

# Benefits Enrollment Checklist

Use this handy checklist to prepare to enroll in benefits.

	<b>Pre-Enrollment</b>
<input type="checkbox"/>	Complete the “Genesco Benefits Orientation” course in Absorb.
<input type="checkbox"/>	Visit <a href="http://www.benefitsatgenesco.com">www.benefitsatgenesco.com</a> for more information about benefits offered by Genesco.
<input type="checkbox"/>	“Ask Alex”, your virtual benefits counselor, for assistance with determining the right benefits for you. Link can be found at <a href="http://www.benefitsatgenesco.com">www.benefitsatgenesco.com</a> .
<input type="checkbox"/>	<p>Are you planning to cover your spouse or dependent children on your plans?</p> <ul style="list-style-type: none"> <li>You will need the name, social security number and date of birth for each dependent.</li> <li>You will also need to provide dependent verification documents as proof of relationship. A list of acceptable documentation can be found at <a href="https://benefitsatgenesco.com/documents-and-downloads/">https://benefitsatgenesco.com/documents-and-downloads/</a>.</li> </ul>
<input type="checkbox"/>	<p>Enroll within 60 days of your hire/eligibility date via <a href="http://myGenesco.com">myGenesco.com</a>.</p> <p>If you do not elect coverage during this period, your next opportunity to enroll will be within 60 days of a qualifying life event or during next year’s open enrollment.</p>
	<b>After Enrollment</b>
<input type="checkbox"/>	Benefit premiums will be deducted from your pay within 2 pay periods after enrolling. Please check your pay statements to ensure the correct premiums are being deducted from your pay.
<input type="checkbox"/>	<p>Watch for your ID cards to arrive in the mail at your home. If you do not receive the cards within 7 – 14 business days of enrolling, please call the providers directly to request replacement ID cards.</p> <p>Contact information for the providers can be found at <a href="https://benefitsatgenesco.com/providers/">https://benefitsatgenesco.com/providers/</a>.</p>

**Questions? Contact Benefits at [Benefits@genesco.com](mailto:Benefits@genesco.com) or 615-367-7852.**