

# Enrollment Checklist

Whether you were just hired, experienced a qualified change in status or are getting ready for open enrollment, here is a quick checklist to help you make sure you have the benefits that are right for you and your family.

## Review your options.

- Learn** what's changing in 2019
- Review** your health care plan options and costs
- Explore** whether the Health Savings Plan (HSP) is right for you
- Consider** your other benefit needs
  - Want to save on your taxes? Calculate your flexible spending account (FSA) contributions at [mybenefits.netapp.com](https://mybenefits.netapp.com).
  - Is your family financially protected? Estimate your life insurance coverage needs.
  - Are you saving enough for retirement? Review your participation in the 401(k) plan.
  - If you've already contributed to another company's 401(k) this year, complete and submit the Previous 401(k) Contribution Form to ADP to make sure you don't go over the IRS annual contribution limit (for 2019: \$19,000, plus \$6,000 in catch-up contributions if you're age 50+).
  - Are your affairs in order? Review and update your beneficiaries for life insurance and the 401(k) plan and consider the group legal plan for things like a will and trust.

## Sign up for the MyCompass wellbeing program and start earning rewards today!

- Get started by downloading the Jiff — Health Benefits app. Click **Register** or **Activate my account**, enter the token NetApp123, choose an email and password, and then verify with your six-digit employee ID.

## Log on to [mybenefits.netapp.com](https://mybenefits.netapp.com) to make your elections.

- Enroll before the end of the open enrollment period, or within 31 days for your Qualified Life Event (e.g., getting married or having a child).
  - Every year, during Open Enrollment, you have the opportunity to re-elect benefits and must take action annually to enroll in flexible spending accounts (FSAs) and the health savings account (HSA).
  - For most benefits, you can only make changes during the year if you have a Qualified Life Event (e.g., getting married or having a child).

### Questions?

Contact the NetApp Benefits Service Center at [mybenefits.netapp.com](https://mybenefits.netapp.com) or 1 888 7HRBENS (1 888 747 2367). Representatives are available via web chat and by phone, Monday through Friday, from 8 a.m. to 8 p.m. Eastern time.