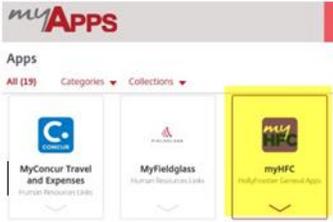


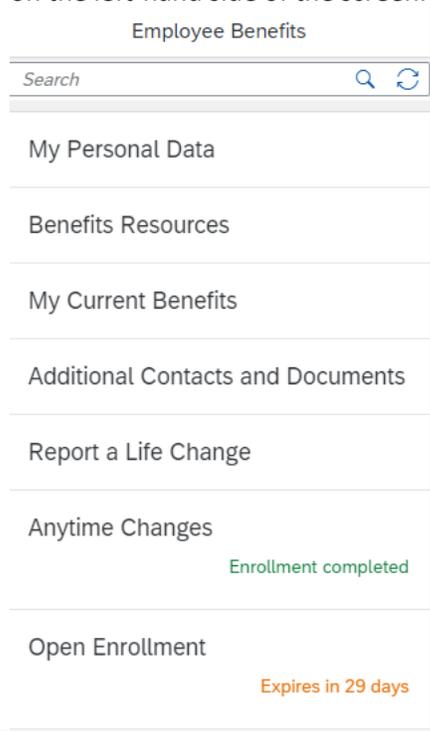
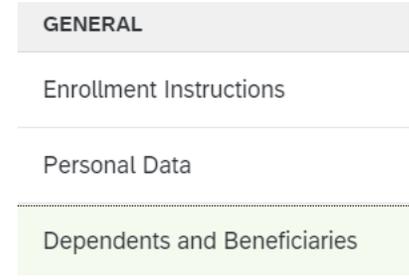
# myBenefits – User Guide

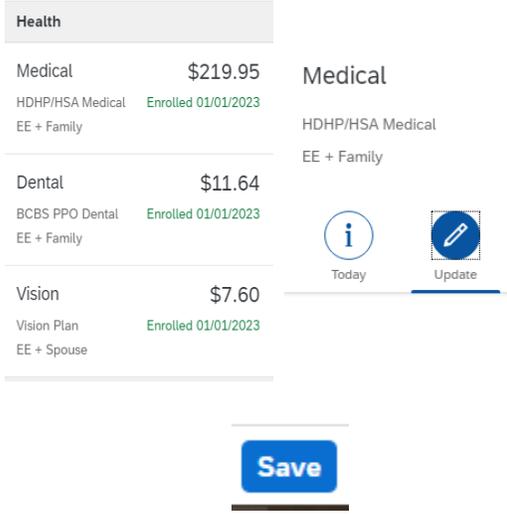
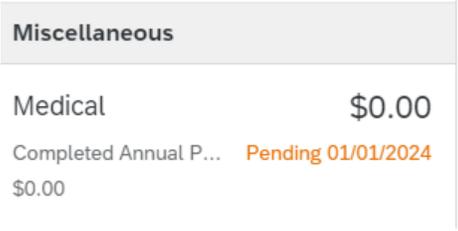
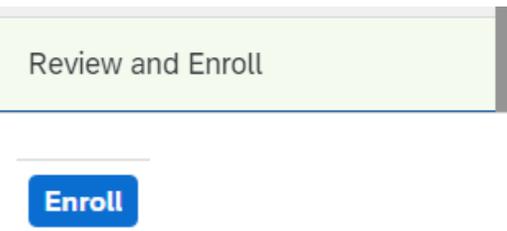
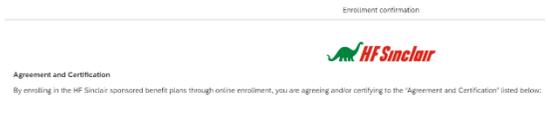
## Step 1: Access myBenefits through SuccessFactors

#	User Step	User Guide/Comments
1.0	<p>Access myBenefits from the myDINO home page.</p> <p>1.1 Choose SuccessFactors</p> <p style="text-align: center;">SuccessFactors</p> <p>1.2 Choose myBenefits</p> <p style="text-align: center;">myBenefits</p> <p>1.3 You will be automatically logged into myBenefits through single sign on.</p>	<p>If you aren't on the network you can access SuccessFactors through Citrix.</p> <p><a href="https://myapps.hollyfrontier.com/Citrix/HFCCitrixWeb/">https://myapps.hollyfrontier.com/Citrix/HFCCitrixWeb/</a></p> <p>Select myHFC</p>  <p>Follow directions from user step 1.0 on the left panel.</p>
2.0	<p>2.1 Once you are in myBenefits, you will be able to do several things. You will see these pages listed on the left hand side of the home page:</p> <p><b>Personal Data</b>- Review your personal data and dependent information.</p> <p><b>Benefits Resources</b>-Find information about your benefits, frequently asked questions, and the life events that qualify for mid-year changes.</p> <p><b>My Current Benefits</b>-Review your current benefits and print a benefits statement.</p> <p><b>Additional Contacts and Documents</b>-Find contact information for benefit carriers and other important documents, links or updates.</p> <p><b>Report a Life Change</b>-Report a life event that affects your benefits here with 31 days.</p> <p><b>Anytime Changes</b>- Update your beneficiaries for life insurance coverages, or update the amount of your HSA contribution.</p> <p><b>Open Enrollment</b>-Open during annual enrollment only. Make your annual enrollment elections here.</p> <p><b>Go-To-Doc Attestation</b>-Open if you are eligible for discounted medical premiums.</p> <p>2.2 Navigate through these main pages to see additional sub-pages with content and additional functionality.</p>	<p>Note: myBenefits is our benefits enrollment platform. It contains limited information about our benefits offerings. For a full review of our benefits visit our benefits website at <a href="mailto:Rewards@hfsinclair.com">Rewards@hfsinclair.com</a></p>

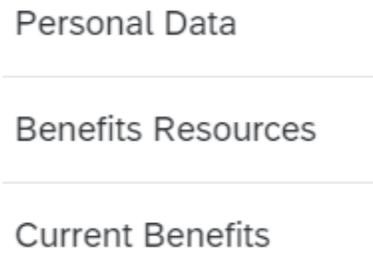
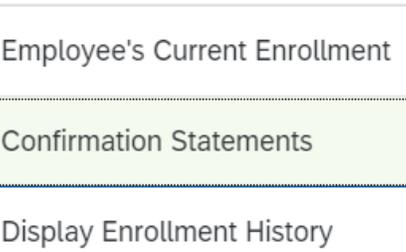
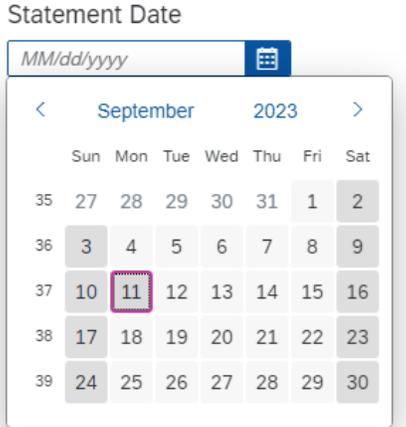
3.0	<p>If you are eligible for an enrollment event, your event will automatically populate on the side of the home page in the myBenefits portal.</p> <p>Example:</p> <p><b>New Hire Enrollment</b>-Enroll in your benefits for the first time. The effective date will show as you enroll.</p> <p><b>Annual Enrollment</b>-Review your benefits options for the next year and make changes during the annual enrollment period.</p>	<p>Note: These are limited-time enrollment events and employees will only be able to elect changes to their benefits in the time window provided.</p>
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## Step 2: Enrolling in Benefits

#	User Step	User Guide/Comments
1.0	<p>Once you are ready to make your benefit elections, select your eligible enrollment event on the left-hand side of the screen.</p> 	<p>Note: The deadline is listed in orange text on the enrollment event.</p>
2.0	<p>On the enrollment page there is enrollment instructions, your personal data and your dependents/beneficiaries. See your local HR to update your personal data. You can update dependents/beneficiaries here.</p>  <p>You can add dependents on this screen, but all dependents must be verified prior to enrollment.</p>	<p><b>Dependent Verification Process:</b>            You can find a list of eligible dependents on the myBenefits portal. To add a new dependent on the Dependents and Beneficiaries page select "Add Dependent".</p> <p>Once the dependent is added, provide proof (birth certificate, marriage certificate, etc) to your local HR department or to Benefits@hfsinclair.com.</p> <p>Once your dependent has been verified you will receive an email notifying you that you can now add your dependent to your coverage elections.</p>

<p>3.0</p>	<p>Also on the enrollment page, your eligible benefits will be listed on the left-hand side of the page. You can scroll down to view and elect the benefits you are eligible for. Or, you can select the Medical benefit option, click on “Update”, make your election, and click “Save” at the bottom right- hand side of the page, and the tool will bring you to the next eligible benefit in your enrollment workflow.</p> 	<p>You can complete your enrollment all at once, or save your enrollment elections and complete your enrollment at a later time.</p> <p>Your enrollment elections will show as “Pending XX/XX/XXXX” until you have submitted your saved enrollment elections.</p> 
<p>4.0</p>	<p>When you have saved all of your enrollment selections, click on “Review and Enroll” at the bottom left-hand side of the page.</p> <p>Then click “enroll” button at the bottom right-hand side of the screen to submit your enrollment selections.</p> 	<p>Note: You will be prompted to confirm agreement to the terms and conditions of electronic enrollment. An email confirmation will be sent to your HFS email address. You can enter another email for your confirmation to be sent as well.</p> <p>Always save your email confirmation.</p> 
<p>5.0</p>	<p>After you submit your enrollment you will see your enrollment submission confirmation. You can print this statement for your records.</p> 	<p>To confirm your enrollment selections have been submitted, go back to the home page of myBenefits. Your enrollment event will be listed with the green words “Enrollment completed”.</p> <p>Open Enrollment</p> <p>Enrollment completed</p>

**Step 3: Printing Your Confirmation Statement**

#	User Step	User Guide/Comments
1.0	<p>On the home page of myBenefits, click on the “Current Benefits” page.</p> 	
2.0	<p>Next, click on the “Confirmation Statements” page.</p> 	<p>On the “My Current Benefits” page, you can also see your current enrollment selections and your enrollment history.</p>
3.0	<p>Select the date of the benefit confirmation statement you would like to see.</p> 	
5.0	<p>Your confirmation statement will download in PDF. You can print or save from here.</p> 	