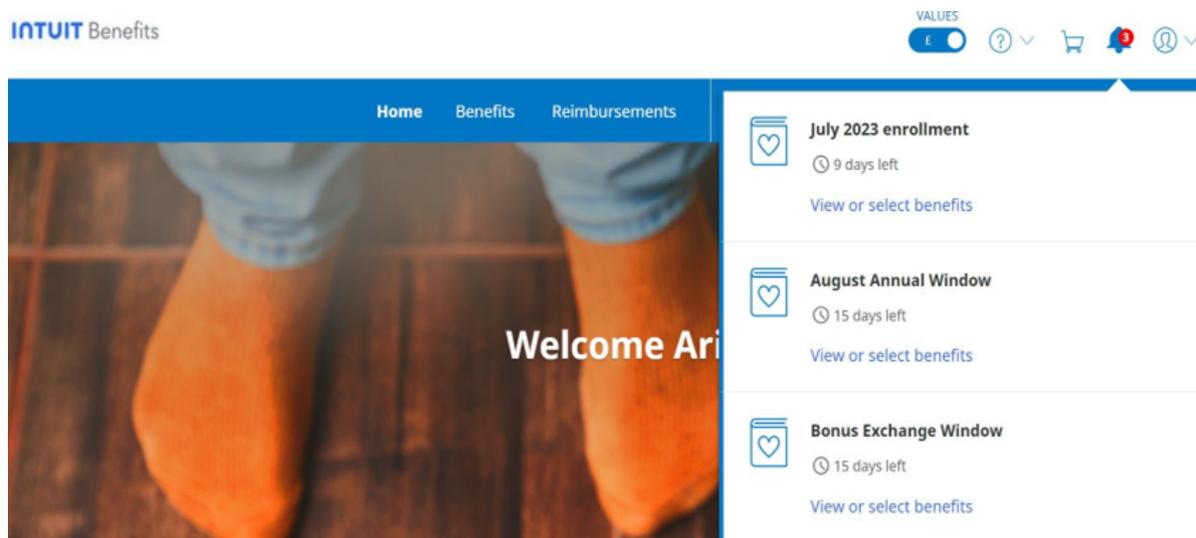


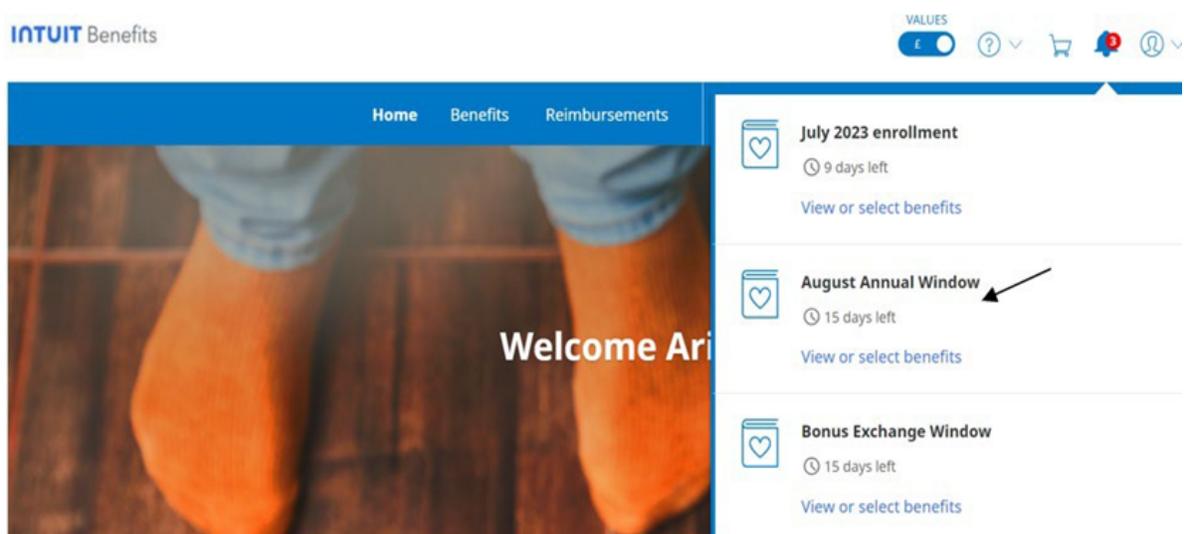
Intuit Benefits Annual Enrolment User Guide (Darwin)

The purpose of this guide is to help you navigate [Darwin, your benefits administrator](#), as you prepare to enrol and choose the Private Medical Insurance and Dental Insurance plans that best suit you and your family members. Please follow the steps referenced below. If you experience technical difficulties, please contact Darwin directly by writing on enquiry.asiapac@darwin.com

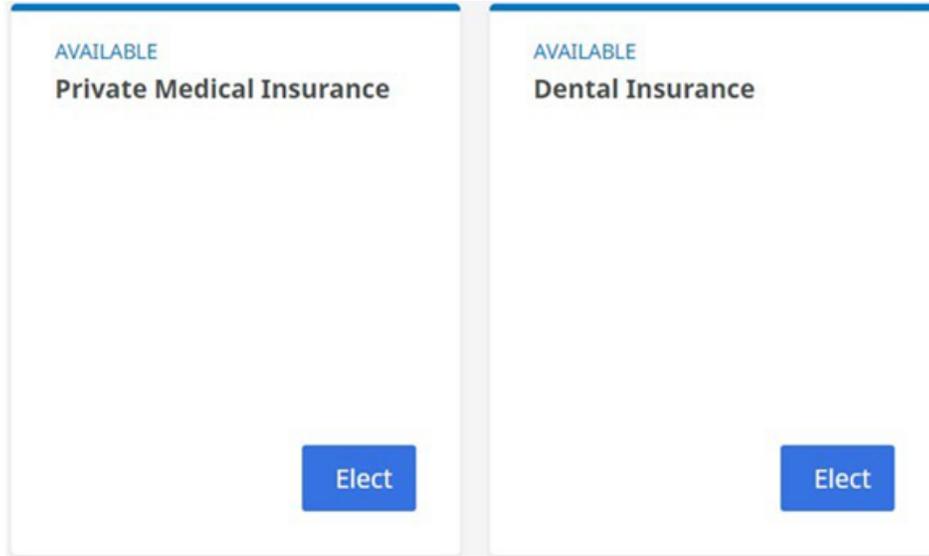
1. Log in to Darwin with your SSO details: <http://darwin.sso.intuit.com/>
2. Click the *'Bell icon'* located at the top right-hand corner of the page to view the drop-down menu options.



3. Click on *'August Annual Window'* and choose *'View or select benefits'* to select the same plan or choose a different plan based on your needs.. If you opt not to make any changes at this time, your current selections from FY24 will be carried forward to the next fiscal year (August 1, 2024 to July 31, 2025).

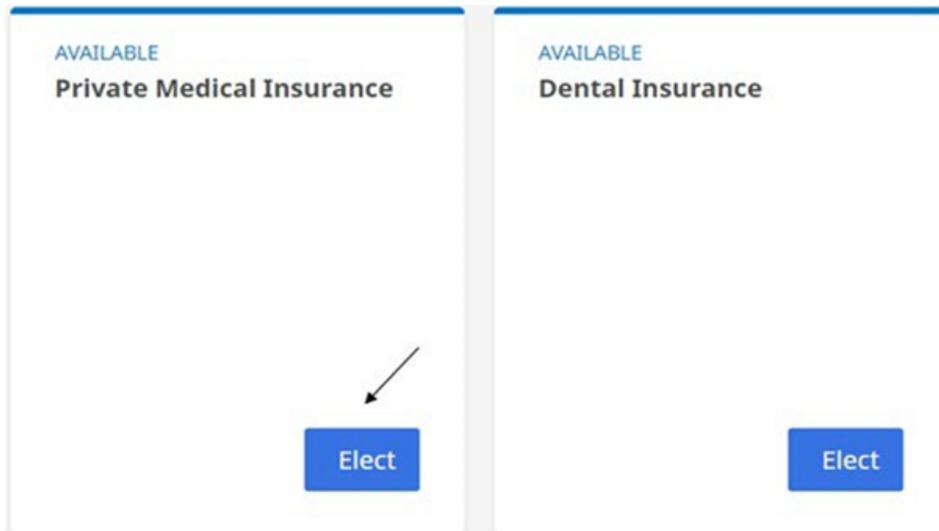


4. Upon selection and review, the screen will display as shown below.



Steps to enrol in Private Medical Insurance:

1. Click on "Private Medical Insurance" tile as shown below and select *'Elect'* to make elections.



Please note: For Benefits levels: Single Parent Cover, Couple Cover and Family Cover, you are required to enter a minimum number of dependants.

Private Medical Insurance

Benefit Levels

- Single Cover (default)
- Single Parent Cover
- Couple Cover
- Family Cover

- Single Parent Cover
 - At least 1 child must be enroled.
 - Age of the child is up to 24 years of age.
 - Couple Cover
 - Enrol spouse OR partner.
 - Family Cover
 - Enrol spouse OR partner AND child.
2. Choose the relevant benefits level.

Benefit Levels

- Single Cover (default)
- Single Parent Cover
- Couple Cover
- Family Cover

[Next >](#)

3. After choosing the benefits level, click on *'Next'*.

Benefit Levels

- Single Cover (default)
- Single Parent Cover
- Couple Cover
- Family Cover

[Next >](#)

- To add dependants, click on *'Add a dependant'*.

Assign Dependants on Cover

You haven't added any dependants yet!

Use the Add Dependant link below to add eligible dependants you want to include on cover

[+ Add a dependant](#)

- All eligible dependants will appear under *'Eligible dependants'* and the checkboxes will be unchecked by default.

Assign Dependants on Cover

Eligible dependants:

Child Dependant

**You will have to choose the dependants that you want to enrol in the selected benefits level.*

- You can view the list of ineligible dependants by clicking on *'View ineligible dependants'* (appears as a pop up)

The screenshot shows the 'Assign Dependants on Cover' page. Under the 'Eligible dependants:' section, there is a checkbox for 'Child Dependant'. At the bottom of the page, there are two buttons: '+ Add a dependant' and 'View ineligible dependants'. A pop-up window titled 'View ineligible dependants' is open, showing a warning icon, the title, and a list item 'Spouse Dependant'. An 'OK' button is visible at the bottom of the pop-up.

- If you select Single Parent Cover and try to click on *'Add To Cart'* button without choosing dependants, you'll notice an **error message** (screenshot below).

Private Medical Insurance

Please assign dependants on cover.

Benefit Levels

- Single Cover (default)
- Single Parent Cover
- Couple Cover
- Family Cover

Next >

- Once dependant records are selected by checking the checkbox, you will be able to add the benefits level selection to cart.

Single Cover (default)

Single Parent Cover

Couple Cover

Family Cover

Next >

Assign Dependants on Cover

Eligible dependants:

- Child Dependant

8. After clicking on *'Add To cart'*, you will be redirected to the benefits overview page where you can review the updated benefits selected under *'IN CART'*.

IN CART
Private Medical Insurance

Single Parent Cover

You will pay:
-

Employer pays:
£153.63

[Edit](#)

9. Once you are satisfied with your benefit selection, please select *'Checkout'*.

IN CART
Private Medical Insurance

Single Parent Cover

You will pay:
•

Employer pays:
£153.63

[Edit](#)

AVAILABLE
Dental Insurance

[Elect](#)

UNAVAILABLE
Bonus Sacrifice

[More Info](#) [View](#)

Total Cost For You - Current
 £250.00
Employer Pays: £571.25

Total Cost For You - New
 £250.00
Employer Pays: £724.88

[Cost Breakdown](#) [Checkout](#)

10. After clicking on *'Checkout'*, you will be redirected to a summary page before confirming your benefits selections. You can review the selected dependants under *'Your New Selection'* section. You will also be able to select additional dependants under *'Edit'* and will be redirected to the Private Medical Insurance benefit selection page.

Checkout

Your New Selections

Benefit	Level	Employer Pays	You Pay
Private Medical Insurance	Single Parent Cover • For you • Child Dependent	£153.63	-

[Delete all selections](#)

Total Cost For You - New
£125.00
(monthly)

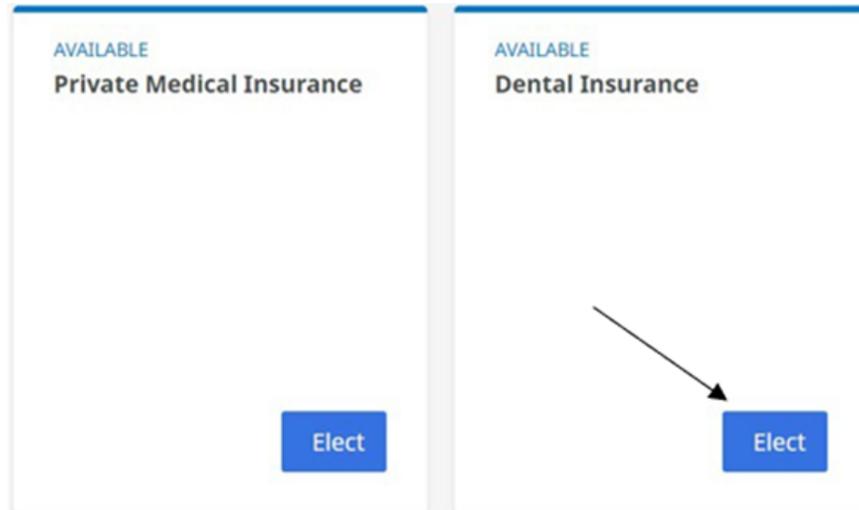
[Cost Breakdown](#)

[Next](#)

11. Once you are satisfied with your benefits selection, please click on ['Next'](#). Once enrolment is completed, you will receive a Darwin email confirmation.

Steps to enrol in Dental Insurance:

1. Click on the Dental Insurance tile as shown below and select '*Elect*' to make elections.



Note: For Benefits levels - Single Parent Cover, Couple Cover and Family Cover minimum number of dependants are required to be selected post entering the values.

Dental Insurance

Benefit Levels

- Single Cover (default)
- Single Parent Cover
- Couple Cover
- Family Cover

- Single Parent Cover
 - At least 1 child must be enrolled.
 - Age of the child is up to 24 years of age.
- Couple Cover
 - Enrol spouse OR partner.
- Family Cover
 - Enrol spouse OR partner AND child.

2. Choose the benefits level that meets your needs.

Benefit Levels

- Single Cover (default)
 - Single Parent Cover
 - Couple Cover
 - Family Cover
-

Next >

3. After choosing the benefits level, click on *'Next'*.

Benefit Levels

- Single Cover (default)
 - Single Parent Cover
 - Couple Cover
 - Family Cover
-

Next >

4. To add dependents, click on *'Add a dependant'*.

Assign Dependants on Cover

You haven't added any dependants yet!

Use the Add Dependant link below to add eligible dependants you want to include on cover

[+ Add a dependant](#)

5. All eligible dependants will appear under *'Eligible dependants'* and the checkboxes will be unchecked by default.

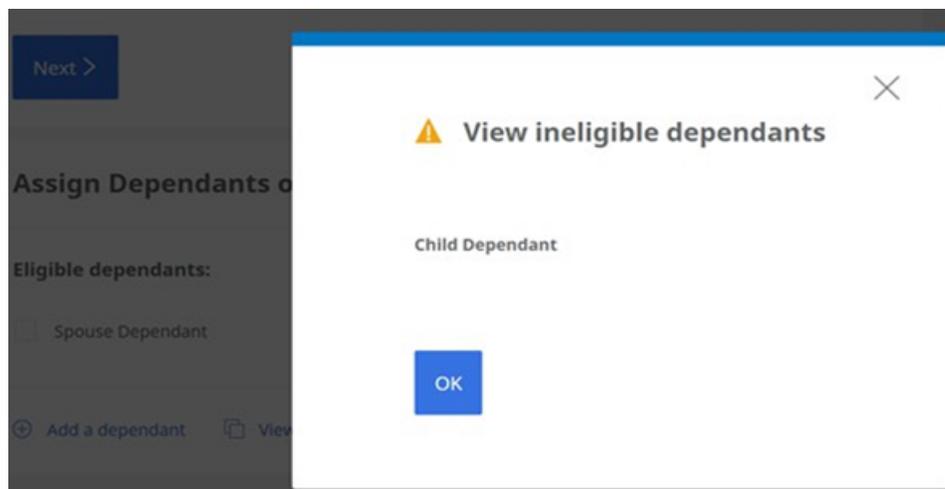
Assign Dependants on Cover

Eligible dependants:

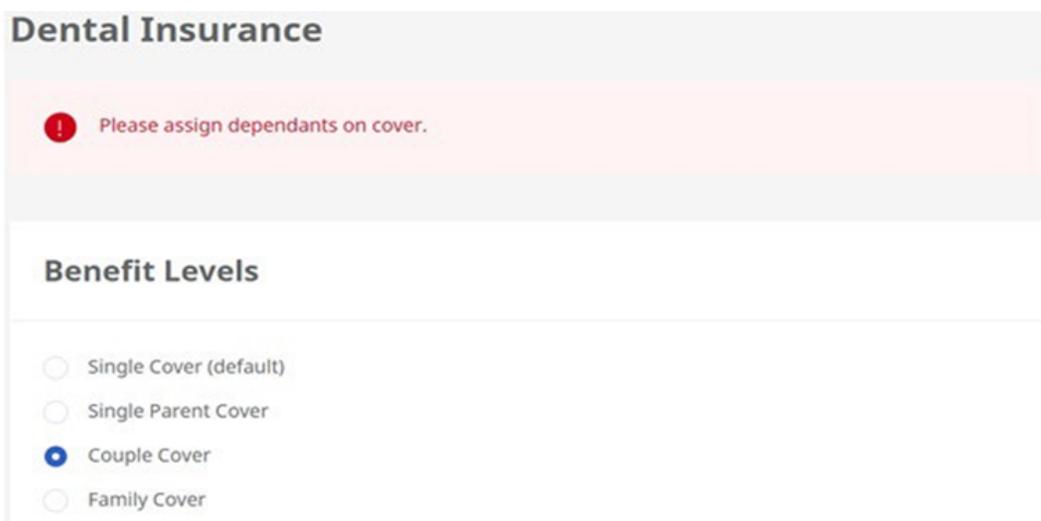
Spouse Dependant

*You will have to check the dependants that you want to enrol into the selected benefits level.

- You can view the list of ineligible dependants by clicking on *'View ineligible dependants'* (appears as a pop up)



- If you select Couple Cover and try to click on *'Add To Cart'* button without choosing dependants, you'll see an **error message** (screenshot below).



- Once dependant records are selected by checking the checkbox, you will be able to add the benefits level selection to cart.

8. After clicking on *'Add To cart'*, you will be redirected to the benefits overview page where you can see the updated selection under *'IN CART'*.

9. Once you are satisfied with your benefits selection, please click on *'Checkout'*.

The screenshot displays a benefits selection interface with three panels: **ACTIVE Private Medical Insurance** (Single Parent Cover, You pay: £153.63, Employer pays: £153.63), **IN CART Dental Insurance** (Couple Cover, You will pay: £34.61, Employer pays: £34.61), and **UNAVAILABLE Bonus Sacrifice**. Below the panels, a summary bar shows 'Total Cost For You - Current' at £250.00 (Employer Pays: £724.88) and 'Total Cost For You - New' at £250.00 (Employer Pays: £759.49). A blue 'Checkout' button is highlighted with an arrow.

10. After clicking on *'Checkout'*, you will be redirected to a summary page before confirming your benefits selections. You can review the selected dependants under *'Your New Selections'* section. You can select additional dependants under *'Edit'* and will be redirected to the Dental Insurance benefit selection page.

Checkout

The screenshot shows the 'Checkout' summary page. The **Your New Selections** section contains a table with the following data:

Benefit	Level	Employer Pays	You Pay
Dental Insurance	Couple Cover • For you • Spouse Dependant	£34.61	-

Below the table is a 'Delete all selections' button. To the right, the **Total Cost For You - New** is £125.00 (monthly), with a 'Cost Breakdown' link and a blue 'Next' button.

11. Once you are satisfied with your benefits selection, please click on *'Next'*. Once enrolment is completed, you will receive a Darwin email confirmation.