

Non-U.S. Citizen, Non-U.S. Resident (NCNR) Cigna Global Health Benefits (CGHB) Medical and Dental Benefits Enrollment Process

As an employee classified as a non-U.S. citizen, non-U.S. resident, your medical, dental and vision coverage is provided under Cigna Global Health Benefits (CGHB). Soon after your new hire date, you will receive an email from the Benefits Center about enrolling in your health and welfare benefits. The email will direct you to the online enrollment system, *Your Benefits Resources (YBR)*, where you can view benefits and cost details and make your benefits elections. You can log on directly to YBR from any computer with Internet access by registering and creating a user ID and password. Or, you can link automatically without an additional password from *HR Express* by selecting the *Health & Welfare* tab. You can also call the Benefits Center to enroll over the telephone.

You will have 30 calendar days from your hire date to enroll in this medical, dental and vision benefit and coverage will begin on your hire date. **If you do not enroll within 30 calendar days of your hire date**, you will not be eligible to enroll in this benefit until the next Annual Benefits Enrollment period, and the coverage would not be effective until the first day of the following calendar year—unless you have a change in personal status (e.g., marriage, birth, adoption) that allows eligible employees to change their medical, dental and vision coverage outside of Annual Benefits Enrollment.

For additional information about your CGHB coverage, please refer to the Expatriate, Inpatriate and NCNR Medical Benefits and Welcome Kit at

http://hrpcdocctr.phillips66.com/HR_P66_Comm/Benefits/WelcomeKit.pdf

Are you a U.S. citizen or resident alien?

If your residence status has changed and you are now a U.S. citizen or resident alien, and all of your enrolled dependents are either U.S. citizens or resident aliens or are living in Canada or Mexico, please call HR Connections at 855-480-6634 and ask for information about how to update your residence status to either U.S. citizen or resident alien.

Once your status is updated in the HR system, a notification will be mailed to your home asking you to enroll in new benefits. You will have 30 days to enroll in before-tax U.S. medical, dental and vision plans options and, if desired, enroll in a flexible spending account – either Health Care Flexible Spending Account (HCFSA) or Dependent Care Flexible Spending Account (DCFSA). To enroll, go to the YBR web site or call the Benefits Center. Refer to the [resource guide](#) for information on accessing YBR or the Benefits Center.

You should receive new ID cards for your new medical plan within 3 weeks of completing your enrollment. If needed, you can print temporary ID cards online 10-15 days after completing your enrollment. You may print off your temporary ID cards by logging onto www.CignaEnvoy.com.

NOTE: For resident alien requirements, refer to IRS Publication 519 at <http://www.irs.gov>.

What to do next:

1. Enroll in your CGHB benefits as soon as possible.
2. If you believe your residence status has changed, call HR Connections and ask for information about how to update your residence status to either U.S. citizen or resident alien.
3. Once you receive your new notification to enroll, logon to YBR or call the Benefits Center to make your before-tax US medical, dental and vision benefits elections as described above.

If you have any questions about enrolling in your benefits, call the Benefits Center at 800-965-4421 or 646-254-3467 between 8 a.m. and 6 p.m. Central time, Monday through Friday.