

Sysco Benefits

2017 Enrollment

How-to Helper

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Sysco Benefits

How to Log on to the Benefits Enrollment System

Step 1

Go to SyscoBenefits.com and click on the **Total Rewards Café** button to access the enrollment system.

Step 2

Enter verification information—your User ID and Password

*If this is your first time accessing the enrollment system, click on **Are You a New User?** and create a unique username and password. You will also need to provide your date of birth, the last four digits of your Social Security number and your home address zip code.*

Step 3

You will see your Message Box. Click on the arrow to the right of **Enroll in Your Benefits**

Step 4

On the New Hire Enrollment Screen click on **Enroll in Your Benefits**

Step 5

Click on **Research and Enroll**

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How to Enroll in Benefits

- Step 1** Go to SyscoBenefits.com and click on the **Total Rewards Café** button to access the enrollment system.
- Step 2** Enter verification Information—your User ID and Password
- If this is your first time accessing the enrollment system, click on **Are You a New User?** and create a unique username and password. You will also need to provide your date of birth, the last four digits of your Social Security number and your home address zip code.*
- Step 3** You will see your Message Box. Click on the arrow to the right of **Enroll in Your Benefits**
- Step 4** On the New Hire Enrollment Screen click on **Enroll in Your Benefits**
- Step 5** Click on **Research and Enroll**
- Step 6** Click **View/Change** button for Medical
- Step 7** Select **Coverage Option** or **Waive Coverage**
- Step 8** Select dependents from Choose Who's Covered, if applicable
- Step 9** Click **Continue**
- Step 10** You will return to the main Enrollment Home Screen
- Step 11** Continue to the next benefit and click **View/Change** until you have elected or waived coverage for each benefit

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your Dependents >

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How to Add your Dependents

- Step 1** Go to SyscoBenefits.com and click on the **Total Rewards Café** button to access the enrollment system.
- Step 2** Enter verification Information—your User ID and Password
- If this is your first time accessing the enrollment system, click on **Are You a New User?** and create a unique username and password. You will also need to provide your date of birth, the last four digits of your Social Security number and your home address zip code.*
- Step 3** You will see your Message Box. Click on the arrow to the right of **Enroll in Your Benefits**
- Step 4** On the New Hire Enrollment Screen click on **Enroll in Your Benefits**
- Step 5** Click on **Research and Enroll**
- Step 6** Click **View/Change** button for Medical
- Step 7** Under Choose Who's Covered you can select an existing dependent or **Add a Dependent**
- Step 8** If you click **Add a Dependent**, you will enter the following information: Social Security number, first name, last name, suffix (if applicable), birth date, gender and relationship
- Step 9** Verify that he/she has the same address as you. If he/she does not, you will need to add his/her address
- Step 10** Click **Continue**
- Step 11** That dependent will now be listed under the Choose Who's Covered section on the enrollment page
- Step 12** You must select your dependents for each benefit if you wish to cover them

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NEXT: How to Add or Remove a Tobacco Surcharge >

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How to Add or Remove a Tobacco Surcharge

- Step 1** Go to SyscoBenefits.com and click on the **Total Rewards Café** button to access the enrollment system.
- Step 2** Enter verification Information—your User ID and Password
- If this is your first time accessing the enrollment system, click on **Are You a New User?** and create a unique username and password. You will also need to provide your date of birth, the last four digits of your Social Security number and your home address zip code.*
- Step 3** You will see your Message Box. Click on the arrow to the right of **Enroll in Your Benefits**
- Step 4** On the New Hire Enrollment Screen click on **Enroll in Your Benefits**
- Step 5** Click on **Research and Enroll**
- Step 6** Click **View/Change** button for Medical
- Step 7** Select your coverage and applicable dependents
- Step 8** Click **Continue**
- Step 9** You will automatically be taken to the Medical Tobacco-User Surcharge page
- Step 10** Read the definition of a tobacco user and select **yes** or **no**
- Step 11** Click **Continue**
- Step 12** You can now continue your enrollment

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How to Designate a Beneficiary

- Step 1** Go to SyscoBenefits.com and click on the **Total Rewards Café** button to access the enrollment system.
- Step 2** Enter verification Information—your User ID and Password
- If this is your first time accessing the enrollment system, click on **Are You a New User?** and create a unique username and password. You will also need to provide your date of birth, the last four digits of your Social Security number and your home address zip code.*
- Step 3** You will see your Message Box. Click on the arrow to the right of **Enroll in Your Benefits**
- Step 4** On the New Hire Enrollment Screen click on **Enroll in Your Benefits**
- Step 5** Click on **Research and Enroll**
- Step 6** Click on **Choose a Beneficiary**
- Step 7** Select an **Existing Beneficiary** or **Add a Beneficiary**
- Step 8** Click **Continue**
- Step 9** If you click **Add a Beneficiary** you will enter the following information: Social Security number, first name, last name, suffix (if applicable), birth date, gender and relationship.
- Step 10** Verify that he/she has the same address as you. If he/she does not, you will need to add his/her address
- Step 11** Click **Continue**; you will be returned to the Choose Your Beneficiaries page
- Step 12** Select **Primary**, **Contingent**, or **Not a Beneficiary** for your beneficiaries
- Step 13** Click **Continue**

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How to Print a Confirmation Statement

Step 1

After you change or enroll in your benefits you will see a page that says Completed Successfully

Step 2

On this page, click on **Print this page**

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NEXT: [How to Chat Online with a Benefits Service Center Representative >](#)

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How to Chat Online with a Benefits Service Center Representative

Step 1 Go to SyscoBenefits.com and click on the **Total Rewards Café** button to access the enrollment system.

Step 2 Enter verification Information—your User ID and Password

*If this is your first time accessing the enrollment system, click on **Are You a New User?** and create a unique username and password. You will also need to provide your date of birth, the last four digits of your Social Security number and your home address zip code.*

Step 3 On the Enrollment Home Screen click on **Chat** at the top of the screen on the right-hand side

Step 4 On the Live Chat page, use the drop down box to select your topic

Step 5 Type your question in the question box and click **Chat Now**

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