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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 CPChem Benefits Service Center at 1-833-964-3575.

- Review the ***New Hire Benefits Guide***, which is available online at www.mycpchembenefits.com under “New Hires.”
- Use online resources:
 - 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 CPChem Benefits Service Center website at digital.alight.com/cpchem to make your health and income/survivor protection benefit elections online or call the CPChem Benefits Service Center at 1-833-964-3575. Representatives are available to take your enrollment elections from 8:00 a.m. – 5:00 p.m. Central time, Monday through Friday.
- Provide the necessary documentation to verify that your dependents are eligible for coverage. You can upload dependent eligibility documents by logging in to digital.alight.com/cpchem and click on “Verify My Dependent Eligibility.” If you have questions, contact the Dependent Verification Center at 1-800-725-5810.
- 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.