

Step-by-Step Enrollment Instructions

For Legacy EchoStar Employees



Steps for enrolling...

- Enroll in your benefit plans for 2025.
- Confirm or update dependents for each benefit plan.
- Select beneficiaries for life and AD&D insurance benefits.
- Click **Submit** to finalize your enrollment elections.
- Print or email yourself the confirmation page for your records.
- Be sure to review the Enrollment Checklist for additional actions needed!

Who are eligible dependents?

- Your legal spouse.
- A common-law spouse for those whose common-law marriage was validly established under state law. States that currently allow the formation of a common-law marriage include Colorado, Iowa, Kansas, Montana, Oklahoma, Rhode Island, Texas, Utah, and Washington D.C.
- Dependent children, including natural children, legally adopted children, children in the process of legal placement for adoption with you, children for whom you have been appointed for legal guardianship or stepchildren. Coverage is available until the end of the month in which dependent children turn age 26. Dependents are eligible regardless of whether they're tax dependents, students, married or living with you.
- For dental and vision coverage only, the following individuals are also eligible for coverage:
 - A domestic partner of an employee in California or Colorado.

Important! Annual Enrollment — Action Required!

October 23 – November 8, 2024

If you do not enroll in your benefits by November 8, you will not have coverage for 2025.

Enrollment deadline: November 8, 2024 at 11:59 pm ET

Benefits effective date: January 1, 2025



- Who is NOT a qualified dependent? Examples include:
 - Boyfriend/girlfriend/fiancé
 - Domestic partner
 - Parents

How to Complete Your Benefit Elections in Workday

The process outlined below walks you through your benefits enrollment, and how to update your elections for 2025. Be sure to read the detailed instructions on each page of the enrollment system while proceeding through these steps.

Access Workday from the Global eSource homepage or by using the following link: <http://workday.echostar.com/>. Once logged in, you will see the Annual Enrollment notification in your Workday inbox with a link to begin making your benefit elections.

1. Click “2025 Annual Enrollment” in your Workday inbox

2. Click “Let’s Get Started”

3. Answer the “Tobacco Use” question

4. Select Benefit Plan

Medical, Dental, and Vision

- Click **Enroll** under the desired benefit and select a plan.
- Click on the radio button next to **Select**, then click **Confirm and Continue**.
- Click **Add New Dependent** to add eligible dependents. The coverage tier and plan cost will adjust accordingly. Then **Save**.

Accident Insurance, Critical Illness, Hospital Indemnity, Supplemental Life and AD&D, Identity Theft & Cyber Protection, and Legal

- Click **Enroll** under the desired benefit and select a plan.
- Click **Confirm and Continue**.
- Select the coverage tier and click on **Add New Dependent**, if needed. Then **Save**.

Health Savings Account (HSA) and Flexible Spending Accounts (FSAs)

HSA—Available if enrolled in the Medical Plan.

Health Care FSA—Not available if enrolled in the Medical Plan.

Dependent Care FSA—Available for enrollment

Transportation FSA—Available for enrollment

- Click **Enroll** under HSA, Health Care FSA, Dependent Care FSA, or Transportation FSA.
- Click the radio button next to **Select**, then click **Confirm and Continue**.
- Enter the contribution amount per paycheck or annually. Then **Save**.

5. Beneficiaries

A Beneficiary is an eligible person who you elect to receive a benefit in the event of your death (e.g., a life insurance benefit).

Review and/or update your beneficiary designations for your basic life insurance and any supplemental life insurance and AD&D benefits.

- In the appropriate benefit plan, click the empty beneficiary field and select **Existing Beneficiary Persons, Existing Trust, or Add New Beneficiary or Trust**, and enter the appropriate information.
- Enter the benefit percentage. Then **Save**.

6. Review and Sign

Carefully review all your benefit elections before you click **Review and Sign**. You will then see a comprehensive list of the benefits you selected and waived. You may notice that some of your elections are pending approval by the insurance carrier. Scroll down, check the box next to **I Accept**, and click **Submit**.

7. Confirmation

Click on **View 2025 Benefits Statement** then print to generate a PDF.

Changing Your Submitted Annual Enrollment Benefit Elections

- Click **Menu** then navigate to **Benefits & Compensation**.
- Click **Edit** under **Benefit Event: 2025 Annual Enrollment**.

Very Important:

- If you do not enroll by **Friday, November 8 at 11:59 p.m. ET**, you will **not** have benefit coverage in 2025.
- Your first paycheck reflecting any changes to your elections will be **January 9, 2025**. Review your paycheck to ensure that your enrollments and deductions are correct. You have until **January 24, 2025** to contact the Benefits Team for corrections to your Annual Enrollment elections. After this date, **you will not be able to make changes** until your next qualified enrollment window.