

Baker Hughes Enrollment Instructions

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

1. Go to BakerHughesBenefits.com/Executives 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 *Enroll Now* 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. In *Benefit Summary*, you can make changes using the *Change button*. You can also see your cost per pay period. At the bottom of the page, you will see a summary of your total costs per pay period.
5. **Important:** Click on *Continue to Final Steps* and *Complete Final Steps* when you're done. If you don't click on the *Final Steps* button, 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.