



HOW TO ENROLL

BENEFITING YOU
— at every stage —

Benefitsolver is the enrollment platform available year-round to view your benefit elections, make changes during open enrollment, or make changes if you experience a qualifying change in status event (marriage, birth, adoption, or divorce). You also have access to helpful information about your benefits in the Reference Center.

1. Go to MyIngramBenefits.com

2. Get registered

- Click the **Register** button on the landing page to get started. The case-sensitive company key is **Ingram**
- Enter your Social Security Number and date of birth
- Complete your contact preferences, including your preferred email so we can send you important benefit information throughout the year

The screenshot shows the Ingram Benefits landing page. At the top left is a photo of a family. At the top right is the Ingram logo and the slogan "BENEFITING YOU at every stage". Below the logo is a "Questions?" section with contact information for the Ingram Benefits Department. The main content area is titled "Welcome" and contains a registration form. The form has two columns. The left column has a "User Name" field (with a dropdown arrow) and a "Password" field (with a lock icon). Both fields are labeled "case sensitive". Below these fields is a "Login" button with a right-pointing arrow and a link "Forgot your user name or password?". The right column has a "First time here?" section with the text "Register to create your user name and password." and a "Register" button with a dropdown arrow, which is circled in red. A "Forgot your user name or password?" link is also present at the bottom of the right column.

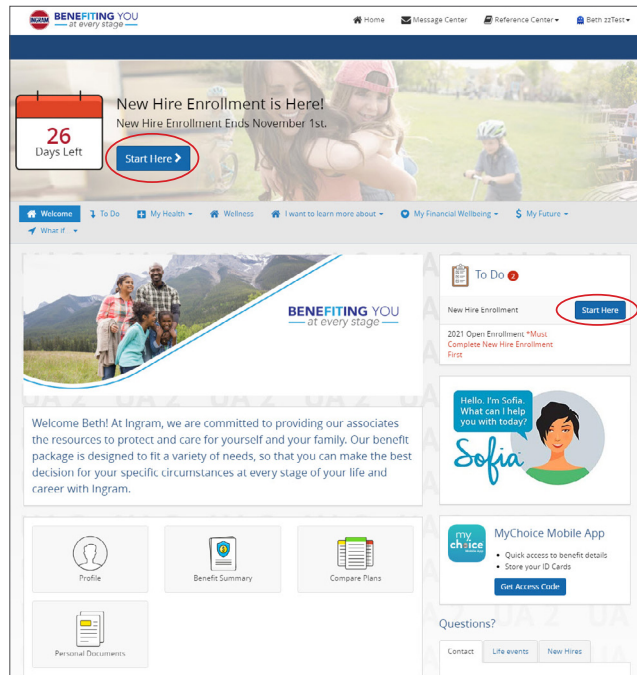
The screenshot shows the "Info" step of the registration process. At the top is a navigation bar with tabs for "Info", "Create", "Confirm", and "Login". The "Info" tab is selected. Below the navigation bar is a header with a person icon and the word "Info". The main content area is divided into two columns. The left column has three required fields: "Social Security Number" (with a sample number "123-45-6789"), "Date of Birth" (with a sample date "MM/DD/YYYY"), and "Company Key" (with the value "Ingram"). All fields are labeled "case sensitive". The right column has a "Directions" section with the text "All fields are required." and "If you don't already have your Company Key, contact your benefits administrator." At the bottom right are "Cancel" and "Continue" buttons with right-pointing arrows.



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3. Explore your options and enroll

- Click **Start Here**
- Review your personal information and add or edit any dependents you wish to cover
- Sofia, your personal benefits assistant, can answer questions and guide you as you enroll



4. Click on I Agree

- Make sure your personal information, elections, dependents, and beneficiaries are accurate
- Don't forget to submit the required documentation to add your dependent(s)
- Once you have made all your elections, click **I Agree**. You will then receive a confirmation number on your home page and your Benefit Summary will be available to print for your records

