
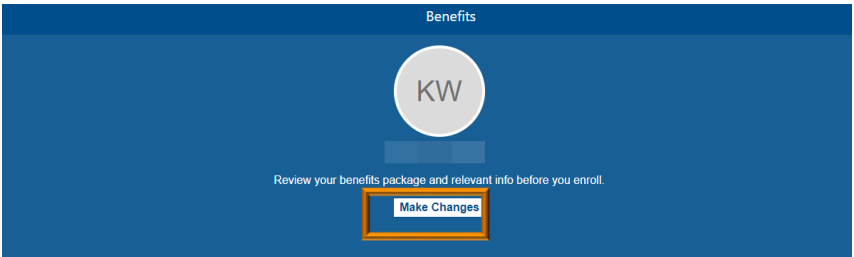
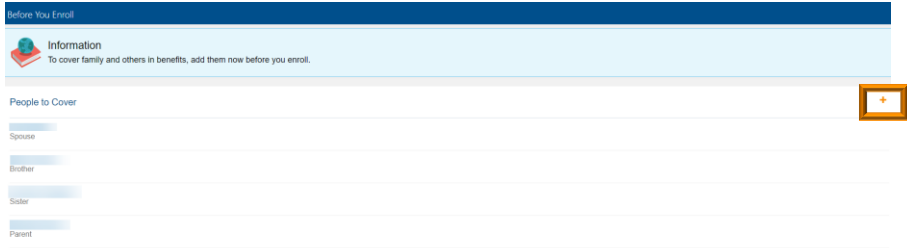
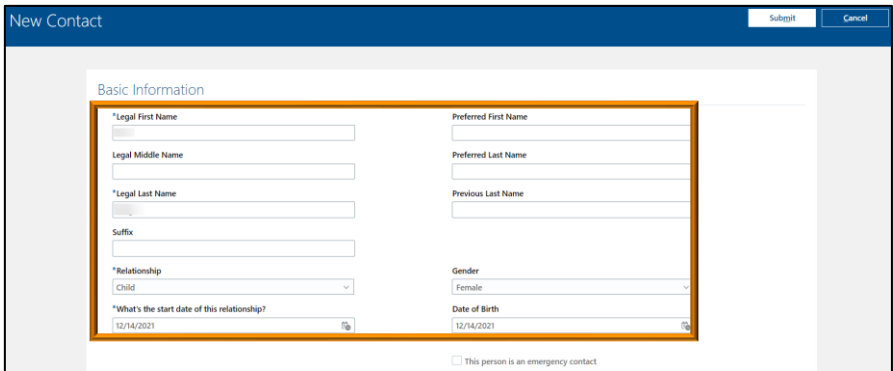
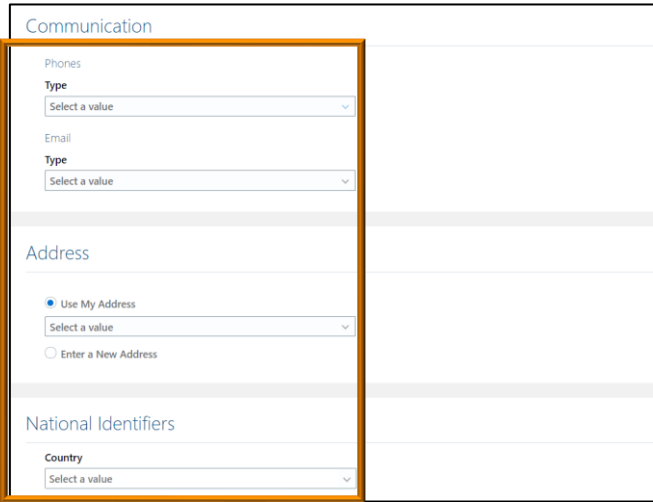

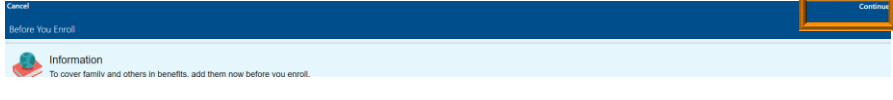
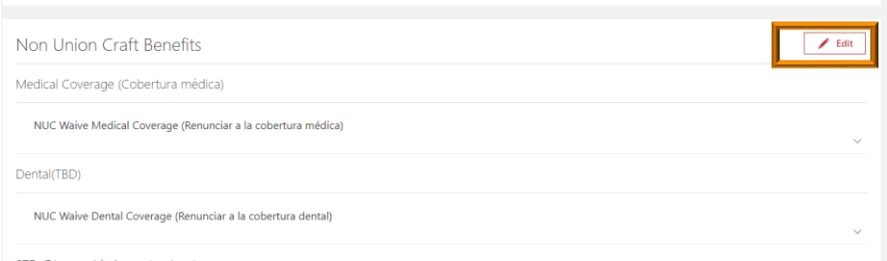
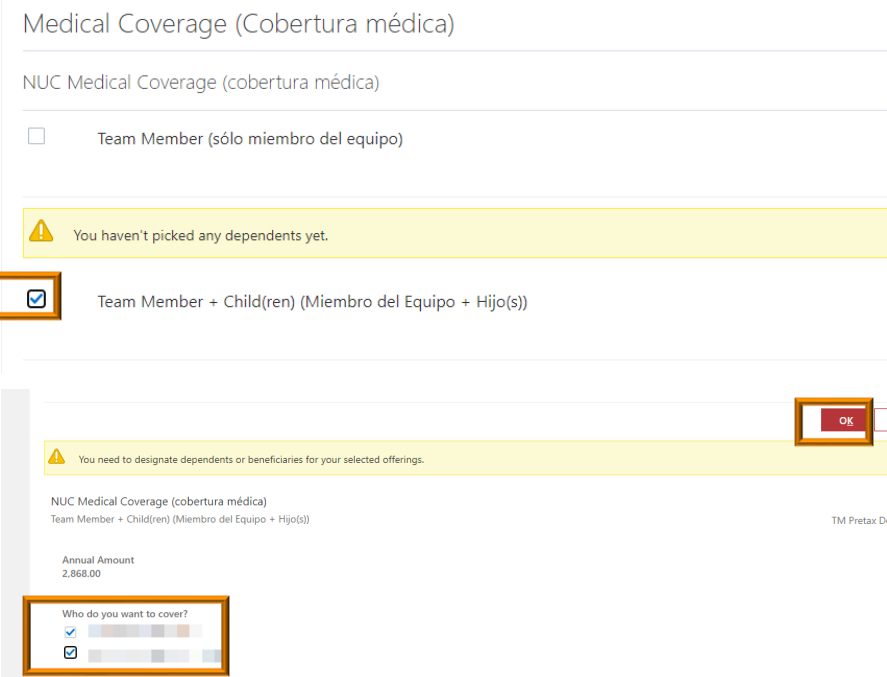
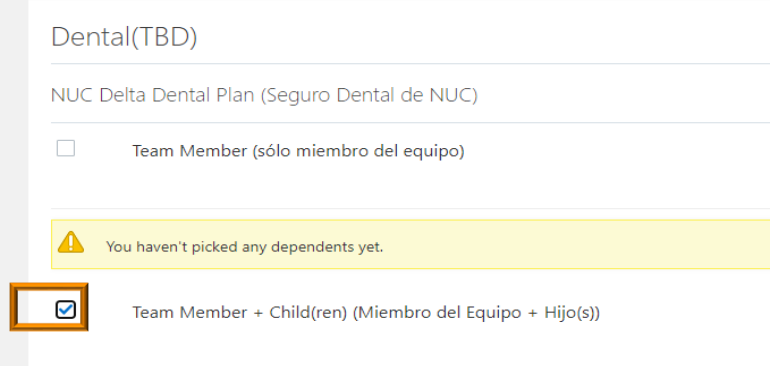
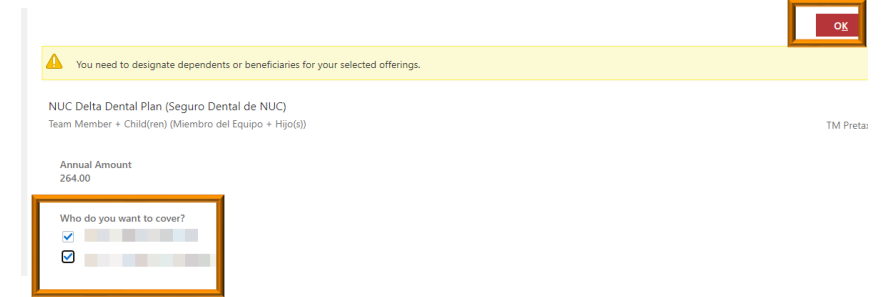
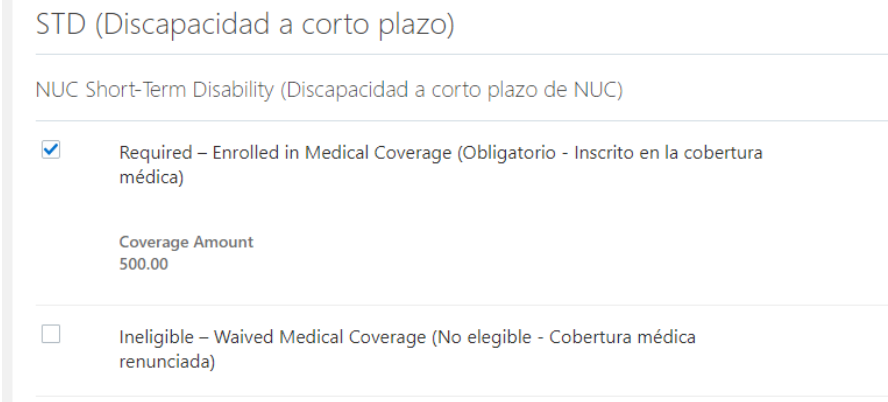

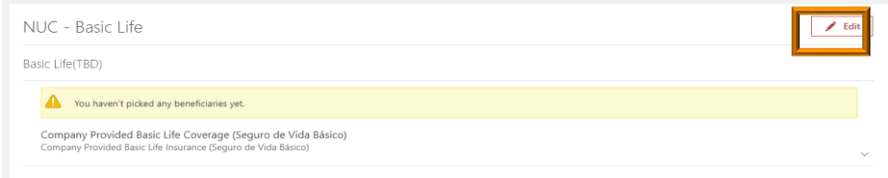


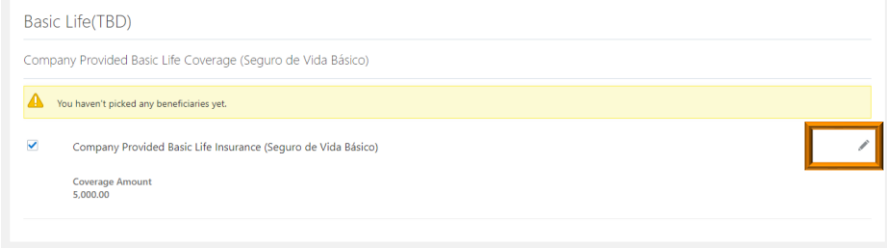
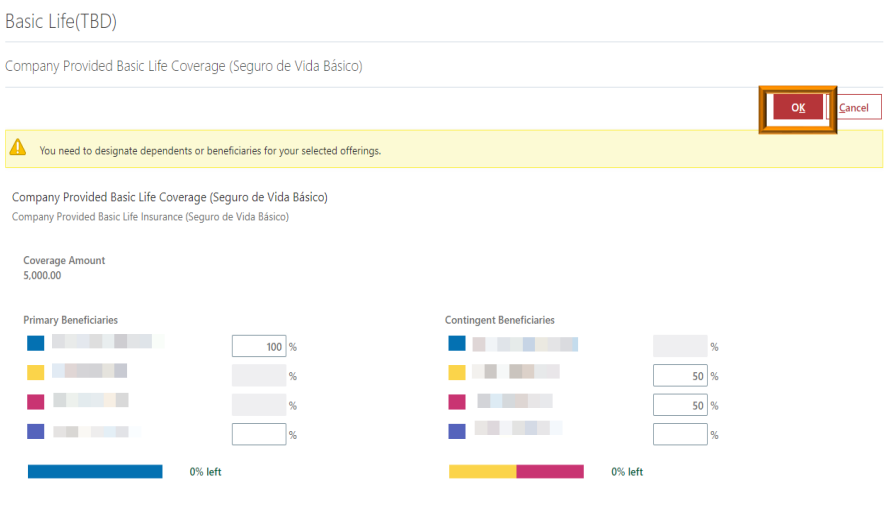

### Navigate the Home Page

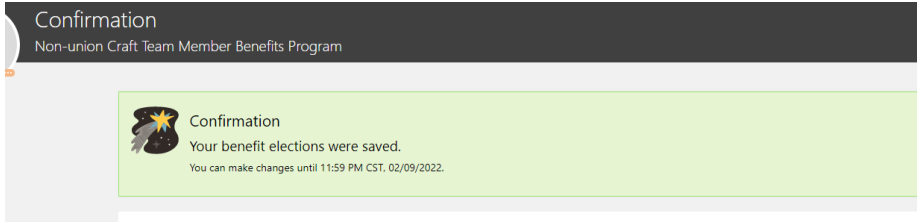
Step	Instructions	Example
1	<p>Navigate to the home page of the Team Member Workbench.</p> <p>Click the <b>View/Update Non-Union Benefits &amp; Beneficiaries</b> tile.</p>	 <p>The screenshot shows a mobile app interface for 'Craft Team Member Workbench'. The URL in the browser is 'https://tmworkbench.mortenson.com'. The main menu includes tiles for: View Paylips &amp; M-2s, View/Update Pay Preferences, Manage Time, View/Update Personal Information, View/Update Non-Union Benefits &amp; Beneficiaries (highlighted with an orange border), View/Update Skills and Qualifications, View/Update emergency contact, and Complete Onboarding Tasks. A 'Log Out' button is at the bottom.</p>
2	<p>On the <b>Benefits</b> page, click the <b>Make Changes</b> button to add dependents.</p>	 <p>The screenshot shows the 'Benefits' page for user 'KW'. It features a circular profile picture with the initials 'KW' and a message: 'Review your benefits package and relevant info before you enroll.' Below the message is a 'Make Changes' button, which is highlighted with an orange border.</p>

Step	Instructions	Example
3	<p>On the <b>Before You Enroll</b> page, click orange + in the <b>People to Cover</b> section.</p>	
4	<p>On the <b>New Contact</b> page, populate the details, as required.</p> <p><b>Note:</b> All the mandatory fields are marked with an asterisk (*).</p>	
5	<p>Scroll down to the other sections such as <b>Communication, Address, National Identifiers</b> etc.</p> <p>If you are covering a person as your dependent or beneficiary their <b><u>date of birth and SSN are required.</u></b></p> <p>SSN should be entered in the National Identifier Section</p>	
6	<p>Scroll up and click <b>Submit</b> to add the dependent.</p>	
7	<p>Then click <b>Continue</b></p>	

Step	Instructions	Example
8	<p>From here you will enroll in the Medical and Dental coverage.</p> <p>Click the <b>Edit</b> button</p>	 <p>Non Union Craft Benefits <span style="float: right; border: 1px solid red; padding: 2px;">Edit</span></p> <p>Medical Coverage (Cobertura médica)</p> <p>NUC Waive Medical Coverage (Renunciar a la cobertura médica) <span style="float: right;">▼</span></p> <p>Dental(TBD)</p> <p>NUC Waive Dental Coverage (Renunciar a la cobertura dental) <span style="float: right;">▼</span></p>
9	<p>Select the medical plan you wish to enroll in.</p> <p>If you are covering dependents, you'll want to check the box next to their name in the <b>Who do you want to cover?</b> section.</p> <p>Then click <b>OK</b></p>	 <p>Medical Coverage (Cobertura médica)</p> <p>NUC Medical Coverage (cobertura médica)</p> <p><input type="checkbox"/> Team Member (sólo miembro del equipo)</p> <p><span style="background-color: yellow; padding: 5px;">⚠ You haven't picked any dependents yet.</span></p> <p><span style="border: 1px solid red; padding: 2px;"><input checked="" type="checkbox"/></span> Team Member + Child(ren) (Miembro del Equipo + Hijo(s))</p> <p><span style="float: right; border: 1px solid red; padding: 2px;">OK</span></p> <p><span style="background-color: yellow; padding: 5px;">⚠ You need to designate dependents or beneficiaries for your selected offerings.</span></p> <p>NUC Medical Coverage (cobertura médica) Team Member + Child(ren) (Miembro del Equipo + Hijo(s)) <span style="float: right;">TM Pretax D</span></p> <p>Annual Amount 2,868.00</p> <p>Who do you want to cover?  <input checked="" type="checkbox"/> <span style="background-color: #ccc; padding: 2px;">[Name]</span>  <input checked="" type="checkbox"/> <span style="background-color: #ccc; padding: 2px;">[Name]</span></p>
10	<p>Select the dental plan you wish to enroll in.</p>	 <p>Dental(TBD)</p> <p>NUC Delta Dental Plan (Seguro Dental de NUC)</p> <p><input type="checkbox"/> Team Member (sólo miembro del equipo)</p> <p><span style="background-color: yellow; padding: 5px;">⚠ You haven't picked any dependents yet.</span></p> <p><span style="border: 1px solid red; padding: 2px;"><input checked="" type="checkbox"/></span> Team Member + Child(ren) (Miembro del Equipo + Hijo(s))</p>

Step	Instructions	Example
	<p>If you are covering dependents, you'll want to check the box next to their name in the <b>Who do you want to cover?</b> section.</p> <p>Then click <b>OK</b></p>	
11	<p>Now you will scroll down to the <b>Short-Term Disability (STD)</b> section. <u>If you enroll in a medical plan</u> you must select <b>Required-Enrolled in Medical coverage</b></p> <p>If you <u>did not enroll in a medical plan</u> you must select <b>Ineligible-Waived Medical Coverage</b></p>	
12	Click <b>Continue</b> at the top of the page	
13	Scroll down to the <b>NUC-Basic Life</b> section and click <b>Edit</b>	

Step	Instructions	Example
14	<p>You will only have the <b>Company Provided Basic Life Insurance</b> option at this point. You will need to select your <b>beneficiaries</b> by clicking the <b>pencil icon</b></p> <p><b>Note:</b> If you enrolled in our medical plan your life insurance coverage will automatically increase to \$25,000 30 days from your hire date.</p>	
15	<p>Under the <b>Primary Beneficiaries</b> you will select who you'd like to receive your life insurance benefit in the event of your passing. If you choose more than 1 person, the total % must equal 100.</p> <p>Under the <b>Contingent Beneficiaries</b> select who you'd like to receive your life insurance benefit in the event of your and your primary beneficiaries passing.</p> <p>Click <b>OK</b></p>	
16	<p>Click <b>Continue</b> at the top of the page.</p> <p>Then click <b>Submit</b> at the top of the next page.</p>	

Step	Instructions	Example
17	A Confirmation will appear at the top of the page when your enrollment is complete.	 <p>Confirmation Non-union Craft Team Member Benefits Program</p> <p>Confirmation Your benefit elections were saved. You can make changes until 11:59 PM CST, 02/09/2022.</p>