

Baker Hughes Health & Protection Benefits Enrollment Instructions

We will have a new enrollment system that you will use to enroll in your 2020 Health & Protection benefits. You will need to create a User ID and password the first time you log in.

1. Go to BakerHughesBenefits.com and click *Enroll, Review, or Change Benefits*. Then select *2020 Health & Protection Benefits*. Or from your work computer, enter <http://go.bakerhughes.com/mybenefits> into your browser. The first time you access the site, you'll have to register and authenticate that it's you. For your added security, the new enrollment tool requires multi-factor authentication.

Step 1: Select that you are a "First time user," a registration step you will only have to take once. If you go through the Baker Hughes intranet, you will not need to register.

Step 2: Enter your work email to set up your account (or you can use your Social Security Number or date of birth). You will receive an authentication code within a few minutes at that email address. Your email address will become your Username on return visits to the site. If you receive an error when using your BakerHughes.com email address, please enter @bhge.com as your work email.

Step 3: Enter the authentication code from your email in the box on your screen.

Step 4: Enter your mobile number to receive a text message. Type in the code you received into the box on your screen.

Step 5: Once you have completed the authentication process, you'll need to create your unique password the first time you log in. Create your secure password with a minimum of 8 characters using a combination of special characters, numbers, and capital and lowercase letters.

If you need more information about multi-factor authentication, 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.

Don't work near a computer? You can enroll on your smartphone, too. The enrollment website is mobile-friendly.