

How to Enroll

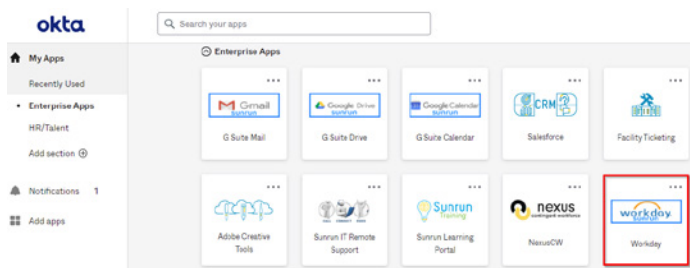


Learn all you need to know to enroll in your Sunrun Benefits



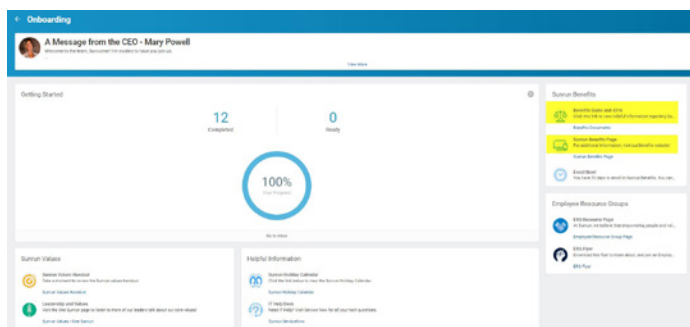
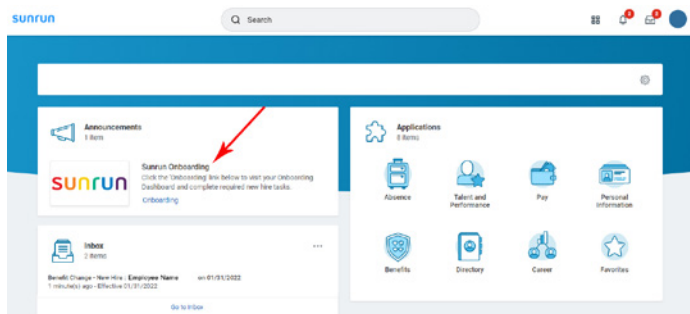
Step 1:

Log into OKTA Single Sign-On at sunrun.okta.com and click on the **Workday** tile.



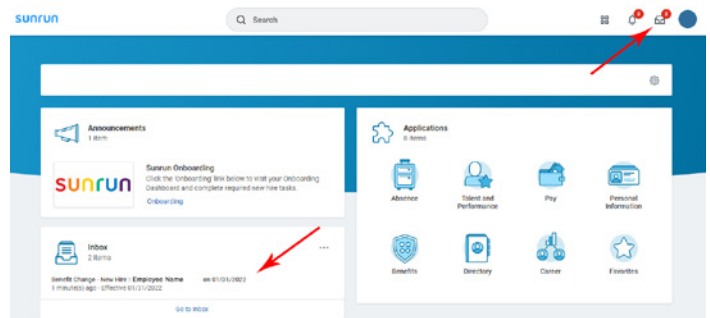
Step 2:

Prior to enrolling in your benefits, please click on the **Onboarding** link to review available benefit plans, 401(k) information and other critical details.



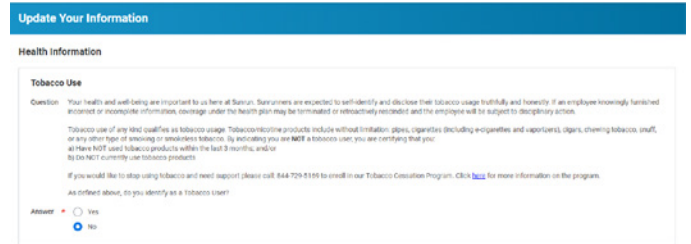
Step 3:

When you are ready to enroll in your benefits, click on the **Benefit Event - New Hire** task in your Workday inbox. You can access this task on your Dashboard or by clicking on the inbox link in the upper right corner.



Step 4:

Complete the Health Questionnaire to confirm your tobacco status. Your medical, life insurance and critical illness rates will be based on the status you select.

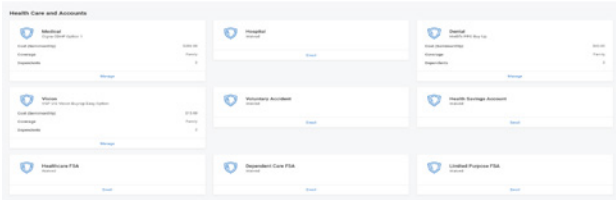


Step 5:

Review each section carefully (**Health Care and Accounts, Insurance and Additional Benefits**) to ensure that your benefit elections meet you and your family's needs. You have 31 days to enroll from your first day of work. Please note that if you do not take action and elect each benefit type, your elections will be waived when you submit the event and you will not be covered. You will not be able to make elections until the next Open Enrollment period.

Step 6:

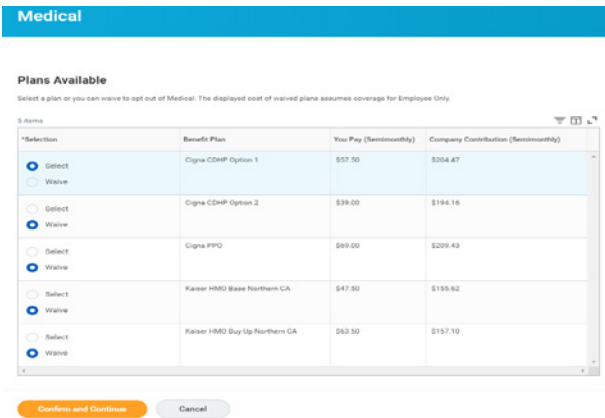
If you wish to enroll in a plan, click on **Enroll** under the plan tile. Choose the plan that best fits the needs of you and your family. You must complete this for medical, dental and vision coverage.



NOTE: Cigna plans are available to all Sunrunners in the continental U.S. and Alaska. Kaiser plans are available to Sunrunners with eligible California ZIP codes. HMSA plans are available to Sunrunners in Hawaii only. Visit sunrun.gobenefits.net to learn more.

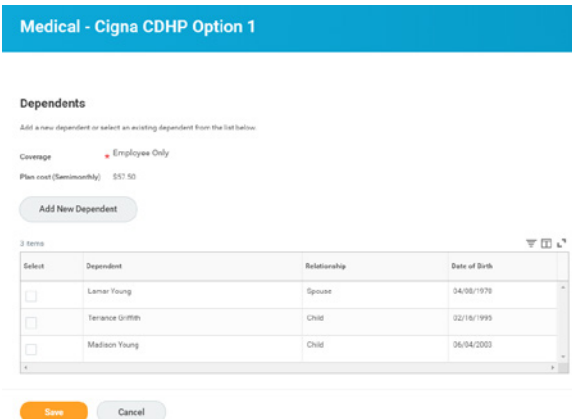
Step 7:

Click **Select** next to the plan in which you choose to enroll.



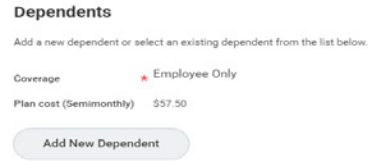
Step 8:

Verify your existing dependents. Click on the checkbox next to the dependent you wish to enroll, then click **Save**.



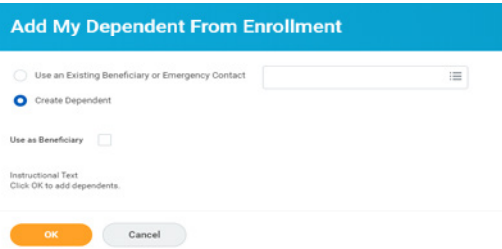
Step 9: (if applicable)

To add a new dependent, click **Add New Dependent**.



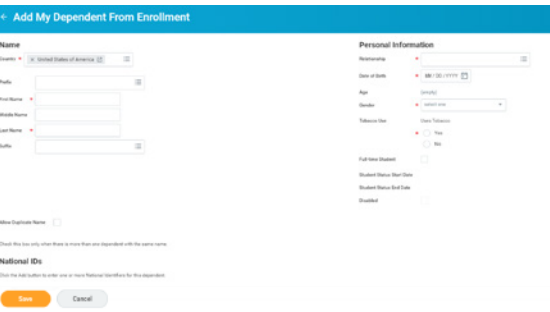
Step 10: (if applicable)

Select **Create Dependent**, then click **OK**.



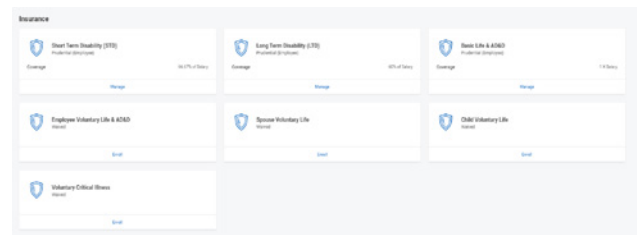
Step 11: (if applicable)

Add all required dependent information, then click **Save**. Click on the national ID link to add the SSN for your dependent.



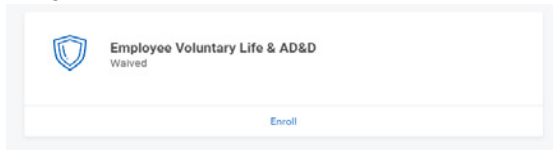
Step 12:

Under **Insurance**, click on the benefit tiles that say **Enroll** to review your options. You must select the dependents you wish to cover under each benefit plan. Plans that say **Manage** are company paid and cannot be waived or altered.

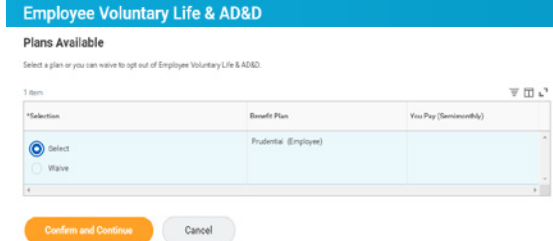


Step 13:

To increase voluntary life insurance and AD&D coverage, click **Enroll**.



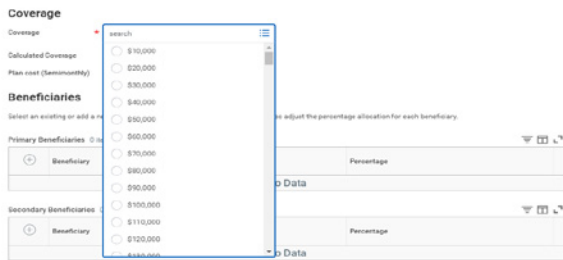
Click **Select**, then click **Confirm and Continue**.



Step 14:

Choose the correct amount of coverage that meets your and your family's needs. Please note that coverage amounts of \$250,000 or more for employees and \$100,000 for spouses will be subject to Evidence of Insurability (EOI) prior to approval.

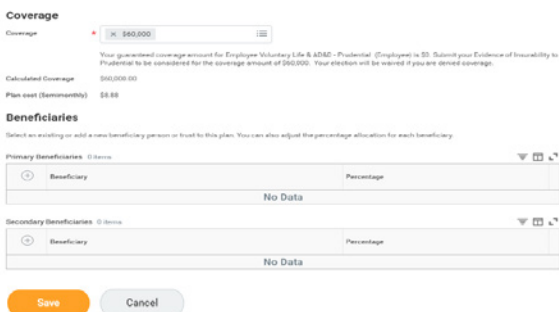
Employee Voluntary Life & AD&D - Prudential (Employee)



Step 15:

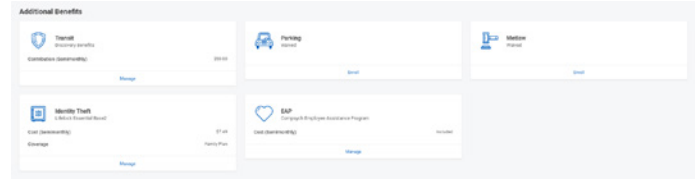
Once you've selected the coverage amount and added the primary and secondary beneficiaries, click **Save**. Please note: beneficiaries and dependents are listed separately in Workday; changes made to a dependent record will not affect a beneficiary record. Please double check your information before saving.

Employee Voluntary Life & AD&D - Prudential (Employee)



Step 16:

Click on the **Additional Benefits** tiles below to determine if these voluntary benefit options are right for you and your family.



Step 17:

Once you have made all of your selections, click **Review and Sign**.



A summary of your selected and waived benefits will appear. Please make sure to review this list, as this will be your last opportunity to make changes to your elections.

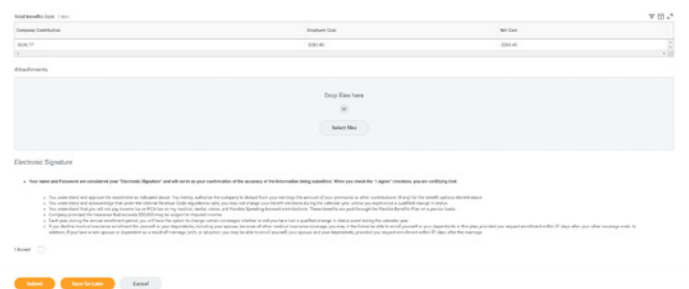
View Summary

Plan	Coverage Begin Date	Selection Begin Date	Coverage	Dependents	Beneficiaries	Cost
Health (Employee Benefit)	01/01/2018	01/01/2018	Employee and Family/Spouse	Employee and Family/Spouse		\$10.00
Parking (Benefit)	01/01/2018	01/01/2018	Employee Only			\$0.00
Vision (Benefit)	01/01/2018	01/01/2018	Employee Only			\$0.00
Identity Theft (Workplace Benefit)	01/01/2018	01/01/2018	Waived			Included
EAP (Employee Assistance Program)	01/01/2018	01/01/2018	Waived			Included

Benefit	Status
Health (Employee Benefit)	Selected
Parking (Benefit)	Selected
Vision (Benefit)	Selected
Identity Theft (Workplace Benefit)	Waived
EAP (Employee Assistance Program)	Waived
Life Insurance (Employee Benefit)	Selected
AD&D (Employee Benefit)	Selected
Spouse Life Insurance	Selected
Spouse AD&D	Selected
Spouse Health Insurance	Selected
Spouse Vision	Selected
Spouse Parking	Selected
Spouse Identity Theft	Selected
Spouse EAP	Selected
Spouse Life Insurance	Selected
Spouse AD&D	Selected
Spouse Health Insurance	Selected
Spouse Vision	Selected
Spouse Parking	Selected
Spouse Identity Theft	Selected
Spouse EAP	Selected

Step 18:

Click on the checkbox at the bottom of the page that states I **agree**, then click **Submit**.



Step 19:

Click on **View 2022 Benefits Statement** to review your confirmation. Save a copy for your records.

Submitted

You've submitted your elections.

Important Dates:

Benefits go into effect 01/01/2022

Final day to update benefits 11/07/2021

[View 2022 Benefits Statement](#)

Please Note:

You have 31 days to make and change your elections for benefits. If you have submitted the event and wish to make changes, please email the Benefit Advocate Center at champion@hubinternational.com.

EFFECTIVE DATE

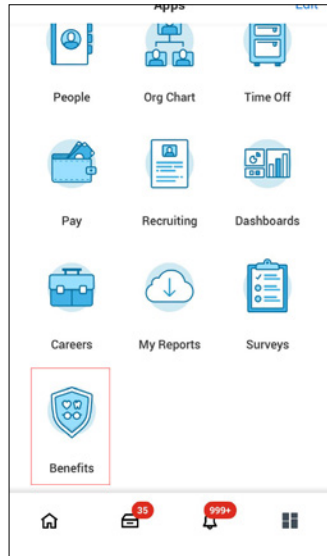
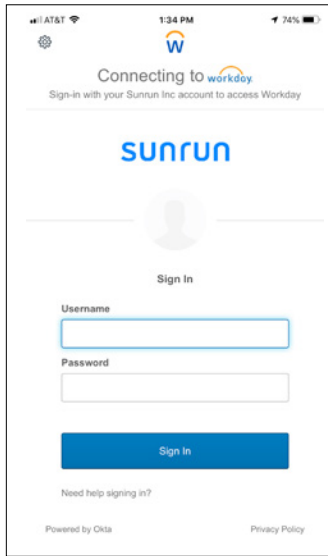
Your benefits will begin on the first of the month following your start date and you will be responsible for the full month of premiums, even if you make your elections on the 30st day. (If you start on the first of the month, your benefits will be effective on the day you start.)

Step 20:

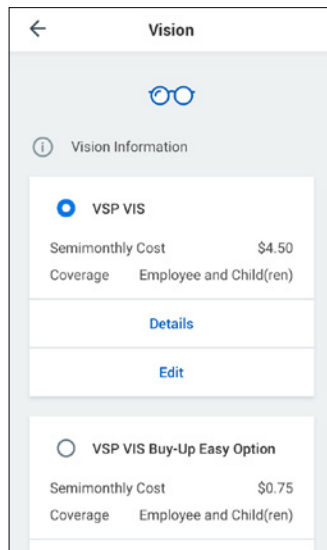
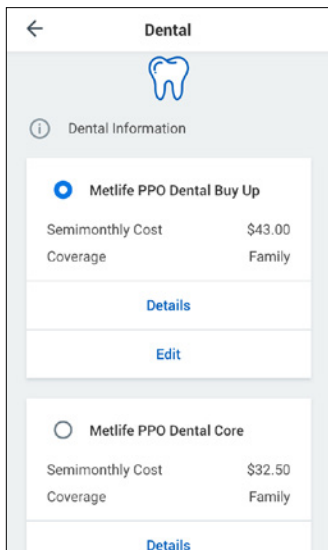
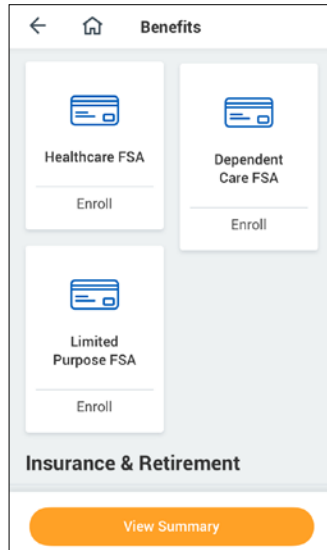
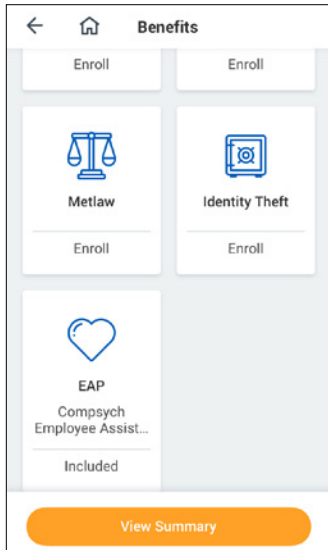
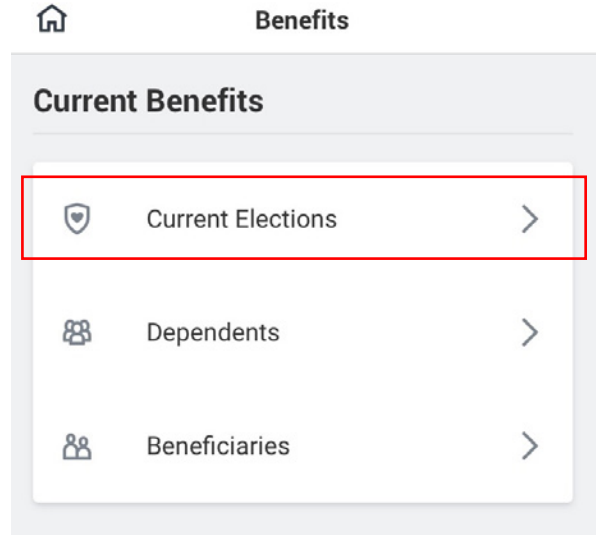
Click **Done**.

To log in from the mobile app:

Go to App Store and download **Workday App**. Company Name is Sunrun. **Then use your OKTA credentials to log in.** To enroll in benefits, follow the same instructions outlined earlier in this guide.



How to view your elections:



← Home

Current Benefit Elections

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical - Cigna CDHP Option 1	01/01/2022	01/01/2022	Employee Only
Dental - Metlife PPO Dental Core	01/01/2022	01/01/2022	Employee Only
Vision - VSP VIS	01/01/2022	01/01/2022	Employee Only
Voluntary Accident - Metlife Accident - Low	01/01/2022	01/01/2022	Employee Only
Health Savings Account - Cigna HSA Bank Cigna...	01/01/2022	01/01/2022	\$3,150.00 Annual