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New Hire Enrollment Checklist

You must make your benefit elections or waive coverage within 31 days of your hire date. You can update your elections anytime during your 31-day enrollment period, but to make changes after your initial enrollment, you must call the Chevron Phillips Benefits Service Center at 1-800-446-1422.

- Review the **New Hire Benefits Guide**, which is available online at www.mycpchembenefits.com under “New Hires.”
- Review your **Personal Enrollment Worksheet**, which includes your per-pay-period contribution amounts for health and income/survivor protection benefits. Your *Personal Enrollment Worksheet* will be in your New Hire Enrollment packet.
- Use online resources:
 - Need help choosing your health plans? Check out ALEX, our interactive online plan selection tool at www.myalex.com/cpchem/2021 or at www.mycpchembenefits.com under “Health & Wellness” then “Tools.”
 - Find in-network providers near you on BlueCross BlueShield’s “Blue Access for Members” website at www.bcbstx.com. Search for providers in the Blue Choice PPO network.
 - Use our health care concierge service, HealthAdvocate, for help with a variety of benefit issues. HealthAdvocate can provide a snapshot of your benefits package, help you find providers, answer eligibility and benefits questions, estimate health care costs and more! Call HealthAdvocate at 1-866-799-2731 or go online to www.healthadvocate.com/members.
- Log on to the Morneau Shepell enrollment website at www.myplansconnect.com/cpchembenefits to make your health and income/survivor protection benefit elections online or call the Chevron Phillips Benefits Service Center at 1-800-446-1422 (option 1). Representatives are available to take your enrollment elections from 8:00 a.m. – 5:00 p.m. Central time, Monday through Friday.
- Designate beneficiaries for your income/survivor protection benefits.
- When your enrollment is complete, print or save an electronic copy of the confirmation page.
- Enroll in the 401(k) Savings Plan and designate Retirement Plan and 401(k) Savings Plan beneficiaries with Fidelity at 1-866-771-5225 or online at www.netbenefits.com.
- Provide the necessary documentation to verify that your dependents are eligible for coverage.