

New Hire Checklist

ITEM	PURPOSE	WHAT YOU NEED TO DO
<p><i>This New Hire Benefits Guide</i></p>	<p>A summary of Chevron Phillips Chemical Company's health, income protection and retirement benefits.</p> <p>PLEASE NOTE: Your 401(k) Savings Plan packet will be sent separately by Fidelity.</p>	<p><i>Review and keep for your records.</i></p> <p><i>Remember, you have only 31 days to actively enroll in the health and income protection plans.</i></p>
<p><i>Personal Enrollment Worksheet</i></p>	<p>Your per-pay-period contribution amounts for health care and income protection benefits.</p>	<p>Use this worksheet to organize your benefit elections before enrolling.</p>
<p><i>Income/Survivor Protection Plan Beneficiary Designation</i></p>	<p>Designate your beneficiaries for the Chevron Phillips Chemical life and accidental death and personal loss (AD&PL) plans.</p>	<p>You can designate your beneficiaries online by logging on to the Chevron Phillips Benefits Service Center Web site at www.cpchembenefits.mercerhrs.com. You may also call the Chevron Phillips Benefits Service Center at 1-800-446-1422, option 1.</p>
<p><i>Retirement and 401(k) Savings Plan Beneficiary Designation</i></p>	<p>Designate your beneficiaries for the Chevron Phillips Chemical Retirement and 401(k) Savings Plans.</p>	<p>You can designate your beneficiaries by logging on to www.netbenefits.com and clicking on "Beneficiaries" in the About You section of Your Profile. If you don't have internet access, or prefer to complete a paper form, please contact 1-866-771-5225.</p>