



Your **Annual Enrollment** Instructions

Welcome to Your Total Rewards

Information about how to register, access, and utilize the new tools and resources during Annual Enrollment on the Your Total Rewards portal.

This year's Annual Enrollment will be a new experience. ExxonMobil has chosen Alight Solutions to offer resources that empower you to make informed benefit decisions during Annual Enrollment.

This 2024 Annual Enrollment season, you will be able to view and better manage your benefits through Alight's user-friendly portal, Your Total Rewards.

Enrollment begins October 25 and continues until November 10, 2023 at 11:59 p.m. CST. During this period, you can elect, change, or cancel your coverage for 2024.

ExxonMobil

Let's Enroll

To get to your Annual Enrollment site, click the **It's Time to Make Your Benefit Choices by November 10, 2023** tile in the "Recommended" section

You can also navigate directly to digital.alight.com/exxonmobil

OR

On exxonmobilfamily.com, in the "Annual Enrollment" section at the top, choose the Your Total Rewards portal from the "Quick Links" options on the right side of the page, or click on **Enroll in Benefits** under the "Explore More" section to learn more.

If this is your first time on the site, you will need to register.

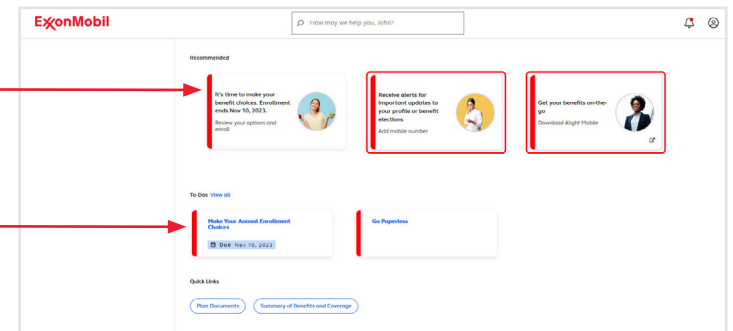
How to Enroll:

Once you're on the home page, click the **It's Time to Make Your Benefit Choices by November 10, 2023** tile in the "Recommended" section

OR

Click the **Make Your Annual Enrollment Choices** tile in the "To Dos" section to begin the enrollment process.

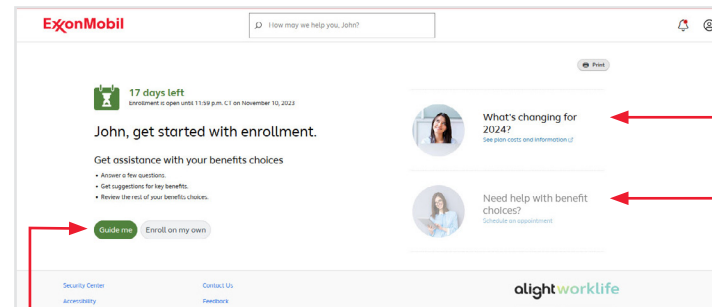
This must be completed between October 25, 2023, and no later than 11:59 p.m. CST on November 10, 2023.



Options

Before you start your enrollment, you can:

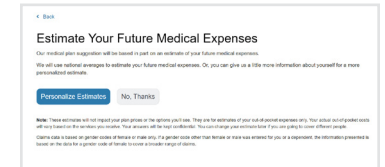
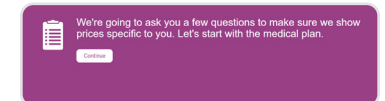
- **See plan costs and information** under "What's changing for 2024?"
- **Schedule an appointment** under "Need help with benefit choices?"



- When you're ready, you can choose two ways to enroll:
 - Click **Guide me** to go through a series of questions about your estimated healthcare needs and provide you with a suggestion for your best plan option.
 - Click **Enroll on my own** to go straight to your Benefits Summary page where you can review your coverage, edit your options, and make changes.

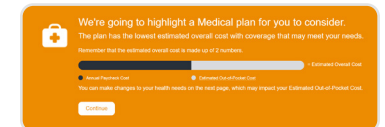
If you clicked on **Guide me**, simply follow the prompts. You'll be asked some questions about:

- Health care visits
- Medical expenses
- Prescription information
- Medical procedures
- Medical coverage



The answers you provide will not be shared with the Company and are kept confidential. They are used to help the system suggest plan options for you and your family based on your situation and are not retained after you complete Annual Enrollment.

The information contained in this tool is not intended to replace or amend the SPD or Plan Documents.



This screen will show you the plan options available for you and your family. Your enrollment experience is unique and personalized to you. The options shown on your screen may be different from the picture to the right.

You can:

1 Change
Change who's covered.

2 Explore
Explore **Your Estimated Medical Needs**.

3 Compare
To help you make the most informed decision when selecting your benefits, you can see additional details for the available options. Click (**3**) **Compare plan options** and choose up to three plan options to compare in greater detail.

4 Choose/Keep
When you're ready to continue, click to select the best plan option for you.

Return to Benefits Summary

Plan(s) available Beginning Jan 1, 2024

Covering: You + Child(ren)

Compare plans Monthly Annual

Suggested Medical Option Why?

Plan	Plan Cost	Overall Annual Cost Estimate	Check with the plan for benefit coverage.	Your Doctors
Aetna POS II A	\$273.00 Monthly	Annual Paycheck Cost: \$2,716.00 Est. Out of Pocket Cost: \$0.00 Total: \$2,716.00		Check with the plan for provider information.
Aetna POS II B	\$267.00 Monthly	Annual Paycheck Cost: \$2,664.00 Est. Out of Pocket Cost: \$0.00 Total: \$2,664.00		Check with the plan for provider information.

Keep This Plan

Choose This Plan

Decline Medical Coverage

Read Footnotes

1 Change Who's Covered

3 Compare Plans

2 Your Estimated Medical Needs

PRO TIP > Click on **Your Estimated Medical Needs** to be taken to the "Guide me" option presented at the start of your enrollment experience. You will be asked some questions that will help the system suggest plan options for you and your family based on your situation and are not retained after you complete Annual Enrollment. The answers you provide will not be shared with the Company and are kept confidential.

Here's a tour of the site and tips for customizing your experience

1 Summary View

You can see your costs annually or by pay period.

2 View/Change

You can click **View/Change** next to any of your benefit options to review or make changes to each benefit.

3 Cost Details

Click on **Cost Details** to see details on the cost of your medical plan option.

4 Confirm Elections

When you're ready, confirm your elections and continue the enrollment process. You can come back and make changes to your selections at any time during the enrollment window.

PRO TIP > view/change your coverage details to make sure your dependents are up to date.

* For the best experience, use Chrome, Firefox, Edge, or Safari. Using Internet Explorer may prevent you from having a successful enrollment experience.

If you opted to enroll on your own, you'll be taken directly to this page. The Benefits Summary page will show your selected benefits for next year.

This is the main hub with options for what you can see and change during your 2024 enrollment.

Benefits Summary

This is the coverage you'll receive beginning **January 1, 2024**. If you don't make any changes, you can make changes, including declining coverage, by selecting **View/Change**.

Until you select "Confirm" below your elections will not be saved.

1 Pay Period Annual

Next Year's Benefits

Effective Jan 1, 2024

Pre-Tax Spending Plan	Taxation of medical, dental, and vision deductions - Pre-tax	--
		View/Change
Medical	Aetna POS II A You + Family (Jane, John, John, John)	\$346.00
	+ Cost Details	View/Change
Dental	Aetna You + 2 or More (Jane, John, John, John)	\$83.00
		View/Change
Vision	UnitedHealthcare You + Family (Jane, John, John, John)	\$39.00
		View/Change
Basic Life Insurance	Coverage	--
		View/Change
Employee Assistance Program	ExxonMobil provides you with Employee Assistance Program coverage at no cost	--
		View

Total Cost

Effective Jan 1, 2024

Health & Insurance Costs	\$378.00
	Per Pay Period
Plan Prices	\$1,226.41
Premium Discounts	-\$848.41
Your Cost	\$378.00

Make changes anytime before **November 10, 2023**

By completing this enrollment, you certify that:

- Any dependents covered under the plans or being added are indeed eligible as described [here](#).
- You'll provide proof of dependent eligibility, if requested.
- You'll immediately notify the ExxonMobil Benefits Service Center if your dependent becomes ineligible for coverage.
- You understand that any fraudulent statement, falsification, or material omission of information may subject you to discipline, up to and including termination of employment.

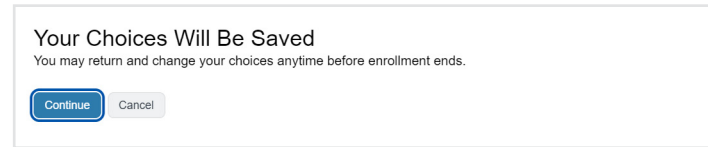
You may want to print this page for your records. If you're unable to print this page, you may request a paper confirmation by calling the ExxonMobil Benefits Service Center.

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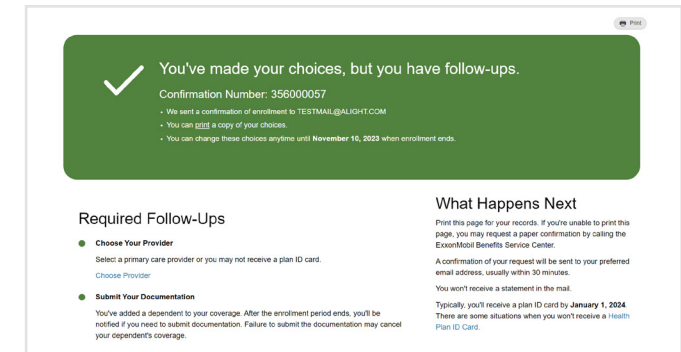
Confirm Benefits

Confirmation:

After reviewing your “Benefits Summary” page, confirm your elections. Your elections will be saved and you’ll be able to make amendments and changes before the Annual Enrollment window closes, November 10, 2023 at 11:59 p.m. CST.

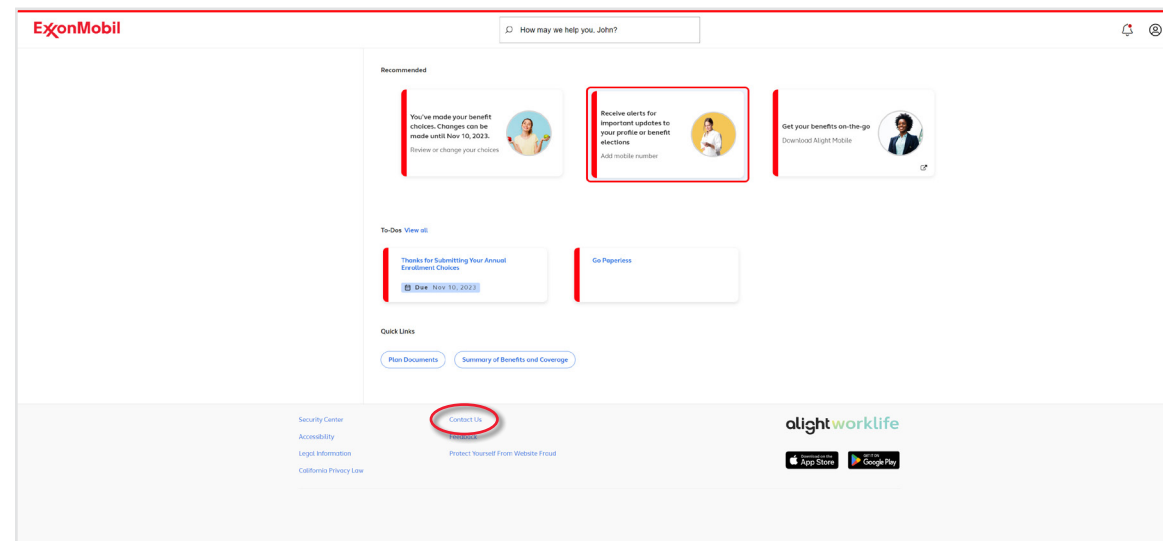


If you see this screen, congratulations, you’ve completed enrollment. You’ll be sent a confirmation to your email on file, or through regular mail, and you may also print this page for your records. You will also see important messages regarding any follow-ups that are required based on your elections.



Total Rewards

When you return to the Your Total Rewards portal home page, you will now see an option to change your Annual Enrollment elections.





PRO TIP > If you are having trouble or require assistance with your enrollment process, you can contact a benefit representative at 833-776-9966.

You can also initiate a web chat. At the bottom of the web page, click on **Contact Us**, choose **General Information**, then select **Chat With Us** (8 a.m. to 4 p.m. CST, Mon through Fri).

Have a status change in 2023?

Important information regarding changes in status:

If you have a change in status in 2023

How to make changes to health coverage for 2023 and 2024		
<p>If you submit your change at this time</p>	<p>Before and During Annual Enrollment</p> 	<p>After Annual Enrollment</p> 
<p>Take these actions</p>	<ol style="list-style-type: none"> 1. Enter the change in status and make 2023 changes in the current ExxonMobil Benefits portal. 2. Enter the change in status and make 2024 elections in the new Your Total Rewards portal. <p>Important Note: You should ensure that you make updates in both the ExxonMobil Benefits portal AND the new Your Total Rewards portal through Alight.</p>	<ol style="list-style-type: none"> 2. Contact a benefit representative at 833-776-9966 through Alight to enter your change in status and update your 2024 elections in the new Your Total Rewards portal. <p>Important Note: You should ensure that you make updates in both the ExxonMobil Benefits portal AND by contacting a benefit representative at 833-776-9966.</p>
<p>Example</p>	<p>Add your new baby to your coverage through the ExxonMobil Benefits portal on October 2 (before AE) or on November 3 (during AE). You must add your child to your 2024 coverage during the Annual Enrollment window on the Your Total Rewards portal.</p>	<p>Add your new baby to you coverage through the ExxonMobil Benefits portal on November 20 (after AE). You must add your child to your 2024 coverage within the allowed change in status time frame by contacting a benefit representative at 833-776-9966.</p>
<p>Changes in status submitted before September 18 will be automatically reflected in the new Your Total Rewards portal.</p>		

