Hub

Hub Quick Reference Guide
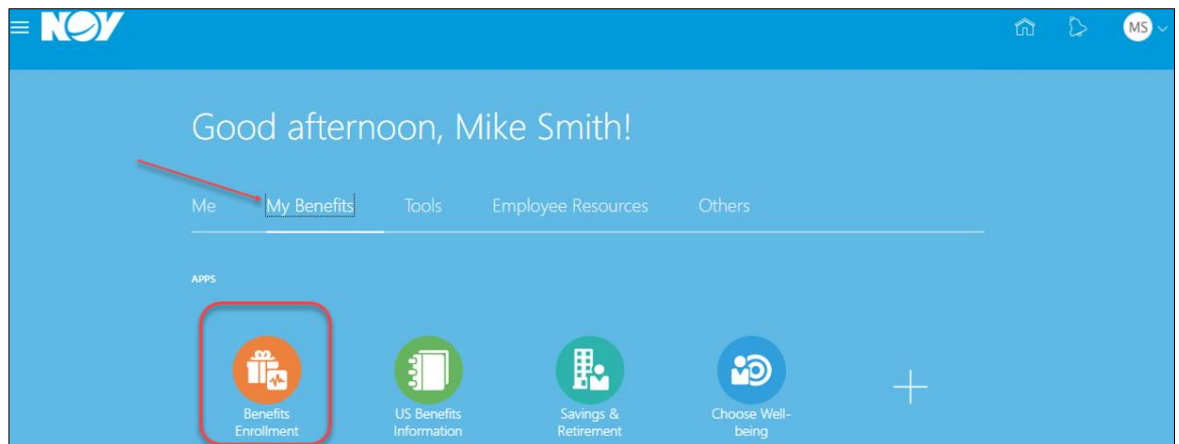
Employee - Annual Enrollment

Step 1

Access
Benefits
Enrollment
Page

To process your Annual Enrollment elections in Hub, go to **hub.nov.com**
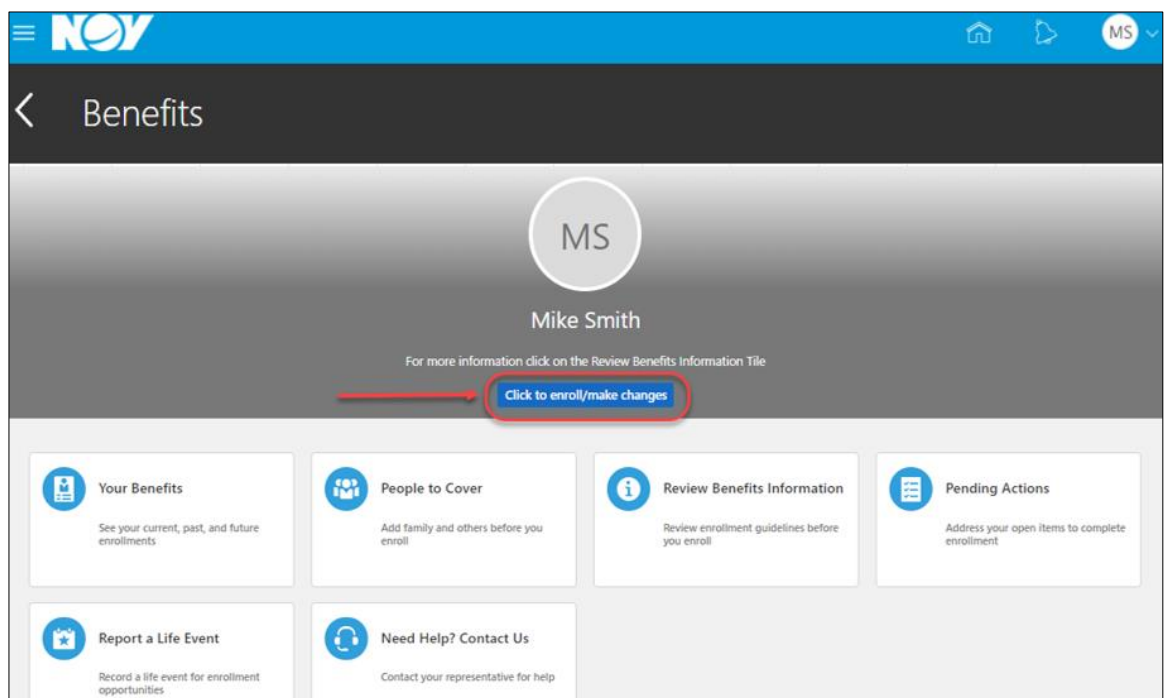- From the home page top menu:
  - Select **My Benefits**
  - Click **Benefits Enrollment** icon

Step 2

Initiate
Process

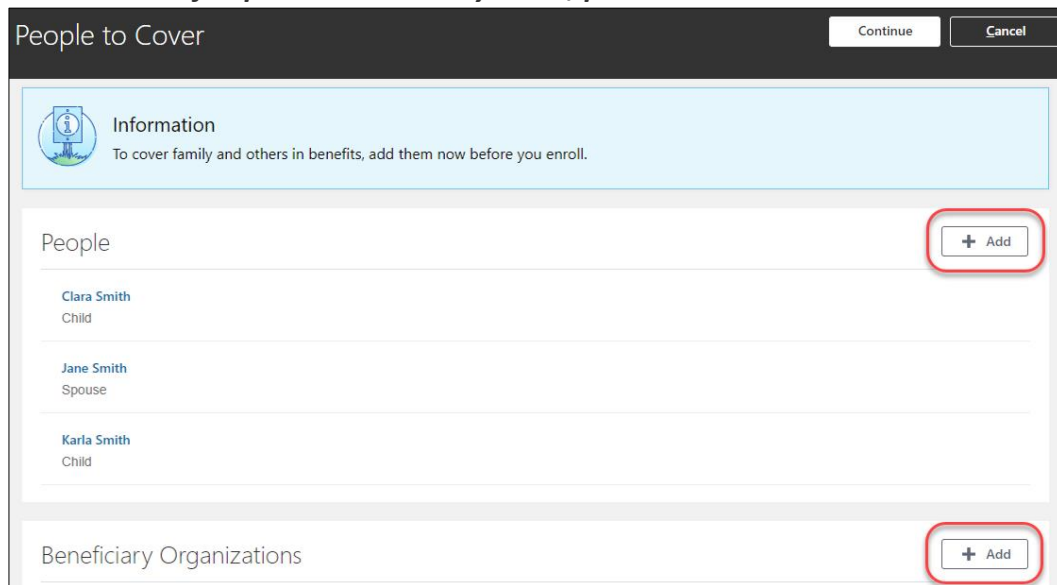Click on the **Click to enroll/make changes** button

Hub

Step 3

Add
Dependents
OR
Beneficiaries

On this page add people that you plan to cover as a new dependent on your benefits or as a beneficiary.

- To add a new dependent or a beneficiary, click the **+ ADD** button in the People section and fill in the requested information.
- To add a Beneficiary Organziation or Trust, click the **+ ADD** button in the Beneficiary Organizations section.
- You will select your beneficiaries in the Life Insurance and ADD section.
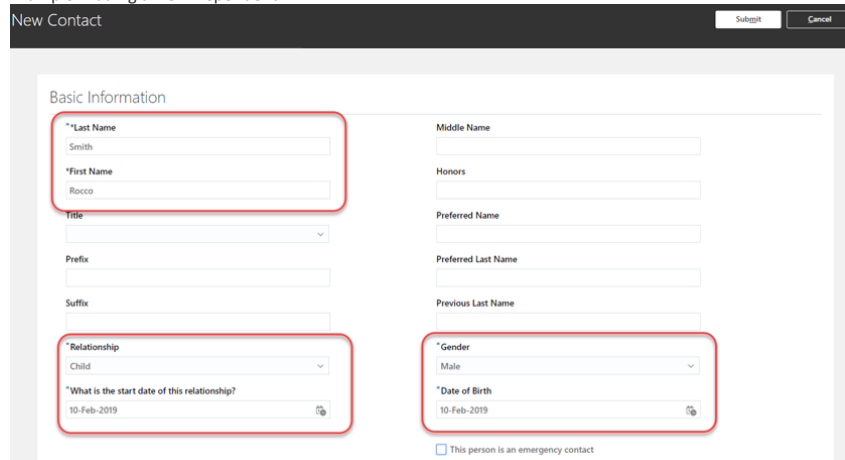
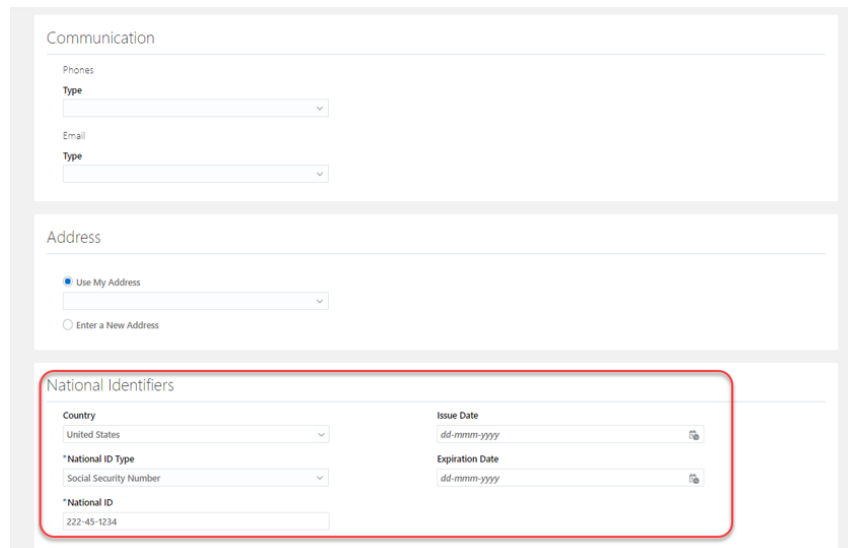*IMPORTANT: If dependent is already listed, please DO NOT add*

Note: When adding a new dependent to be covered under your benefits, please enter the following in the new contact screen:

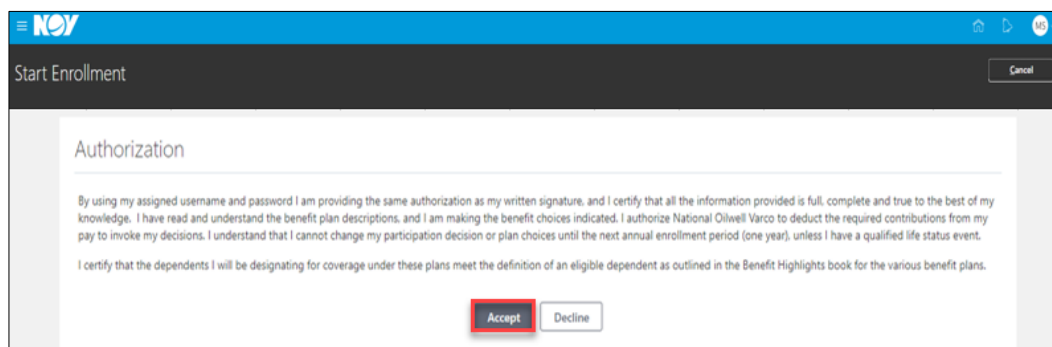|	
Relationship	Gender
Relationship Start Date	Date of Birth
First & Last Name	National ID (Social Security Number)

Example: Adding a New Dependent

Click the **Submit** button at the top of the page to save new dependent added
- Repeat Step 3 to add additional dependents and/or beneficiaries, as needed
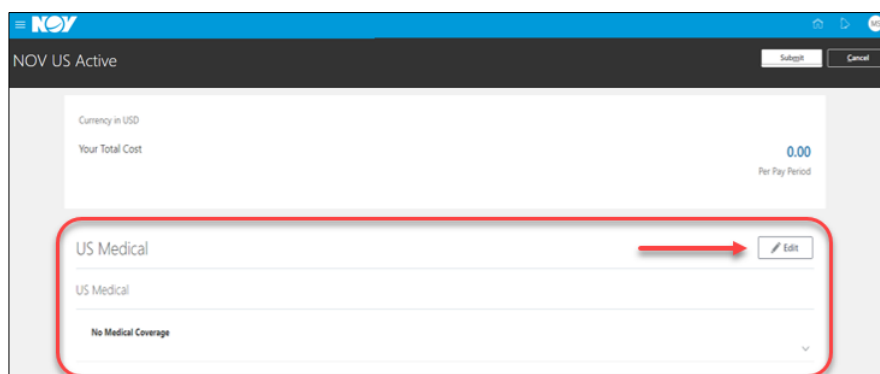
Step 4
Authorization
Electronic
Signature

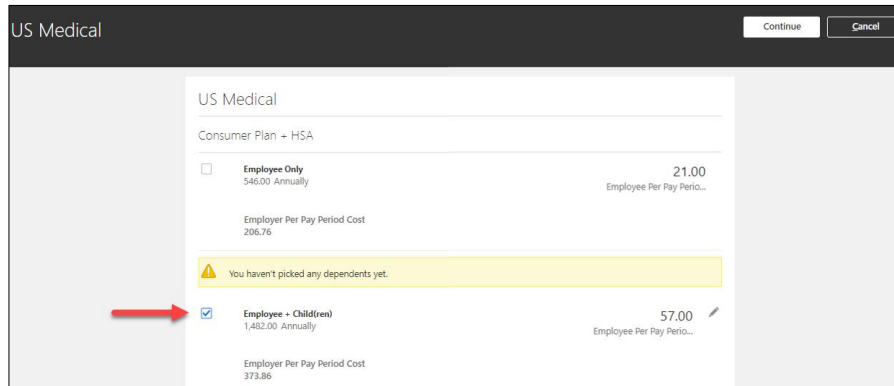Click the **Accept** button to continue

Step 5
Select
Benefit
Options

Click the **Edit** button next to each benefit option you wish to add or make changes

Make a change or elect a benefit option:
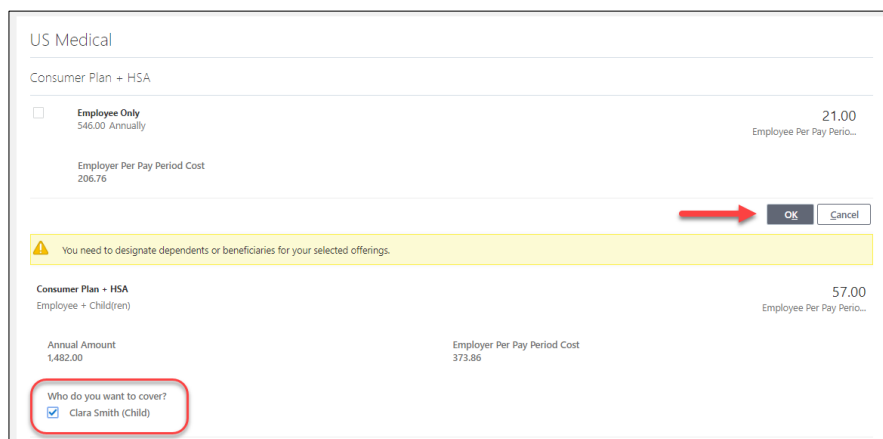- To add, ☑ check box next to plan
- To remove, ☐ uncheck box next to plan

Step 6

Designate Dependent

To designate your covered dependents, if applicable:
- Under the plan type, go to "Who do you want to cover?", place a **check mark** in the box next to the dependent name(s)
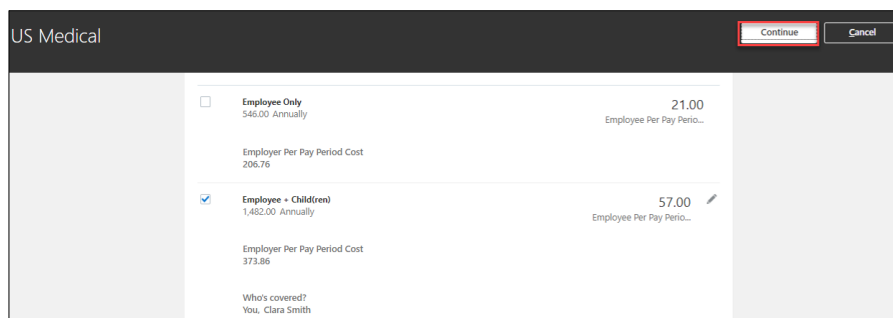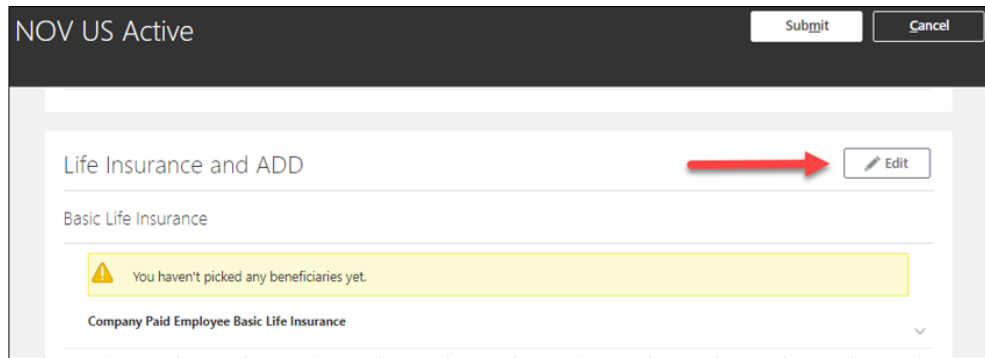- Click the **OK** button to save changes

Click the **Continue** button

Continue making benefit option elections, repeating steps 5 and 6, if applicable

Step 7

Designate Beneficiary

To designate beneficiaries for Life Insurance and ADD:

- Click the **Edit** button next to the benefit option you wish to add or make changes
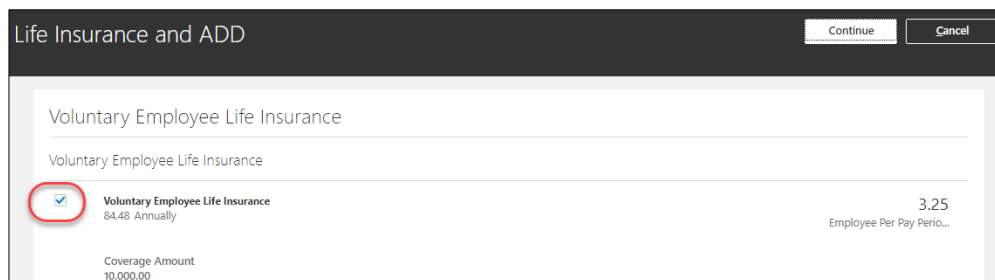

- Select life insurance plan by placing a **check mark** in the box next to plan name
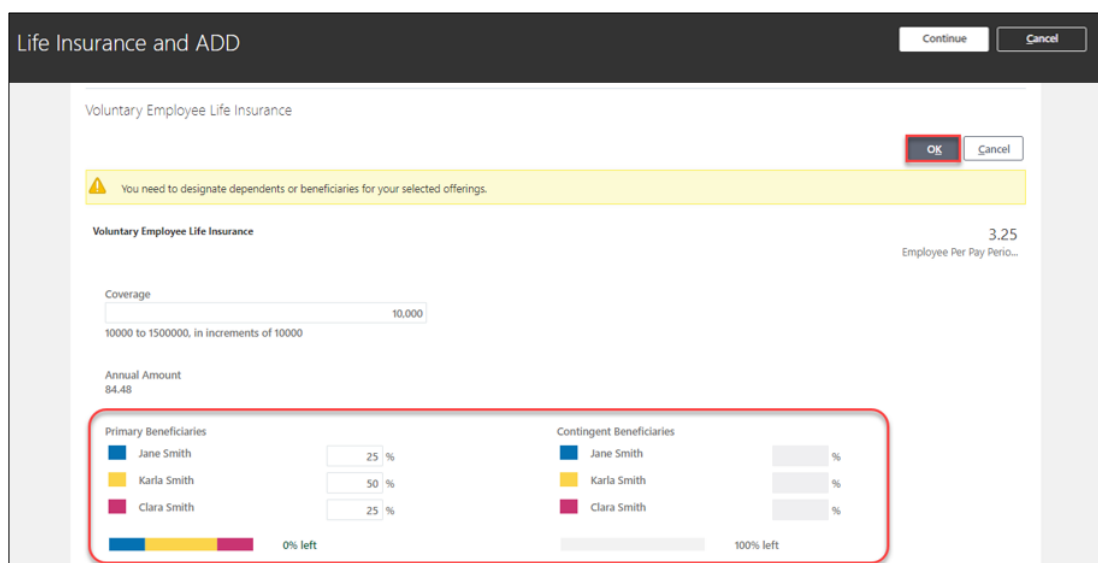
- Beneficiaries name(s) will appear:
  - To allocate beneficiary, enter a **percentage amount** for each person (Note: Total amount must equal 100%)
- Click the **OK** button to save changes

Repeat step 7 for each individual life insurance benefit, if applicable

Step 8

Click Submit

After making all selections, click the **Submit** button on the top right corner of the screen
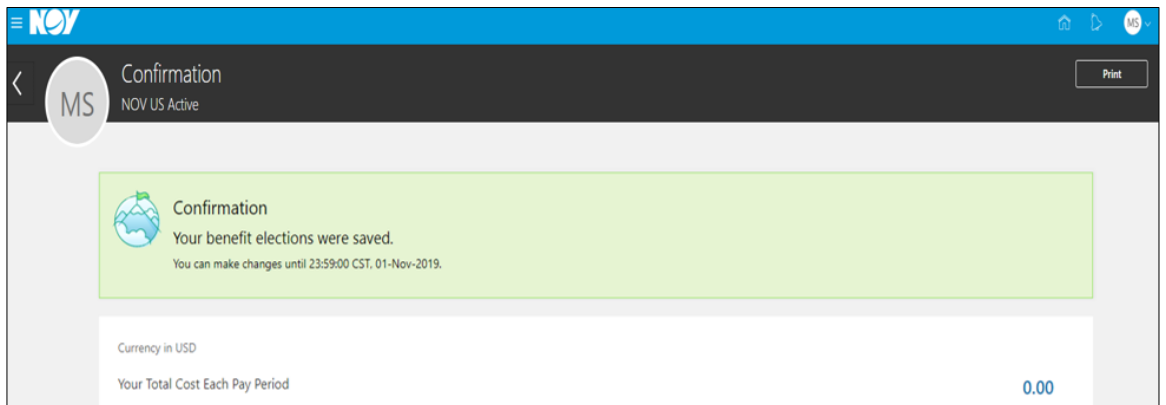
Step 9

Confirmation

A confirmation will display upon submitting benefit elections. Click **Print** to view a printable format of the confirmation statement. Then navigate to your print option if you wish to keep for your records.