



PHILLIPS 66 BENEFITS CENTER AND UPOINT

- **Health and Welfare** — View current medical, dental, vision and other insurance coverage; change or update your coverage and dependent information; compare and enroll in benefits.
- **Pension** — Get pension benefit estimates using a pension estimator tool.
- **Retirement Planning** — Project your retirement income, obtain information about the retirement process.
- **Personal Info** — Add alternate email address, view, update and add beneficiary information for the life insurance and pension plans.

How to Contact the Phillips 66 Benefits Center

You can use the automated telephone system to speak with a representative and complete many of the same transactions found on UPoint. Simply call the Benefits Center, and the system will guide you through your options.

The Phillips 66 Benefits Center
800-965-4421 or 646-254-3467
8 a.m. to 6 p.m. Central time

If you need help with the menus, say “Representative.” If your selection requires the assistance of a Benefits Center representative, you will be asked to enter your password. If this is your first time calling, you will be asked to create a password.

How to Access UPoint

UPOINT THROUGH MY HR TOOLS

Log on to My HR Tools at <https://mytools.ephillips66.com/app/successfactors/exkj0oovhlgkn9WMI356/sso/saml>, and click on the UPoint tile.

UPOINT DIRECTLY

The first time you log on directly to UPoint at digital.alight.com/Phillips66 you'll be asked to enter personal identification information. Then, you'll be prompted to create a user ID, choose a password and set up security questions.

SUBMIT A QUESTION ONLINE

Through UPoint, you may submit a secure electronic request to the Phillips 66 Benefits Center by logging on to UPoint, selecting **Contact Us** located in the right-hand corner of the page, and then **Send a Question to a Representative**.

One password does it all

Once you've created a password, you'll use it for logging on to UPoint directly **and** calling the Phillips 66 Benefits Center. Your covered dependents will not be allowed to set up their own user ID and password. Keep your user ID and password in a safe, secure place!

Have you forgotten your user ID and password?

On UPoint, click **I Forgot My User ID** or **I Forgot My Password**. Follow the prompts, and UPoint will either help you remember your information (by having you answer some questions) or help you set up a new user ID and password. You can instead call the Phillips 66 Benefits Center. When you hear the prompt to enter your password, say “I don't know it.”

TIP! Set up an alternative email address in UPoint

Although Phillips 66 employees' email addresses are on file with UPoint, you also might want to consider setting up an alternate email address, such as your personal email address. To set up an alternate email address, go to **Your Profile** located in the top right-hand corner of the page, choose the down arrow and select **Personal Information**.