



ANNUAL BENEFITS OPEN ENROLLMENT

2014

October 14 – November 1, 2013

Annual Benefits Open Enrollment for Plan Year 2014 is Now OPEN! October 14 through November 1, 2013

NOTE TO MANAGERS: This communication is being sent via Lotus Notes to all U.S.-based, benefits-eligible employees. Please post this bulletin in a common area and provide a copy to your employees who do not have Lotus Notes. Attached below is a soft copy of this communication that you can print or email to employees who do not have Lotus Notes. Thank you.

Annual Benefits Open Enrollment for plan year 2014 is now OPEN and will continue through 11:59 p.m. (Eastern Time) on Friday, November 1, 2013.

During this time it is vital to visit *Choices Online* (CSC's online benefits enrollment system) to read and understand your 2014 benefits options and contribution rates, enroll or change your benefit elections and coverage levels for the 2014 plan year, and confirm your family information and eligibility.

REMINDER: Healthcare & Dependent Care Flexible Spending Account (FSA) elections do not carry over to the 2014 plan year. You must actively enroll in the FSA each plan year during Annual Benefits Open Enrollment. In addition, if you participate in the Health Savings Account (HSA), contributions do not carry over to 2014 and must be re-established.

ACTIONS REQUIRED

1. Review your 2014 benefit options and contribution rates
2. Confirm your dependent information and eligibility
3. Select your benefits for the 2014 plan year!

NOTE: If your job has been impacted by the current U.S. government shutdown and you wish to make changes to your benefits for 2014, it is your responsibility to access *Choices Online* to make your elections/changes during the enrollment period.

Don't wait until the last minute! Be sure to visit *Choices Online* soon. *Choices Online* is available from anywhere you have Internet access .

Resources and More Information

Need help? The following resources are available to assist!

- For more information on 2014 Annual Benefits Open Enrollment, visit the Corporate Shared Services - U.S. website at <https://servicecenter.csc.com>
- If you have a question not addressed in the Annual Benefits Open Enrollment Guide or frequently asked questions, please contact *CSCAnswers*:
 - **Hours of Operation:** 8:00 a.m. to 6:00 p.m., ET, Monday to Friday
 - **By Phone:** 703.318.2800 (Washington, D.C., metro area) or 1.877.612.2211 (toll-free). Select phone menu option 8 > submenu 2 for questions about Annual Benefits Open Enrollment
 - **Email:** open_enrollment@csc.com

Accessing Choices Online

Beginning TODAY, October 14, and continuing through November 1, you may access the *Choices Online* benefits enrollment site at <https://choices.csc.com>. Follow the access instructions outlined below.

1. **Visit <https://choices.csc.com>.** Please note that https with the “s” is required, as this is a secure website.
2. **Enter your Employee ID number or your Social Security number (SSN).** Your Employee ID is the 8-digit number, including leading zeros, displayed on the top left corner of your CSC pay stub.
3. **Enter the login PIN.** The initial login PIN is **Choices&xxxx** (substitute the last 4 digits of your SSN for the x's after you type the “&”). The password is case sensitive, so please enter it carefully. An example of an initial login PIN would be Choices&2345, with 2345 being the last four digits of the SSN. You will be prompted to change your PIN the first time you log into the system.
4. **Enter your birth date (mmddyyyy).**

PIN Reset Feature: After you enter your new PIN, you will be required to provide answers to three questions. If you are unable to remember your PIN when you log in to *Choices Online* at a later time, you will be able to reset your PIN by correctly answering all three questions.

Confirmation Statement: If you enter an email address in *Choices Online*, a Confirmation Statement will only be sent to you if you click the “Log Out” button on the “Benefit Summary” page. If you exit by closing your browser without logging out, you will not receive a Confirmation Statement via email. It is your responsibility to review and keep a copy of the confirmation statement with your final elections. If you choose not to enter an email address, be sure to print the Benefit Summary page.

IMPORTANT: You must follow the directions above to set up a new *Choices Online* PIN for this year's Benefits Open Enrollment period. Do NOT use a prior year's *Choices Online* PIN; it will not work.

Your elections can be changed an unlimited number of times until Annual Benefits Open Enrollment ends at 11:59 p.m. (Eastern Time) on Friday, November 1, 2013.