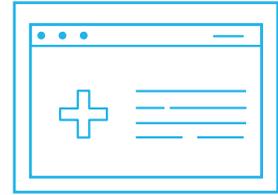


## BENEFITS ENROLLMENT

# STEP-BY-STEP

At Mister Car Wash, we are proud of the flexible, comprehensive benefit choices we offer to meet your unique needs and to support the well-being of the people who make our company successful – YOU! This is your time to make benefit choices for the coming plan year. **Let's get started!**



### Need help?

Call the HR Helpline at 844-529-7392  
or email us [hrhelpmistercarwash.com](mailto:hrhelpmistercarwash.com)

Call the Care Coordinators of  
Quantum at 888-971-7277

Visit [benefits.mistercarwash.com](https://benefits.mistercarwash.com)  
to learn more specific information

**STEP 1:** Log into Dayforce ESS at <https://www.dayforcehcm.com>

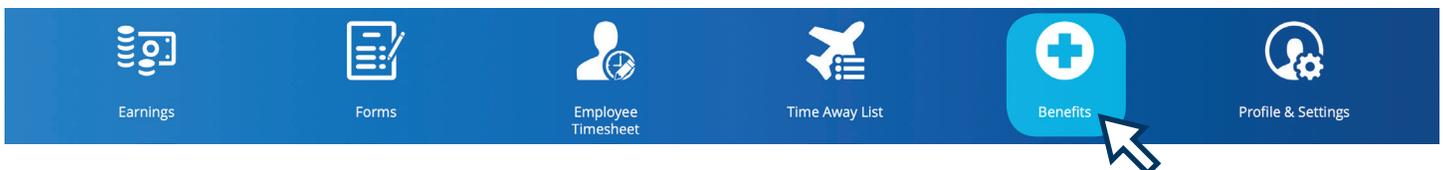
**COMPANY:** MCW

**USER NAME:** 6-digit employee ID number. The first time you log in, your password is MCW.Lastname

**EXAMPLE:** MCW.Jones (Don't forget the . between MCW and your last name)

After you log in the first time, you will be prompted to change your password.

**STEP 2:** Click the “Benefits” icon in the blue section at the top of the screen.



**STEP 3:** Click the “Overview” from the menu at the top left of the screen.



**STEP 4:** Click the **"Start Enrollment"** from the Enrollment section at the top of the page.

The screenshot shows the 'Enrollments' section with a 'Refresh' button and a message: 'Below is a listing of available Enrollments. To access an Enrollment select "Start/Continue Enrollment"'. A card for 'Open Enrollment 2017' is shown with a 'Pending' status and 'Due in 16 day(s)'. A blue 'Start Enrollment' button is highlighted with a mouse cursor.

**STEP 5:** At the Welcome Screen, review the message and click **"Next"** to start making your benefits

The screenshot shows the 'Open Enrollment 2017' welcome screen. It includes a 'Close' button, a 'Next' button, and a message: 'Welcome to Mister Car Wash Open Enrollment! Mister Car Wash believes our greatest investment is in our people. That's why we offer a comprehensive benefits package designed to add value to our employees and their families. Please take the time to carefully review all of your options and choose those that you think are right for you. If you need assistance, please refer to your Benefits Guide or contact the HR Helpline at 844.529.7392 or hrhelp@mistercarwash.com.' On the right, there are sections for 'Enrollment' (Medical Elections) and 'HSA Savings' (HSA Savings). The 'Next' button is highlighted with a mouse cursor.

If at any point, you need to step away before you complete the enrollment process, click **"Save Draft"** so you can pick up where you left off.

A 'Close' button and a blue 'Save Draft' button are shown. A mouse cursor is pointing at the 'Save Draft' button.

**STEP 6:** Select your tobacco/Smoker Status. This status is defaulted to **"Yes."** If you are not a tobacco user, click the drop-down arrow to change this to **"No."**

The screenshot shows the 'Health And Wellness' section with 'Effective Start Date' (5/6/2017) and 'Tobacco/Smoker Status' (Yes). A dropdown menu is open for 'Tobacco/Smoker Status', showing 'Yes' and 'No' options. A mouse cursor is pointing at the 'No' option. The 'Save Draft' button is also visible.

**STEP 7:** Click the “**Current Dependent Information**” section, and add all dependents you wish to cover on your benefits (spouse and/or dependent children).

If you do not wish to cover any dependents on your benefits, skip this section and move to Step 8. Click “**Add**” and complete all required fields (marked with \*), then click “**Continue**”.

### Current Dependent Information

Below is the list of your current dependents. You have the ability to Add, Edit, and/or Remove dependent(s).

[+ Add](#)

#### Add New Dependent

##### Personal Information \* Required Field

First Name\*

Middle Name

Last Name\*

Gender\*

Relationship\*

Birth Date\*

SSN

Tobacco/Smoker

Date last used Tobacco/Smoked

Student

Disabled

Marital Status

##### Primary Address + Add

Your address will be used as the dependent's primary address, unless a new address is entered.

##### Other Address + Add

##### Phone Number + Add

Currently does not have a phone number.

[Continue](#) [Cancel](#)

Repeat this process for each dependent who you want to cover on your benefits plans.

<a href="#">+ Add</a>			
Name	Relationship	Birth Date	
<a href="#">+ Susie Smith</a>	Child	3/6/2007	<a href="#">Remove</a> <a href="#">View/Edit</a>
<a href="#">+ Joe Smith</a>	Spouse	5/4/1976	<a href="#">Remove</a> <a href="#">View/Edit</a>

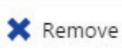
**STEP 8:** Click the “**Current Beneficiary Information**” section and add all beneficiaries you wish to include for life insurance.

Since Mister provides basic life and AD&D coverage for all benefits-eligible employees, you must complete this section. Click “**Add**” and complete all required fields (marked with \*), then click “**Continue**”.

**Current Beneficiary Information**

**Current Beneficiary(s)**

Below is the list of your current beneficiary(s). You have the ability to Add or Remove a beneficiary. Limited editing is also available.

**Add New Beneficiary**

**Personal Information** \* Required Field

First Name\*

Middle Name

Last Name\*

Gender

Relationship\*

Birth Date 

SSN

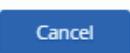
**Primary Address** 

No Primary Address

**Other Address** 

**Phone Number** 

Currently does not have a phone number.

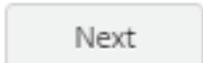
 

Repeat this process for each beneficiary you want to add to your life/AD&D insurance.

Beneficiary	Relationship	Birth Date	View/Edit
 Susie Smith	Child	3/6/2007	 View/Edit
 Joe Smith	Spouse	5/4/1976	 View/Edit

When you’ve finished adding all your dependents and beneficiaries, click “Next” to start making your benefits elections.

## STEP 9: Make your benefits elections.

**Benefit Elections**

Select your benefit options below. Upon completion, please proceed by selecting "Next".

Close Save Draft Back Next

**Medical**

Mister Car Wash offers two medical plan options administered through UMR. The plans offer in- and out-of-network benefits, providing you the freedom to choose any provider. However, you will save money by choosing a UnitedHealthcare Choice Plus network provider. Locate a network provider at [www.benefits.mistercarwash.com](http://www.benefits.mistercarwash.com).

Medical Elections

**HSA Savings**

A Health Savings Account (HSA) is a personal health care savings account that you can use to pay out-of-pocket health care expenses with pre-tax dollars. The money remains in the account for you to spend on eligible expenses no matter where you work or how long it stays in the account.

Did You Know? If you enroll in the \$2,600 HSA Plan, Mister Car Wash will contribute to your health savings account, even if you don't. Use these funds for any out-of-pocket health care expenses including prescription, dental, and vision.

- Employee only coverage: \$400 per year
- Employee + spouse: \$600 per year
- Employee + children: \$800 per year
- Employee + family: \$900 per year

Employer funds will be deposited quarterly.

Tip: Choose a minimum of \$5 per pay period -- and make a point to increase your contribution when you can!

HSA Savings

**Dental**

Mister Car Wash offers two dental insurance plan options through Cigna. Both plans offer in- and out-of-network benefits, providing you the freedom to choose any provider. However, you will pay less out of your pocket when you choose a network provider. Locate a Cigna network provider at [www.myCigna.com](http://www.myCigna.com).

Dental Elections

**Vision**

Mister Car Wash offers a vision insurance plan through EyeMed. You have the freedom to choose any vision provider. However, you will maximize the plan benefits when you choose a network provider. Locate an EyeMed network provider at [www.eyemedvisioncare.com](http://www.eyemedvisioncare.com).

Vision Elections

**Basic Life and AD&D**

Life and accidental death and dismemberment (AD&D) insurance is an important element of your income protection planning, especially for those who depend on you for financial security. For your peace of mind, Mister Car Wash automatically provides basic life and AD&D insurance through Cigna to all benefits-eligible employees at no cost. You have the option to purchase voluntary life and AD&D insurance.

Basic Life and AD&D

**Voluntary Life - Employee**

Mister Car Wash provides you the option to purchase voluntary life and AD&D insurance for yourself, your spouse and your dependent children through Cigna. You must purchase voluntary coverage for yourself in order to purchase coverage for your spouse and/or dependents.

Voluntary Life - Employee

**Voluntary Life - Spouse**

Mister Car Wash provides you the option to purchase voluntary life and AD&D insurance for yourself, your spouse and your dependent children through Cigna. You must purchase voluntary coverage for yourself in order to purchase coverage for your spouse and/or dependents.

Voluntary Life - Spouse

**Voluntary Life - Child**

Mister Car Wash provides you the option to purchase voluntary life and AD&D insurance for yourself, your spouse and your dependent children through Cigna. You must purchase voluntary coverage for yourself in order to purchase coverage for your spouse and/or dependents.

Voluntary Life - Child

**Voluntary AD&D**

Mister Car Wash provides you the option to purchase voluntary life and AD&D insurance for yourself, your spouse and your dependent children through Cigna. You must purchase voluntary coverage for yourself in order to purchase coverage for your spouse and/or dependents.

Voluntary AD&D

**Disability**

Mister Car Wash provides short-term disability (STD) insurance to all benefits-eligible employees at no cost through Cigna. STD insurance is designed to help you meet your financial needs if you become unable to work due to an illness or injury. Benefits are paid at 60% of weekly salary up to \$1,000 per week.

Short Term Disability

Close Save Draft Back Next

**START WITH MEDICAL ELECTIONS:** click the  in each section to see your options for that benefit.

**Choose** the plan and level of coverage you want by checking the box to the left of the option.

**HSA - UMR - Employee + Family** \$137.50

Start Date: 7/1/2017

- 2 Dependents

Show Details

If you don't want to enroll in a particular benefit, click the **"Waive Coverage"** option in that section.

**Waive Medical Coverage**

Start Date: 7/1/2017

**Any coverage** that requires dependents or beneficiaries will prompt you to select them from a list of those you entered in the previous step.

You must make an election in each section or you won't be able to complete your enrollment.

Click **"Next"** when you have completed all your selections.



**STEP 10:** Submit your enrollment elections.

After you've made elections in each section of Step 9 and clicked "Next", a confirmation page will show on the screen.

Review your elections, dependents and beneficiaries to ensure you made all the selections you intended to.

You will also see the per-paycheck amount of each benefit you've enrolled in.

If you are not quite ready to finalize your elections, click "Save Draft" to save your elections and come back and make changes later.



If you want to make changes, click "Back".

If you want to print a copy of your confirmation page, click "Print".

When you are done and want to finalize your elections, click "Submit Enrollment".



When you see this message, you know your elections have been saved:

Congratulations! Your enrollment has been submitted.

**Confirmation**  
Please review the summary of your elections. You are not enrolled until you click the 'Submit Enrollment' button and your choices are approved.

Close Save Draft Back Print Submit Enrollment

To complete the enrollment process, you MUST click the "Submit Enrollment" button. Below is a summary of all your elections and associated costs. To find more information about the benefits you have chosen, please visit [benefits.mistercarwash.com](http://benefits.mistercarwash.com).

Medical		
<b>Medical Elections</b>		
HSA - UMR - Employee + Family Effective From: 7/1/2017	Dependents: Smith, Joe Smith, Susie	Your Cost: \$137.50 1st & 2nd Pays of Month
<b>HSA Savings</b>		
<b>HSA Savings - Employee + Family</b> Effective From: 7/1/2017 \$3,747.00 in total plan year contribution		
<b>Dental</b>		
<b>Dental Elections</b>		
Dental Low - Employee + Family Effective From: 7/1/2017	Dependents: Smith, Joe Smith, Susie	Your Cost: \$24.82 1st & 2nd Pays of Month
<b>Vision</b>		
<b>Vision Elections</b>		
Eye Med - Employee Only Effective From: 7/1/2017		Your Cost: \$4.04 1st & 2nd Pays of Month
<b>Basic Life and AD&amp;D</b>		
<b>Basic Life and AD&amp;D</b>		
Basic Life Effective From: 7/1/2017 Your Coverage is preset at \$100,000.00	Beneficiaries (Primary) 100.00% Smith, Joe	Your Cost: \$0.00
Basic AD&D Effective From: 7/1/2017 Your Coverage is preset at \$100,000.00	Beneficiaries (Primary) 100.00% Smith, Joe	Your Cost: \$0.00
<b>Voluntary Life - Employee</b>		
<b>Voluntary Life - Employee</b>		
Waive Optional life Effective From: 7/1/2017		
<b>Voluntary Life - Spouse</b>		
<b>Voluntary Life - Spouse</b>		
Waive Spouse Voluntary Life Effective From: 7/1/2017		
<b>Voluntary Life - Child</b>		
<b>Voluntary Life - Child</b>		
Waive Child Voluntary Life Effective From: 7/1/2017		
<b>Voluntary AD&amp;D</b>		
<b>Voluntary AD&amp;D</b>		
Waive Optional AD&D Effective From: 7/1/2017		
<b>Disability</b>		
<b>Short Term Disability</b>		
STD Effective From: 7/1/2017 Your Coverage is preset at \$1,000.00		Your Cost: \$0.00
		<b>Total amount per Pay Period: \$322.48</b> <b>Total Annual Amount: \$7,739.64</b>

For any questions, please contact the HR Helpline at 844.529.7392 or [hrhelp@mistercarwash.com](mailto:hrhelp@mistercarwash.com)

Don't forget, Quantum Health Care Coordinators are available to help you and your family get the most out of your benefits while simplifying the health care process. Call the Care Coordinators at 888.971.7277.

Close Save Draft Back Print Submit Enrollment