4. Once Cigna receives and processes your information, you will receive a welcome email directly from them. This will include registration instructions for Cigna Envoy and your new membership ID number. Cigna will also mail you a physical copy of your ID card, so be certain that PeopleSoft always has your up-to-date mailing address.

If you have a medical emergency prior to receiving your Cigna ID cards, do seek medical attention. Please note that some providers may require you to pay for the service up front. It is always advisable to work with Cigna in the event of any medical emergencies.

5. If you need general assistance from Cigna prior to receiving your enrollment materials, review the [pre-assignment assistance information](#) from Cigna. If you have any questions, contact Cigna Global: 1-800-441-2668 or www.CignaEnvoy.com

WEBSITE RESOURCE: For general assignee healthcare information, visit: benefits.cat.com > Assignees section.

The site contains webinars about your Cigna benefits, Frequently Asked Questions (FAQs), contact details and documents, including a summary of the benefits.