

ACTION REQUIRED BETWEEN NOVEMBER 7-18, 2022!

# 2023 *YOU*Utilities HANDBOOK!

YOUR  
COMPREHENSIVE  
GUIDE TO  
BW'S FREE &  
ELECTED BENEFITS

OPEN RIGHT AWAY FOR BENEFITS DETAILS TO  
HELP YOU PRIORITIZE YOUR WELLBEING IN 2023!

- THE SECOND CHANCE CHALLENGE IS BACK!
- HEARTS TO HANDS GRANT AMOUNT INCREASE!
- EXPANDED MENTAL HEALTH SUPPORT FROM TELADOC!
- NEW PET INSURANCE OPTION!

## UPDATES for YOU in 2023!

As you aim to prioritize your wellbeing, a few updates impacting BW's **FREE** and **ELECTED** benefits are underscored below. Be sure to take a look, and make a plan for Annual Enrollment—and beyond!

- **COVID-19 VACCINATION REMOVED FROM 2024 BETTER YOU INCENTIVE FOR BW MEDICAL PARTICIPANTS:** While COVID-19 is still present in our daily lives—and we continue to encourage all team members and their families to take preventive actions to protect themselves and their communities—we are glad to see the transition to a new normal. With this shift, we have made the decision to return to our standard requirements and are removing the COVID-19 vaccination requirement for the 2024 Better You Incentive (p. 19).
- **THE SECOND CHANCE CHALLENGE IS BACK FOR BW MEDICAL PARTICIPANTS:** Because we want to continue to inspire you to make progress on your wellbeing journey, we are bringing back the Second Chance Challenge this year for those who didn't earn the 2023 Better You Incentive. As soon as you earn the 2024 Better You Incentive (p. 19), you also will lower your 2023 BW medical premiums to Better You Incentive participant rates for the remainder of the 2023 calendar year. (Team members and covered spouses will continue to INDIVIDUALLY earn the Better You Incentive, and spouses can take the Second Chance Challenge, too!)
- **ADJUSTED COMPENSATION BANDS FOR BW MEDICAL PREMIUMS:** For BW medical participants, we have, once again, made adjustments to the compensation bands for BW medical premiums to account for inflation (p. 18).
- **EXPANDED MENTAL HEALTH SUPPORT FROM TELADOC:** For BW medical participants, Teladoc Telehealth Service now offers confidential, convenient behavioral health support via secure video or phone call. Get help with a variety of mental health topics from a therapist or psychiatrist within three days of scheduling (p. 15).
- **NEW! PET INSURANCE OPTION:** The wellbeing of your furry friends is important to us, too! That's why we have partnered with MetLife to provide discounted pet insurance rates for team members' dogs and cats. To elect this benefit and pay your premiums, contact MetLife directly (p. 27).
- **VOLUNTARY BENEFITS CHANGES:** In the spirit of continuous improvement, we are making a change to our voluntary benefits provider and amending our insurance options. Sun Life will offer enhanced coverage at lower rates for hospital indemnity, group critical illness and group accident insurance—plus, participants can earn wellness rebates (p. 27)!
- **HEARTS TO HANDS GRANT AMOUNT INCREASE:** For the first time since the Hearts to Hands Relief Fund was established, we are increasing the maximum possible grant amount from \$1,000 to \$1,500. This fund is an invaluable resource for team members who have experienced significant financial hardship due to a qualifying event that has impacted their ability to pay for basic living expenses and certain uninsured medical costs, including mental health medical claims (p. 7).
- **VITALITY GYM REBATE MODIFICATION:** The Vitality gym rebate (up to \$400 per person per year) provides an extra incentive for team members and spouses to get and stay active. To further inspire household wellbeing, we are increasing the number of standard and/or advanced workouts required to unlock the gym rebate from 80 to 125 (p. 4-5).



# Complete the checklist below between NOVEMBER 7-18, 2022!

- Review the enclosed **2023 YOUilities Handbook** to understand all of your benefits options (*many available to all US-based team members AND spouses, even if you do not elect BW medical!*)
- Complete the MyQHealth Get Connected process**, if you have not already done so. (Step-by-step instructions below.)
- For help selecting the best BW medical plan for YOU**, contact MyQHealth at 855.576.9816 or [www.mybwbenefits.com](http://www.mybwbenefits.com) for plan decision support.

- Complete the Annual Enrollment process.** (Step-by-step instructions below.)
- Update your existing dependent/beneficiary and personal information.** (Step-by-step instructions below.)
- If you would like to elect pet insurance, **visit [www.metlife.com/getpetquote](http://www.metlife.com/getpetquote)** to enroll and pay your premium.



## How do I complete the MyQHealth Get Connected process?

*(required for ALL team members to access MyQHealth's services and support, and required for BW medical enrollees once per lifetime to earn the Better You Incentive)*

1. Visit [www.mybwbenefits.com](http://www.mybwbenefits.com) and click Register.
2. Enter your personal information and click Next.
3. Request a verification code and click Next. Enter code and click Verify.
4. Set your password and click Submit, then click Login.
5. Click My Health > Primary Doctor.
6. Enter your primary doctor's information and click Search.
7. Once you have found the provider you wish to designate as your primary doctor, click Assign.
  - a. If you can't find your primary doctor in the list, click Can't find my provider.
  - b. Enter the provider information and click Submit.

## How do I complete the Annual Enrollment process?

1. Go to the Barry-Wehmiller intranet at [www.bwcorp.net](http://www.bwcorp.net).
2. Click on the Workday "W" icon at the top-right of your screen.
3. Login to Workday.
4. Click Inbox.
5. Click Open Enrollment Change and click Let's Get Started.
6. Click Manage or Enroll on each benefit card for the benefit options and enrollment details, and make all desired changes, including adding or removing any dependents/beneficiaries. Set Health Savings Account (HSA) and/or Flexible Spending Account (FSA) contribution amounts (if applicable), and review the "Important Notes" on each page.

7. Click Confirm and Continue, and then Save after each benefit election is entered or reviewed. Once you have finished making or reviewing all elections, click Review and Sign.

*Note: If you click your internet browser's back arrow or the Cancel button while in a benefit card making changes, all unsaved changes to that benefit will be lost.*
8. Check the I Accept check box, and click Submit to finalize your elections.
9. Print your benefit confirmation statement before closing out.

## How do I update existing dependent/beneficiary and personal information?

1. Return to your Workday session, and click on the Workday logo at the top-left of your screen.
2. Click Benefits, and under the left Change column, click Dependents and/or Beneficiaries to review and make changes.
  - **Dependents:** Click Edit next to each name listed to verify that all fields are complete and accurate, and make changes as needed.
  - **Beneficiaries:** Verify that your beneficiary allocations are accurate, and click Add or Edit to review and change any information as needed.

*Note: Beneficiary information for your 401(k) Retirement Savings Plan and FSAs are separate designations. To change 401(k) beneficiaries, go to [www.transamerica.com/portal/bw](http://www.transamerica.com/portal/bw). To change FSA beneficiaries, go to [www.naviabenefits.com](http://www.naviabenefits.com).*
3. Click on the Workday logo at the top-left of your screen, then click Personal Information. Under the left Change column, review all of your information, and make any updates needed.

*Note: All step-by-step Annual Enrollment instructions are designed to be followed on a desktop computer. You may receive e-mail messages from Workday regarding your outstanding Annual Enrollment tasks.*

## Have YOU enrolled in *MoveSpring*, our NEW movement challenge platform?

With MoveSpring's state-of-the-art, easy-to-use mobile app and website:

- MORE activities count during challenges—everything from aerobics to Zumba—plus, you can manually convert/enter your activities
- Syncing your activities is FAST, keeping the challenge leaderboard up to date
- Encouraging your team is EASY with the chat feature



### So, what are YOU waiting for?

When we announce our next movement challenge, make a note to follow the MoveSpring enrollment instructions at [bwellbeing.com](http://bwellbeing.com), so you can join the more than **1,700 BW team members and spouses** who already are enrolled in this FREE platform—and start earning **BONUS Vitality Points\*** for getting active and participating in challenges!

*\*Note: Please keep in mind that MoveSpring and Vitality are SEPARATE platforms. You will still earn Vitality Points for physical activity in Vitality the same way you always have, and will need to meet the same Vitality guidelines for light, standard and advanced workouts to do so.*

