![Southwest General — Partnering with University Hospitals]

2023 OPEN ENROLLMENT
NOVEMBER 1-14, 2022

Open enrollment begins Tuesday, November 1 through Monday, November 14 via Employee Self Service (ESS). Benefit changes will be effective Sunday, January 1, 2023.

Choosing your benefit coverage is an important decision. To ensure that your coverage for 2023 will meet you and your family's needs, review your benefits via ESS, make any necessary changes and print your confirmation statement. Open enrollment is also your opportunity to make donations to the Community Campaign (United Way, The Southwest Community Foundation, and Community Shares).

During the open enrollment period, please log into ESS if:

- You want to change an existing benefit selection or if you wish to add or drop coverage.
- You plan to participate in a 2023 Flexible Spending Account [FSA] for health care and/or dependent care expenses.
- You enroll your spouse in Southwest's medical coverage and the spousal surcharge does not apply to you because your spouse does not have medical coverage available through his or her employer. If you do not make this indication, you will be charged a $225 per month surcharge.
- All other benefits will be rolled over for 2023.

Carefully review the following to update your benefits in ESS:

Log in to Employee Self Service
The system is available internally on Southwest's Intranet by going to Employee -> Employee Self Service -> Login
or from home at https://mingle-portal.inforcloudsuite.com/SWGEN_PRD
If you get the option to "Sign in with one of these accounts," select adfs.swgeneral.com

Enter your User Name and Password
User Name: isg\ followed by your network login. Your network login is the login you use to log into hospital computers and e-mail. For example, if your network login is A203123, enter isg\A203123. Password: Enter your network login password

To Navigate to the Open Enrollment Module
 Visit the Employee Self Service/Globe Enrollment. Bookmarks/Benefits/Benefits Enrollment.

Complete & Print Your Enrollment
The Benefit Enrollment module will take you step by step through confirming your personal information, making your 2023 benefit elections and updating your beneficiaries. Please print a copy of your confirmation when prompted and review it for accuracy.

Evidence of Insurability (EOI)
If your voluntary employee life election requires an Evidence of Insurability (EOI) form to be completed, a personalized EOI form will be available at the end of the enrollment module and will be emailed to you as well.

Logout
Click on your Username at the top left and then click Sign Out. If, after making your elections, you wish to make a change, you may log back in and do so at any time during the enrollment period.