

Step-by-Step Enrollment Instructions

Enroll for 2023 benefits in HR Link. You can access HR Link either through The HOP or through OKTA.

How to Log in to HR Link through The HOP:

1. Click **HR Link**.
2. Click the **Benefits** tile.

How to Log in to HR Link through OKTA:

1. Go to www.dish.okta.com.
2. Enter your DISH email and NT password. If you do not have a current DISH email, please use your NT user name followed by “@dish.com.” For your first login, you will be asked to authenticate your identity.
3. Select the **HR Link** tile.
4. Click the **Benefits** tile.

Make/Review Your Elections:

The process outlined below walks you through your benefits enrollment, including how to review your current benefit elections and how to update your elections for 2023. Be sure to read the detailed instructions on each page of the enrollment system while proceeding through these steps:

1. Click Make Changes

2. Review Dependents and Beneficiaries

A. Check Dependent Eligibility

- Verify that your dependents are eligible for benefits. The HR Operations Team **may randomly audit dependents' eligibility**. You may be required to provide proof of eligibility for your dependents upon request.
- You will need your dependents' legal names, birth dates, and Social Security numbers (SSNs) to enroll. **You're required by federal law to submit SSNs** for you and your dependents age 1 or older so DISH can provide an annual statement about your coverage, as required under the Affordable Care Act (ACA).



**ANNUAL ENROLLMENT:
JANUARY 30 – FEBRUARY 10, 2023**

**Enrollment deadline at 11:59 pm MT
Benefits effective date: March 1, 2023**



- B.** Review the information for the people you plan to cover or list as a beneficiary.
 - To add a new person, click **+Add**.
 - To update a contact, click on the **person's name**.
- C.** When finished, click **Continue**.

Defining Dependents vs. Beneficiaries

- **Dependent:** Eligible family member who you enroll for health or insurance coverage (see next page for eligibility details).
- **Beneficiary:** Eligible person who you elect to receive a benefit in the event of your death (e.g., a life insurance benefit).

3. Select Program

A. Select the name of the appropriate program:

- **DISH Benefit Program** to make changes to your medical, dental, vision, Flexible Spending Account (FSA), supplemental health, life and disability insurance benefits and to accept the Tobacco-Free Pledge.
- **Employee Stock Purchase Program (ESPP)** to enroll or update your ESPP election.
- **FSA Transportation** to elect Transit and/or Parking FSAs and to enter your per pay period deduction amount.
- **Health Savings Account (HSA) Program** to make changes to your HSA election and catch-up election, if eligible. You need to have an open HSA bank account through Optum Bank before payroll deductions will occur. Simply check the box in HR Link to initiate a bank account. If you already contribute to an HSA, your current elections will remain in effect for 2023 unless you make changes.
- **Political Action Committee (PAC)** to enroll or update your PAC election. This benefit is completely optional and subject to eligibility requirements.

4. Benefits Enrollments

A. Displays your current coverage, dependents covered and beneficiaries.

B. Click **Edit** to make new benefit elections.

5. Update Benefits

A. Update Enrollments:

- To choose or decline a plan, check the appropriate box. Do not forget to enter election amounts in the text boxes when necessary.
- Please be aware: If you want to participate in an FSA for 2023, you must re-elect coverage during Annual Enrollment.
- Remember to complete your Tobacco-Free Pledge by visiting HR Link and consenting to the pledge. You must complete this pledge each year.

B. Cover Dependents

- You must check the box next to the dependents you wish to cover under each plan.
- Click **Next**.

C. Review Beneficiaries

- Review and/or update your beneficiary designation for your medical plan (your enrollment in the medical plan includes basic life insurance) and any supplemental life insurance benefits.

D. Click **Submit** when you're satisfied with your elections.

6. Confirmation Statement

A. Print a copy of this page for your records.

B. Click **Finish**.

Very Important:

Your first paycheck reflecting any changes to your elections will be **Friday, March 10, 2023**. Review your paycheck to ensure that your enrollments and deductions are correct. You have until **Friday, March 24, 2023** to contact the HR Operations Team for corrections to your Annual Enrollment elections. After this date, you **will not be able to make changes** until your next qualified enrollment window.

Who are eligible dependents?

- Your legal spouse.
- A common-law spouse for those whose common-law marriage was validly established under state law. States that currently allow the formation of a common-law marriage include Colorado, Iowa, Kansas, Montana, Oklahoma, Rhode Island, Texas, Utah, and Washington D.C.
- Dependent children, including natural children, legally adopted children, children in the process of legal placement for adoption with you or stepchildren. Coverage is available until the end of the month in which dependent children turn age 26. Dependents are eligible regardless of whether they're tax dependents, students, married or living with you.
- For dental and vision coverage only, the following individuals are also eligible for coverage:
 - A domestic partner of an employee in California or Colorado.