

Step-by-Step Enrollment Instructions

For Legacy DISH Employees



Enroll for 2025 benefits in HR Link. You can access HR Link either through The HOP or through OKTA.

How to Log in to HR Link through The HOP:

1. Click My Career & Benefits > **HR Link**.
2. Click the **Benefits** tile.

How to Log in to HR Link through OKTA:

1. Go to www.dish.okta.com.
2. Enter your DISH email and NT password. If you do not have a current DISH email, please use your NT user name followed by “@dish.com.” For your first login, you will be asked to authenticate your identity.
3. Select the **HR Link** tile.
4. Click the **Benefits** tile.

Who are eligible dependents?

- Your legal spouse.
- A common-law spouse for those whose common-law marriage was validly established under state law. States that currently allow the formation of a common-law marriage include Colorado, Iowa, Kansas, Montana, Oklahoma, Rhode Island, Texas, Utah, and Washington D.C.
- Dependent children, including natural children, legally adopted children, children in the process of legal placement for adoption with you, children for whom you have been appointed for legal guardianship or stepchildren. Coverage is available until the end of the month in which dependent children turn age 26. Dependents are eligible regardless of whether they're tax dependents, students, married or living with you.
- For dental and vision coverage only, the following individuals are also eligible for coverage:
 - A domestic partner of an employee in California or Colorado.

Important! Annual Enrollment — Action Required!

October 23 – November 8, 2024

If you do not enroll in your benefits by November 8, you will not have coverage for 2025.

Enrollment deadline: November 8, 2024 at 11:59 pm MT

Benefits effective date: January 1, 2025



- Who is NOT a qualified dependent? Examples include:
 - Boyfriend/girlfriend/fiancé
 - Domestic partner
 - Parents

How to Complete Your Benefit Elections in HR Link:

The process outlined below walks you through your benefits enrollment, including how to review your current benefit elections and how to update your elections for 2025. Be sure to read the detailed instructions on each page of the enrollment system while proceeding through these steps:

1. Click Make Changes

2. Review Dependents and Beneficiaries

A. Check Dependent Eligibility

- Verify that your dependents are eligible for benefits. The HR Operations Team **may randomly audit dependents' eligibility**. You may be required to provide proof of eligibility for your dependents upon request.
- You will need your dependents' legal names, birth dates, and Social Security numbers (SSNs) to enroll. **You're required by federal law to submit SSNs** for you and your dependents age 1 or older so EchoStar can provide an annual statement about your coverage, as required under the Affordable Care Act (ACA).
- Review the information for the people you plan to cover or list as a beneficiary.
 - To add a new person, click **+Add**.
 - To update a contact, click on the **person's name**.

B. When finished, click **Continue**.

3. Select Program

A. Select the name of the appropriate program:

- **Benefits Program** to make changes to your medical, dental, vision, Health Savings Account (HSA), Flexible Spending Account (FSA), supplemental health, life and disability insurance benefits, legal plan, and identity theft and cyber protection.
- **FSA Transportation** to elect Transit and/or Parking FSAs and to enter your per pay period deduction amount.
- **Employee Stock Purchase Program (ESPP)** to enroll or update your ESPP election.
- **Political Action Committee (PAC)** to enroll or update your PAC election. This benefit is completely optional and subject to eligibility requirements.

4. Benefits Enrollments

A. For the 2025 plan year, all coverage will be automatically declined. You must enroll in your benefits to have coverage.

B. Update Enrollments:

- To choose a plan, check the appropriate box. Do not forget to enter election amounts in the text boxes when necessary.
- Please be aware: If you do not complete enrollment by November 8, you will not have coverage for 2025 other than company-paid life insurance, short-term disability, and the Employee Assistance Program (EAP).

C. Cover Dependents

- You must check the box next to the dependents you wish to cover under each plan.
- Click **Next**.

D. Review Beneficiaries

A Beneficiary is an eligible person who you elect to receive a benefit in the event of your death (e.g., a life insurance benefit).

- Review and/or update your beneficiary designation for your medical plan, basic life insurance, and any supplemental life and AD&D insurance benefits.

E. Click **Submit** when you're satisfied with your elections.

5. Confirmation Statement

A. Print a copy of this page for your records.

B. Click **Finish**.

Very Important:

- If you do not enroll by **Friday, November 8 at 11:59 pm MT**, you will **not** have benefit coverage in 2025.
- Your first paycheck reflecting any changes to your elections will be **January 10, 2025**. Review your paycheck to ensure that your enrollments and deductions are correct. You have until **January 24, 2025** to contact the HR Operations Team for corrections to your Annual Enrollment elections. After this date, you **will not be able to make changes** until your next qualified enrollment window.