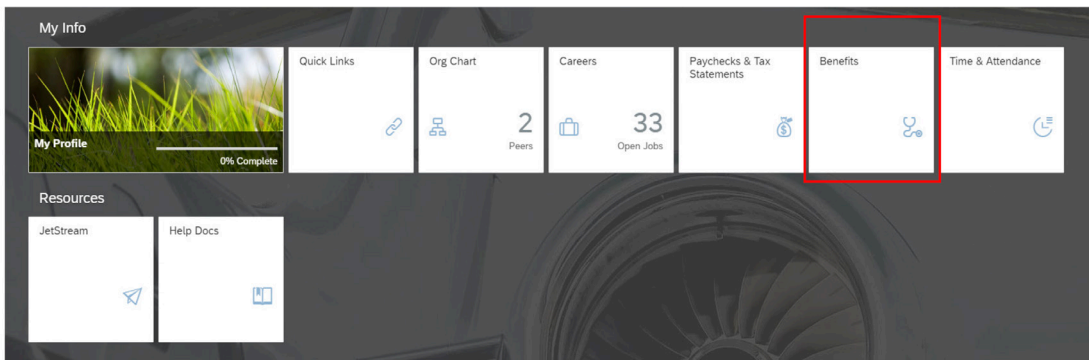


UPDATING FAMILY FOUNDATION CONTRIBUTION

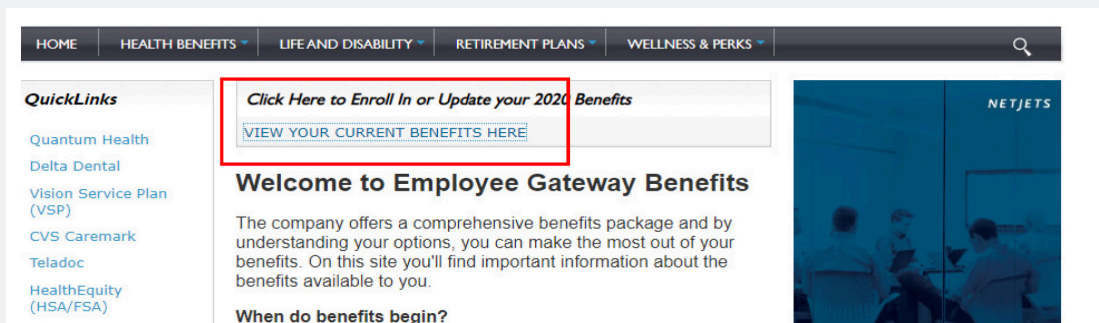
LOG INTO THE EMPLOYEE GATEWAY SELF-SERVICE PORTAL

(If accessing through Employee Gateway you will not need sign-on information)

STEP 1: CLICK BENEFITS



STEP 2: CLICK VIEW YOUR CURRENT BENEFITS HERE



STEP 3: CLICK EDIT YOUR BENEFITS

Welcome to Employee Gateway Benefits Enrollment

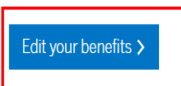
BENEFIT ENROLLMENT: IMPORTANT NOTE

In order to successfully complete your benefit enrollment all IRS required benefits must be accepted or declined. This includes Dependent Care FSA which is step 6 in the enrollment flow.

Please be sure to complete this step in order to be able to confirm your elections.

Click on the Get Started button to start the 2020 benefits enrollment process.

PLEASE NOTE: Be sure to have the SSN and date of birth for all dependents you are adding to coverage. Dependents can be covered up to age 26 for Medical, and age 23 for Dental/Vision/Life Ins.



STEP 4: SELECT THE BUTTON FOR I DO NOT HAVE ANY LIFE OR FAMILY CHANGE EVENTS

Step 4: SELECT THE BUTTON FOR I DO NOT HAVE ANY LIFE OR FAMILY CHANGE EVENTS

Select reason for changing your benefits

You are making a change to benefit elections. Why are you making this change?

What is the reason for changing coverage? *

- I do not have any life or family change events
- New life event
- Life or family change (ex. Marriage, birth, death, loss of other coverage, etc.)

STEP 5: CLICK NEXT TWO TIMES

STEP 6: SELECT EDIT COVERAGE BELOW UPDATE YOUR NETJETS FAMILY FOUNDATION COVERAGE

Edit coverage

\$ Update your NetJets Family Foundation coverage
You have declined this benefit.

Edit coverage

STEP 7: CHOOSE SELECT PLAN OPTION AND ENTER CONTRIBUTION AMOUNT DESIRED

NetJets Family Foundation 2020

Select plan

Decline Coverage I would like to decline NetJets Family Foundation coverage.

NetJets Family Foundation

How much money do you want to contribute to your *NetJets Family Foundation* account?

You can contribute between \$26.00 and \$5,000.00 per plan year.

Contribution Amount

Next Previous Cancel

STEP 8: COMPLETE THE PROMPTS & SAVE CHANGES