

Enrolling in the Laitram Spousal Incentive HRA (SIHRA)

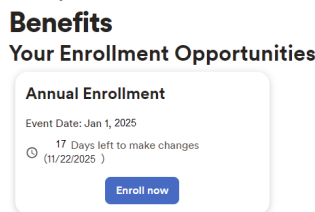
How Does SIHRA Enrollment Work?

For all person(s) you wish to enroll in the Laitram SIHRA, you must do the following:

1. Verify you, your spouse and/or dependents are eligible to enroll by visiting laitrambenefits.com/SIHRA. Eligibility is limited to those currently enrolled on the Laitram medical plan unless you are a New Employee or have a Qualified Life Event (e.g., marriage, birth of a child, spouse loses medical coverage).
2. Enroll you, your spouse and/or dependents in the eligible alternate group medical coverage, typically provided by your spouse or dependent's employer, but refer to the SIHRA resource page to learn about other available options (e.g., dependent (<26) joins his/her employer's plan).
3. Remove and/or don't enroll yourself, spouse and/or dependents in Laitram's Medical plan during Annual Enrollment, New Hire Enrollment, or Qualified Life Event Enrollment.
4. Complete and return the SIHRA enrollment and attestation forms to Catilize Health.
5. Provide documentation of alternate group medical coverage and premium rates to Catilize Health.
 - Accepted documents include: Paystub, Benefit Confirmation Statement, Letter on Employer's Letterhead.
 - Annual Enrollment: Documentation of alternate group medical coverage is due no later than December 15th, 2024.
 - New Hire Enrollment: Documentation of alternate group medical coverage is due within 14 days of your hire date.
 - Qualified Life Event: Documentation of alternate group medical coverage must be provided within 30 days of your qualified life event.

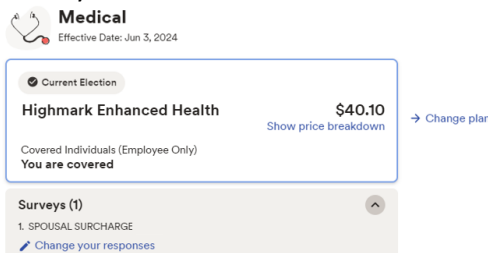
MyADP SIHRA Enrollment

1. Sign into www.MyADP.com and navigate to your Annual Enrollment Event



Complete Your Medical Election and Spousal Surcharge Survey

2. Select your Medical Enrollment and choose your election. Any person(s) in your family you wish to enroll in the SIHRA should be **removed** from your medical election or not enrolled for New Hires.



3. If applicable, you must complete the Spousal Surcharge Survey before submitting your Medical election.

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- a. If you choose to keep/add your spouse to Laitram’s medical plan for 2025 and are required to pay the \$300 monthly Spousal Surcharge, your medical premium will include the surcharge. Select “Show Price Breakdown” or review your Benefits Confirmation Statement at the end of your enrollment to confirm the Spousal Surcharge has been applied.

Applying for the SIHRA

Employees may enroll in the SIHRA multiple ways:

During My Benefits Enrollment	<ol style="list-style-type: none">4. Find the Spousal Incentive HRA benefit option in the “Other Available Elections” section of your enrollment list.5. Click Learn More to access the SIHRA and benefit information at laitrambenefits.com/SIHRA.6. IMPORTANT: Learn More will take you out of MyADP Benefits enrollment to a new website. Employees cannot enroll in the SIHRA through the ADP portal. <i>You must go back to MyADP to complete your benefits enrollment.</i> ADP will automatically log you out after a period of inactivity, so be sure to complete your benefits enrollment!
Directly	<ul style="list-style-type: none">• Go to laitrambenefits.com/SIHRA• Find resources and guides on the SIHRA as well as copies of the enrollment and attestation forms available for download.
In Benefits Packet	<ul style="list-style-type: none">• SIHRA Enrollment and Attestation Forms are included in your Annual Enrollment packet.

Submitting Your SIHRA Enrollment and Attestation Forms

Digital



1. Complete the enrollment form(s) digitally.
2. Save a copy of the completed document to your device.
3. Email your form(s) and supporting documentation to memberservices@catilizehealth.com

Manual



1. Print and complete the enrollment form(s).
 2. Fax form(s) and supporting documentation to Catilize Health: 877-599-3724
- OR
3. Mail form(s) and supporting documentation to Catilize Health:
Catilize Health
2605 Nicholson Road, Suite 1140
Sewickley, PA 15143

Following submittal of your SIHRA documentation, your enrollment will be pending while Catilize Health reviews your submission. You will be contacted by Catilize for any additional information they may need and/or with your enrollment details.