

Important Deadlines	
Benefits Enweisen Tour and New Hire Benefits Orientation	Within first two weeks of Employment
Enroll in Benefits	Within first 60 days of Employment
Dependent Eligibility Documentation	Within first 60 days of Employment
Benefits Take Effect	61st day of Employment
Personal Health Profile (PHP)	Within 60 days of benefits effective date
Biometric Testing Form & Annual Physical Form	Within 60 days of benefits effective date

COMPLETE MY BENEFITS TOUR AND ATTEND BENEFITS ORIENTATION WEBINAR

Welcome to DriveTime! There is a lot to know about your benefit options. Start learning about your benefits through your Benefits Enweisen tour and on the Benefits website: www.drivetimebenefits.com. Then once you start working, attend a New Hire Benefits Orientation. These webinars are held biweekly on Thursdays at 10AM MST.

ENROLL IN MY BENEFITS THROUGH ADP SELF SERVICE

Make your benefit elections online through our ADP portal. Click on the Benefits Enrollment tab at the top of the page to enter the election portal. Add your eligible dependents to your elections, and designate at least one beneficiary for your free life insurance policy. If you plan to enroll you dependents, you must also provide a copy of your dependent eligibility (i.e. a marriage license, birth certificate or verification of birth, or 1040 tax form from the previous year listing your dependents). Be sure to "Confirm" your elections.

SUBMIT NEW DEPENDENT PAPERWORK BEFORE BENEFITS START

If you added new dependents during Open Enrollment, you are required to submit supporting documentation to show your dependent's eligibility. Eligible dependents include: legal spouses, common law spouses (TX only), domestic partners (same-sex only), biological and adopted children, persons under the age of 18 in which you are the legal guardian and children of domestic partners (same-sex only). A list of accepted supporting documents can be found on the Benefits website.

BENEFITS TAKE EFFECT ON MY 61ST DAY OF EMPLOYMENT

If you elected Medical coverage, you will receive your insurance card from United Healthcare within 7-10 business days. Our Dental and Vision carriers will not send you an insurance card. Your Liberty HSA Debit Card or Flexible Spending Account (FSA) card will arrive within 7-10 business days. If you live in AZ, TX or Nashville, TN and have our Medical insurance, then the WhiteGlove services are available to you and your dependents.

COMPLETE MY PERSONAL HEALTH PROFILE (PHP) WITHIN 60 DAYS

If you (and your spouse/partner) elected Medical coverage, you both must complete the mandatory Personal Health Profile (PHP) within 60 days of your benefits start date (120 days after your hire date). To access the link to the PHP and find step-by-step instructions on the Benefits wiki site found on DASH. **If you or your spouse fail to complete the PHP, you will be removed from DriveTime's medical benefits through the duration of the plan year and will not be eligible for COBRA.**

COMPLETE MY BIOMETRIC TESTING AND ANNUAL PHYSICAL

If you (and your spouse/partner) would like to participate in the Wellness Program, you must complete your biometric testing (lab work) and Annual Physical within 60 days of your benefits start date (120 days after your hire date). **Your doctor must sign and date the Wellness Form (available online) to notify the Benefits Department you have completed your Wellness compliance requirements.**

