Baker Hughes Health & Protection Benefits Enrollment Instructions

Enrolling in your Health & Protection benefits is simple, but if you have questions, these instructions can help.

1. Go to **BakerHughesBenefits.com** and click *Enroll, Review, or Change Benefits*. If you are accessing the site from the Baker Hughes Intranet, select *Health & Protection benefits - single sign-on from Baker Hughes intranet*. If you are accessing the site outside the Baker Hughes Intranet, select *Health & Protection benefits - access with login and password*. The first time you access the site, you'll have to register and authenticate that it's you. For your added security, the enrollment system requires multi-factor authentication, unless you go through the Baker Hughes Intranet.

   Note: If you do not have an account on the enrollment system, you may need to create a User ID and password with at least 8 characters the first time you log in. If you go to the enrollment site through the Baker Hughes Intranet, you will not need to register.

   If you haven't registered before and/or you need more guidance around the multi-factor authentication process, click **here**.

2. Click *Get Started* when you're ready to enroll.

3. Review your personal and dependent information and make sure it's accurate. If you need to add or drop a dependent, this is where you'll make those changes.

4. There are three ways you can enroll when you're ready:
   - **Fast Lane –** it's designed for people whose enrollment decisions are simple, who know what they want, and/or are on the site to make a qualified status change (like getting married or having a baby).
   - **Shop on My Own –** it's designed for people who want to compare choices and costs, and who want to read more about their options.
   - **Get Recommendations –** it's designed for people who want even more help choosing benefits.

5. In *Your Cart,* you can make changes using the *Edit* or *Add* function on the left side. You can also see your cost per pay period on the right side. At the bottom of the page, you will see a summary of your total costs per pay period.

6. **Important: Click on** *Checkout* **when you're done. If you don't click** *Checkout***, your elections will not be saved.**
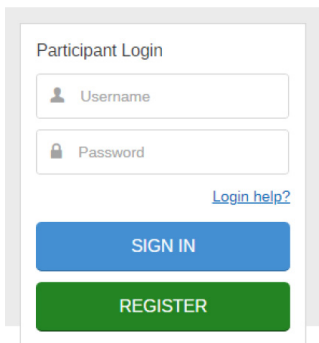

If You Need Assistance

If you have questions or experience issues with the website when you are enrolling in benefits, contact the Baker Hughes Benefits Center at 1-866-244-3539 between 7:00 a.m. and 7:00 p.m. CST.

Don't work near a computer? You can enroll on your smartphone, too. The enrollment website is mobile-friendly. You can also enroll by calling the Baker Hughes Benefits Center at 1-866-244-3539, Monday - Friday, 7:00 a.m. to 7:00 p.m. CST.

Accessing Your 401(k) Plan Account

1. Go to **BakerHughesBenefits.com** and click *Enroll, Review, or Change Benefits* . Then select *401(k) Account*.

2. Select REGISTER. The first time you access your new 401(k) account, you'll have to create your 401(k) user ID and password.

3. Create a username and password after providing required 5 data points (shown in image below) and entering a verification code sent to you by text or email. For your added security, the system requires multi-factor authentication. Depending upon your situation, additional verification steps may be required to authenticate your identity.

Required 5 Data Points

SOCIAL SECURITY NUMBER

ZIP / POSTAL CODE

LAST NAME (GENERALLY INCLUDES SUFFIX: E.G., JR, SR, III)

DATE OF BIRTH MM/DD/YYYY

NUMERIC PORTION OF STREET ADDRESS OR P.O. BOX

Questions?

Baker Hughes 401(k) representatives are available at 1-866-244-3539 (option 2) to assist with the account set up process weekdays from 7 a.m. to 9 p.m. CT and Saturdays from 8 a.m. to 4:30 p.m. CT.

Baker Hughes

Accessing Your Legacy Baker Hughes Pension Plan

Go to **BakerHughesBenefits.com/pension** to access your Pension Plan account.

When you create an account, you will need to provide:

- The last four digits of your Social Security number,
- Last name, and
- Date of birth.

From there, you will create a user name and password, and set up your security questions. The new pension site uses multi-factor authentication to better protect your private data, so you will also need to confirm an email address or phone number for verification codes.