



ENROLLMENT

roadmap

Did you know our enrollment site is available in Spanish? Simply click the "Espanol" link.

Enrolling In Your Benefits

We look forward to having all of our associates take a drive through our Online Benefits Center to select the benefits that best meet their needs. To simplify your journey, we've given you some easy to follow directions. Enjoy the ride!

Stop and Look Both Ways

Before you log in to the Online Benefits Center, you'll need to have some key information to avoid pit-stops along the way. You will need for you, your dependents, and your beneficiary(ies):

- > A Social Security Number (SSN), and
- > A Date of Birth

Start Your Enrollment Engines

Access the Online Benefits Center by visiting www.myutzbenefits.com.

To log into the Online Benefits Center, enter **the first letter of your first name + your last name + the last 4 digits of your Social Security Number (SSN)** as the **Login ID**. **Your default password is the last 6 digits of your SSN**. After accepting the "Terms of Use", you will be prompted to change your **password**. After your initial log in, you will be required to enter your new password to access the Online Benefits Center.

Dependent Checkpoint

You will now be prompted to enter your dependent information. It is important to keep your dependent information accurate and up-to-date. Note: You must provide documentation and verification for any newly added dependents (see page 2 for details).

Choose Your Path

Click "PROCEED" to review your options and start choosing the benefits that will take you in the right direction.

Proceed in the Right Direction

Use the "PROCEED" button to navigate through your benefit options. On each screen you can review and/or change your benefit elections before they are submitted.

If you don't plan on making changes to your current coverage, consider using the *Quick Enroll* option. It's quick and easy - just verify that you want the same coverage, recertify your tobacco status, and recertify your spouse's/domestic partner's eligibility (if covering a spouse/domestic partner), and update your FSA or HSA elections. You should also be regularly reviewing your life insurance beneficiary designation.

Carefully Review Your Route

You are nearing the end of your journey through the Online Benefits Center. At the "Review and Confirm Your Elections" screen, carefully review your benefit selections.

The Journey's End

To complete the enrollment process, click on "SUBMIT THESE ELECTIONS". Your benefit elections will not be saved if you fail to click "SUBMIT THESE ELECTIONS".

Benefits Roadmap Key Information

Need Assistance? Call **The Employee Benefits Center** 800-307-0230, M-F, 8:30am - 5:30pm ET. You may also contact: **Joanne Himes** at: 717-969-1321 OR ext. 1321; jhimes@utzsnacks.com or **Morgan Brennan**, 717-693-0601 OR ext. 1036, mbrennan@utzsnacks.com

Website
www.myutzbenefits.com

Login ID
the first letter of your first name + your last name + the last 4 digits of your SSN

Password
the last 6 digits of your SSN

You can submit your dependent(s) verification documentation in any of the following ways: 1) Online: at www.myutzbenefits.com 2) By Fax: 1-866-406-6946 3) By Mail To: The Employee Benefits Center, 1200 Abington Executive Park, Clarks Summit, PA 18411