

Quick Guide

Know how to find what you need—when you need it!

aptim.makeityoursource.com



Get the coverage you need.

AON

APTIM
New Hire

Choose Your Benefits

Get Ready Now, Enroll Before Your Deadline

The APTIM Benefits Marketplace makes it easy to find the right fit. Just choose your coverage level, the price you want to pay, and the insurance carrier you want to work with.



Get Up to Speed

Visit the Make It Yours website at aptim.makeityoursource.com.

- Watch quick videos to see what the exchange is all about.
- Compare the coverage levels side by side.
- Get to know the carriers through [Your Carrier Connection](#)—get overviews, compare features and services, and access preview sites to see provider networks and prescription drug information.



Enroll

Log on to the APTIM Benefits Marketplace website at digital.alight.com/aptim and click **Enroll Now**. Or, you can enroll through the Alight Mobile app (available through the Apple App Store or Google Play). The Enroll Now button will only appear during the enrollment period.

- If you do not have an APTIM email address, you will need to contact HRQuestions@aptim.com to have your personal email added to your profile in order to receive communications and reset your username and password.
- See how others evaluated the health insurance carriers by looking at carrier ratings for customer service, provider networks, and online experience.

Once you've completed your enrollment online, you can view your coverages and follow-ups on a confirmation page. You can also view this information through the APTIM Benefits Marketplace any time before your benefits begin.

Call the APTIM Benefits Marketplace at **1.833.476.2342** to get support from 8:00 a.m. to 5:00 p.m. CT, Monday through Friday.



Remember, you should enroll to make sure you get the coverage you want!

If you do not enroll within 31 days of the date you become eligible for coverage, you will not be covered for many of the company benefits, including health care.

Use Your Benefits

Throughout the year, there are lots of ways to stay on top of your health, and to make the most of your benefits and your health care dollars. Make sure you're up to speed before your benefits take effect.



Get the Inside Scoop

Visit the Make It Yours website at aptim.makeityoursource.com.

- Get insider tips for “how to work the health care system” on many topics.
- Make the most of your benefits and your health care dollars.



Manage Your Benefits

Log on to the APTIM Benefits Marketplace website at digital.alight.com/aptim or the Alight Mobile app.

- See what's covered and who you're covering.
- Make benefits changes when your life changes (e.g., marriage, birth of a child).
- Download the new Alight Mobile app to take your benefits on the go. To download, visit the Apple App Store or Google Play on your mobile device and search “Alight Mobile.”



Stay in Step with Your Carrier

Once your coverage begins, register on the [insurance carrier](#) member site (you can get to it from the Make It Yours website).

- Keep track of your provider bills and payments online (once your coverage begins).
- Take advantage of all that your carrier offers, which may include telemedicine, health experts, and discount programs.



Questions?

Once logged on to the APTIM Marketplace website at digital.alight.com/aptim, look for the “Need Help?” icon to ask Lisa, your virtual assistant, any questions you may have. Lisa can also connect you with a web chat representative and other helpful resources. You can also call the APTIM Benefits Marketplace at **1.833.476.2342** from 8:00 a.m. to 5:00 p.m. CT, Monday through Friday. You also have the option to use the self-service HR Assist Help Request system, accessible via the APTIM Benefits Marketplace, to submit and monitor your benefits help tickets online.