

### **Enroll Your Dependents:**

As a new U.S. INPAT, you are enrolled in Cigna Global Health Benefits (CGHB) medical and dental coverage. Within the next **7 to 10 business days**, you should receive an **email** from the Benefits Center asking you to enroll your dependents in coverage. **You need to enroll your dependents within 30 days of your assignment start date.** Your coverage will be effective retroactively to your assignment start date.

Once you receive your email notice, please enroll online through the Your Benefits Resources website at <http://www.resources.hewitt.com/phillips66> or call the Benefits Center at **800-965-4421**. Outside the US call 646-254-3467. Hours: Monday through Friday 8:00 AM to 6:00 PM CST.

If you have not previously established a User ID with the Benefits Center, you will be asked to provide the last 4 digits of your Social Security Number. If you do not have a U.S. Social Security Number, please use the last 4 digits of your U.S. employee ID number.

### **ID Cards:**

After **10-15 days** of completing your enrollment, CGHB Customer Service will have your information on file. Your CGHB ID cards will be sent to your address on record in the mail. Temporary ID cards are available through [www.CignaEnvoy.com](http://www.CignaEnvoy.com). Visit the Inpat Benefits website on <http://hr.phillips66.com/Benefits/Benefits-For-Today/Expats-Inpats-And-NCNR.aspx> for additional information. .

Note: If medical or dental care is needed before you or your dependents obtain your CGHB ID cards in the mail, you can contact the CGHB Customer Service Center for assistance. 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](http://www.CignaEnvoy.com).

### **Important Reminders:**

- **After you receive your email notification from the Benefits Center, if you do not enroll your dependents within 30 days of your assignment start date your dependents will not have coverage.**
- If you need to make changes to your dependents after your U.S. coverage begins, you should notify the Benefits Center (online or by telephone) within 30 days of the change (for example, birth of a child).
- For more information on the CGHB Inpatient medical and dental coverage, please refer to the [Inpatient Medical Benefits Information and 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.
- Access YBR directly online at <http://resources.hewitt.com/phillips66>. You will be prompted for a User ID and password. If you have not previously established a User ID with the Benefits Center, you will be asked to provide the last 4 digits of your Social Security Number. If you do not have a U.S. Social Security Number, please use the last 4 digits of your U.S. employee ID number.
- CGHB 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](http://www.CignaEnvoy.com)