

Expatriate (EXPAT) Cigna Global Health Benefits (CGHB) Medical and Dental Benefits Enrollment Process

Once your EXPAT assignment begins you and your current covered dependents will automatically be enrolled in CGHB. Within 7 to 10 business days of your assignment date you should receive an email from the Benefits Center notifying you your benefits have changed. At that time, you will have 30 days to make changes to your CGHB coverage in regard to adding dependents, dropping dependents, or making any additional changes.

To make changes online:

- Go to HR Express > Health & Well-Being Tab > YBR – Upoint HR
- Log on to [Your Benefits Resources](#) (YBR) and proceed with making changes.
 - If this is your first time to use YBR, you will be asked to enter the last 4 digits of your SSN.

To make changes over the telephone:

- Call the Benefits Center: **800-965-4421** or outside the US, call 646-254-3467. Hours: Monday through Friday 8:00 AM to 6:00 PM CST.
 - If this is the first time you have ever called the Benefits Center, you will be asked to set up a password.

Important Reminders:

- **Prescriptions:** Before you begin your EXPAT assignment, you will continue to have coverage under your domestic medical and dental plan (HDHP or PPO). This means you will continue to get your medications through CVS caremark until you leave on your expat assignment. You and your covered dependent(s) are eligible to receive **up to a 365-day** supply of medications. To obtain **up to a 365-day** supply of medications, contact your physician and obtain appropriate prescriptions to submit to CVS caremark by Mail, CVS Pharmacy retail or your network local pharmacy. *Note: Due to Federal Regulations not all medications and supplies are eligible for a 365-day allowance. Applicable co-insurance/co-pay may apply. See Benefit Highlight information posted on hr.phillips66.com for additional co-insurance/co-pay details (link provided below).*
- <http://hr.phillips66.com/Health-Well-Being/Expats-Inpats-NCNRs.aspx>
- **ID Cards:** CGHB ID cards will not be available until ***after your assignment*** start date.
 - You may print off your temporary ID cards by logging onto www.CignaEnvoy.com
 - CGHB will mail your ID cards to your address reflected in the Phillips 66 system.
- For more information on the CGHB EXPAT medical, dental and vision coverage, please refer to [Your Cigna Journey](#) Welcome Kit.

Important Resources:

- The Benefits Center: **800-965-4421** or outside the US, call 646-254-3467. Hours: Monday through Friday 8:00 AM to 6:00 PM CST.
- CGHB Service Center has Customer Service Representatives available 24 hours a day, 365 days a year to assist you with your benefit, eligibility and claim status questions. The toll-free number is **800-441-2668** or you may call collect at 001-302-797-3100. You may also access their website at www.CignaEnvoy.com
- [Expat Medical Benefits Information](#) and [Welcome Kit](#).