



BENEFITS ENROLLMENT CHECKLIST

Pre-Enrollment Preparation

- Familiarize yourself and your family with the benefits that EchoStar offers. You can find more information on our plans at echostarbenefits.com. This is a public site so you can review the information at home or on your mobile device at any time.
- Visit UHC's pre-enrollment website www.whyuhc.com/echostar to view information about medical providers, dental services, and more.

During Annual Enrollment

- Review your current benefit elections, see the steps below depending on your enrollment platform:
 - For Legacy DISH employees - Review through HR Link > Benefits > Your Benefits
 - For Legacy EchoStar employees - Review through Workday > View Profile > Benefits
- Review the plan options and rates to help make your decisions.
- Log into your enrollment platform before Annual Enrollment ends to complete enrollment:
 - For Legacy DISH employees - Enroll through HR Link > Benefits > Make changes
 - For Legacy EchoStar employees - Enroll through Workday > 2025 Annual Enrollment > Lets Get Started
- Consider enrolling in the following benefits:
 - Medical and Health Savings Account (HSA)
 - Dental
 - Vision
 - Supplemental Health Benefits (Critical Illness, Hospital Indemnity, Accident Protection)
 - Supplemental Life Insurance, Supplemental AD&D and Disability
 - Flexible Spending Accounts
 - Legal Plan
 - ID Theft & Cyber Protection
- Make sure you have beneficiaries designated in the following plans:
 - Basic Life Insurance
 - Supplemental Life Insurance
 - Supplemental AD&D

- If applicable, consider completing the following incentives for the HSA employer contributions to earn up to \$20 per pay period:
 - Confirm if you are Tobacco Free
 - Contribute \$10 per pay period or \$260 annually to your HSA
 - Complete the Health Assessment by November 15th. For instructions on how to complete it please visit the Benefits website [here](#).
- Submit your enrollment and print a confirmation statement for your records.

Post Annual Enrollment

- Consider enrolling in additional benefits:
 - Employee Stock Purchase Plan - For legacy EchoStar employees, enrollment takes place on [netbenefits.com](#). For Legacy DISH employees, enrollment takes place through HR Link
 - 401(k) - Enrollment takes place on [401k.com](#) or [netbenefits.com](#)
 - Pet Insurance - Enrollment takes place on [metlifepetinsurance.com](#) starting on January 1st
- Make sure you have beneficiaries designated in the following plans:
 - Health Savings Account (HSA) - Through [Optumbank.com](#) (after January 1st for those newly enrolled)
 - 401(k) & Employee Stock Purchase Plan (ESPP) - Through [401k.com](#) or [netbenefits.com](#)