

BENEFITS ENROLLMENT

DAYFORCE EMPLOYEE SELF-SERVICE (ESS)



Para obtener la versión en español de este documento, comunícate con Recursos Humanos.

FOR ASSISTANCE AT ANY POINT DURING THIS PROCESS, CALL THE HR HELPLINE: 844-529-7392.

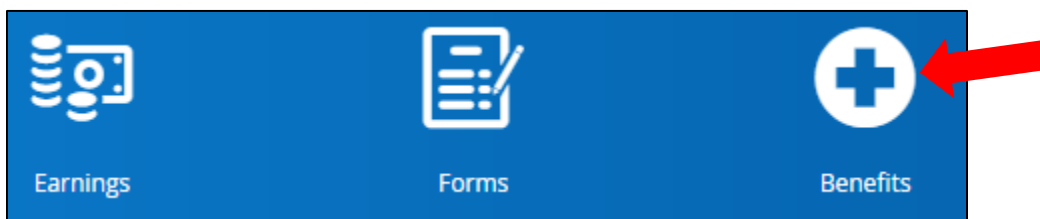
Step 1: Log in to Dayforce ESS at <http://dayforcehcm.com>

Company = MCW

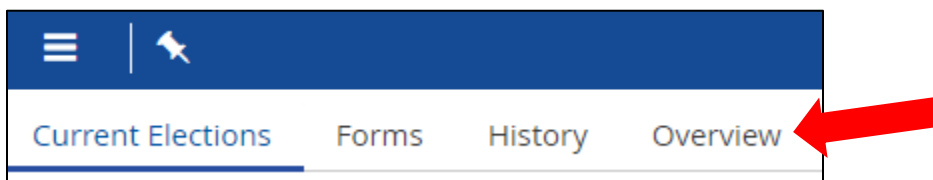
User Name = **7-digit** employee ID number

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.

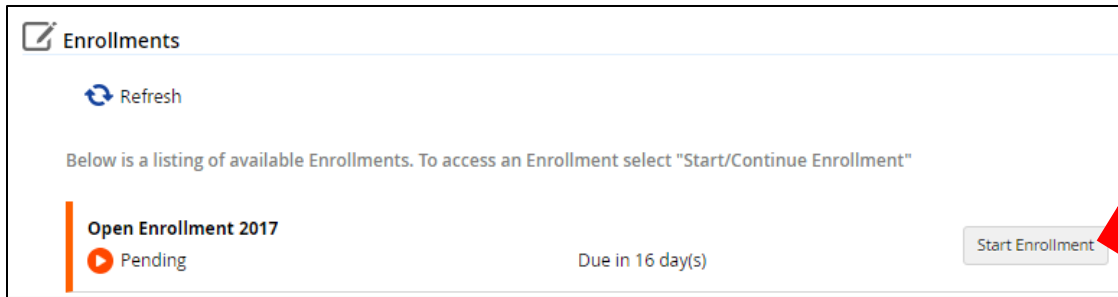
Step 2: Click the "Benefits" icon in the blue section at the top of the screen.



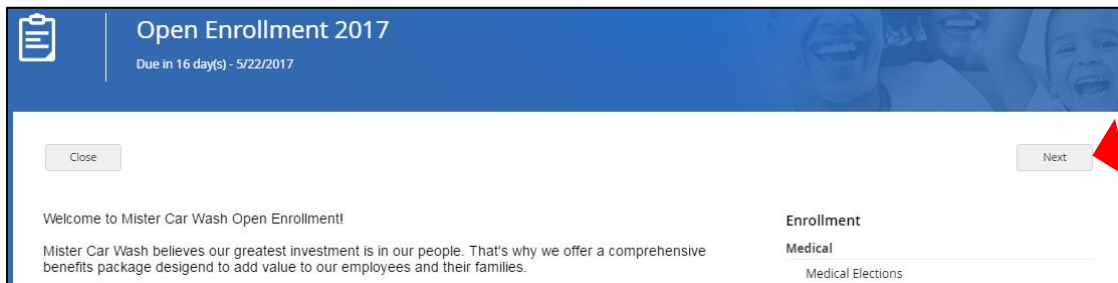
Step 3: Click "Overview" from the menu at the top left of the screen.



Step 4: Click “**Start Enrollment**” from in the Enrollment section at the top of the page:



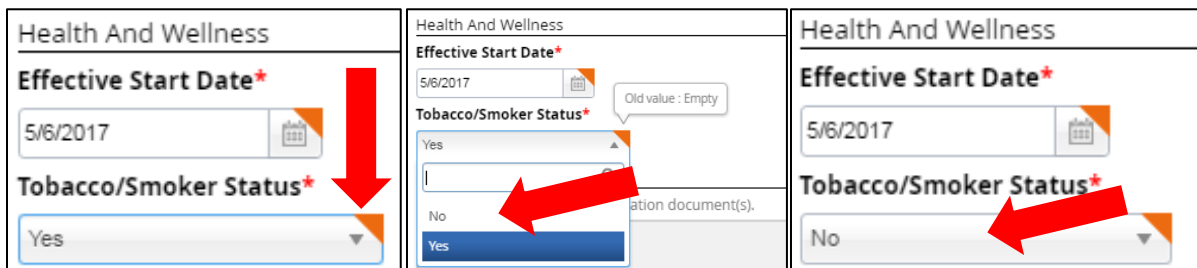
Step 5: At the Welcome Screen, review the message and click “**Next**” to start making your benefits elections.



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



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.



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

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.

+ Add				
<div style="display: flex; align-items: flex-start;"> <div style="width: 20px; height: 20px; background-color: #0056b3; color: white; display: flex; align-items: center; justify-content: center; margin-right: 5px;"> + </div> <div> <p style="font-size: 12px; margin: 0;">Name</p> <p style="margin: 0;">Susie Smith</p> </div> </div>	<p style="font-size: 12px; margin: 0;">Relationship</p> <p style="margin: 0;">Child</p>	<p style="font-size: 12px; margin: 0;">Birth Date</p> <p style="margin: 0;">3/6/2007</p>	🗑 Remove	✎ View/Edit
<div style="display: flex; align-items: flex-start;"> <div style="width: 20px; height: 20px; background-color: #0056b3; color: white; display: flex; align-items: center; justify-content: center; margin-right: 5px;"> + </div> <div> <p style="font-size: 12px; margin: 0;">Name</p> <p style="margin: 0;">Joe Smith</p> </div> </div>	<p style="font-size: 12px; margin: 0;">Relationship</p> <p style="margin: 0;">Spouse</p>	<p style="font-size: 12px; margin: 0;">Birth Date</p> <p style="margin: 0;">5/4/1976</p>	🗑 Remove	✎ View/Edit

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

Since Mister Car Wash 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 X Remove

Add New Beneficiary

Personal Information * Required Field

First Name* Joe

Middle Name

Last Name* Smith

Gender Select an Option...

Relationship* Spouse

Birth Date

SSN

Primary Address + Add

No Primary Address

Other Address + Add

Phone Number + Add

Currently does not have a phone number.

Continue Cancel

Repeat this process for any 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.

Back Next

Step 9: Make your benefits elections.

Benefit Elections
Select your benefit options below. Upon completion, please proceed by selecting "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.mstercarwash.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 \$2,000 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: \$1,000 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.ny.cigna.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.

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

Start with Medical Elections and 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

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.

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

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.

Medical		
Medical Elections		
HSA - UMR - Employee - Family Effective From: 7/1/2017	Dependents: Smith, Joe Smith, Susie	Your Cost: \$137.50 1st & 2nd Pays of Month
HSA Savings		
HSA Savings - Employee - Family Effective From: 7/1/2017 \$3,747.00 in total plan year contribution		Your Cost: \$156.12 1st & 2nd Pays of Month
Dental		
Dental Elections		
Dental Low - Employee - Family Effective From: 7/1/2017	Dependents: Smith, Joe Smith, Susie	Your Cost: \$24.82 1st & 2nd Pays of Month
Vision		
Vision Elections		
Eye Med - Employee Only Effective From: 7/1/2017		Your Cost: \$4.04 1st & 2nd Pays of Month
Basic Life and AD&D		
Basic Life and AD&D		
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
Voluntary Life - Employee		
Voluntary Life - Employee		
Waive Optional life Effective From: 7/1/2017		
Voluntary Life - Spouse		
Voluntary Life - Spouse		
Waive Spouse Voluntary Life Effective From: 7/1/2017		
Voluntary Life - Child		
Voluntary Life - Child		
Waive Child Voluntary Life Effective From: 7/1/2017		
Voluntary AD&D		
Voluntary AD&D		
Waive Optional AD&D Effective From: 7/1/2017		
Disability		
Short Term Disability		
STD Effective From: 7/1/2017 Your Coverage is preset at \$1,000.00		Your Cost: \$0.00
		Total amount per Pay Period: \$322.48 Total Annual Amount: \$7,739.64

For any questions, please contact the HR Helpline at 844.529.7392 or 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.

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.