

# Hub Quick Reference Guide

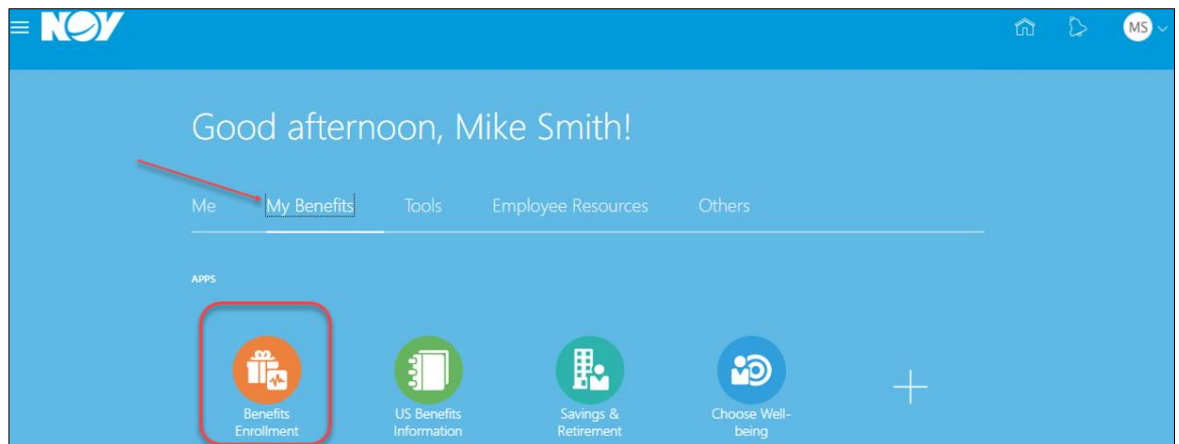
## Employee - Annual Enrollment

### Step 1

Access  
Benefits  
Enrollment  
Page

To process your Annual Enrollment elections in Hub, go to [hub.nov.com](https://hub.nov.com)

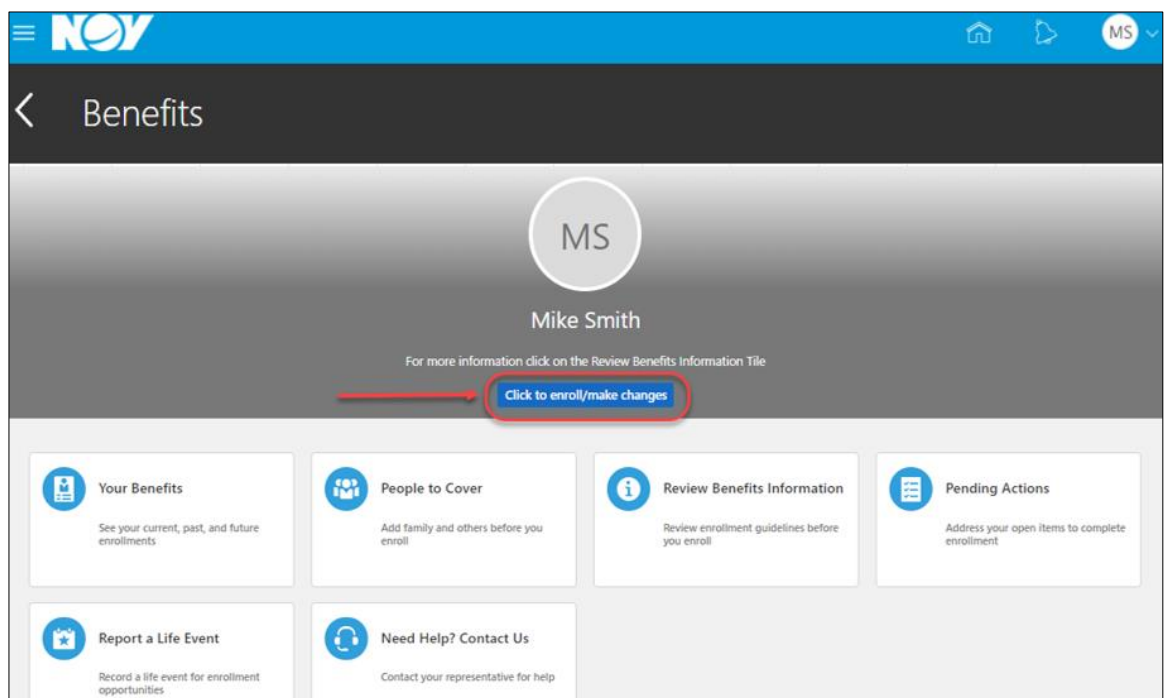
- From the home page top menu:
  - Select **My Benefits**
  - Click **Benefits Enrollment** icon



### Step 2

Initiate  
Process

Click on the **Click to enroll/make changes** button



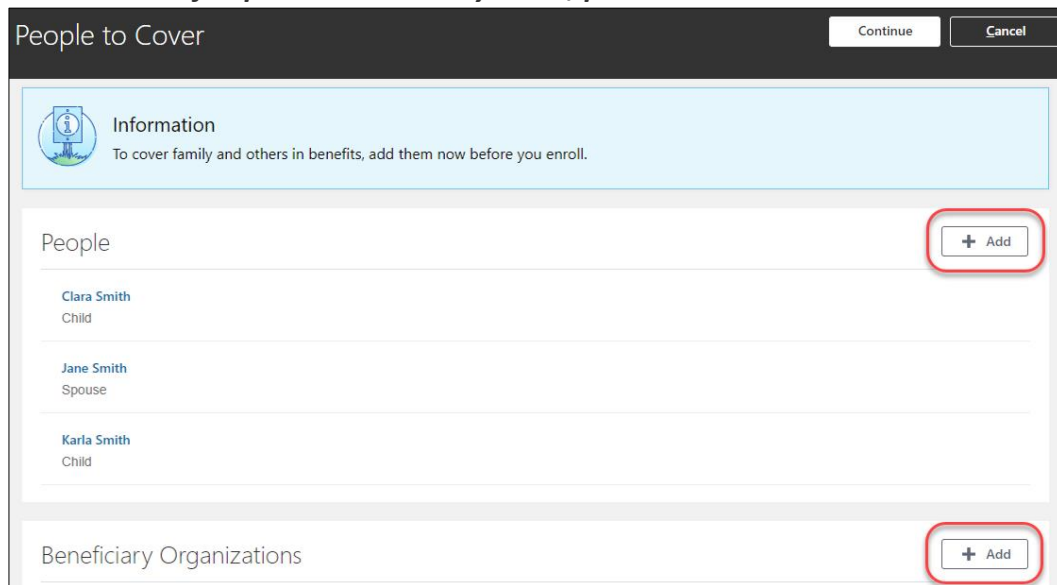
### Step 3

Add Dependents OR Beneficiaries

On this page add people that you plan to cover as a new dependent on your benefits or as a beneficiary.

- To add a new dependent or a beneficiary, click the **+ ADD** button in the People section and fill in the requested information.
- To add a Beneficiary Organization or Trust, click the **+ ADD** button in the Beneficiary Organizations section.
- You will select your beneficiaries in the Life Insurance and ADD section.

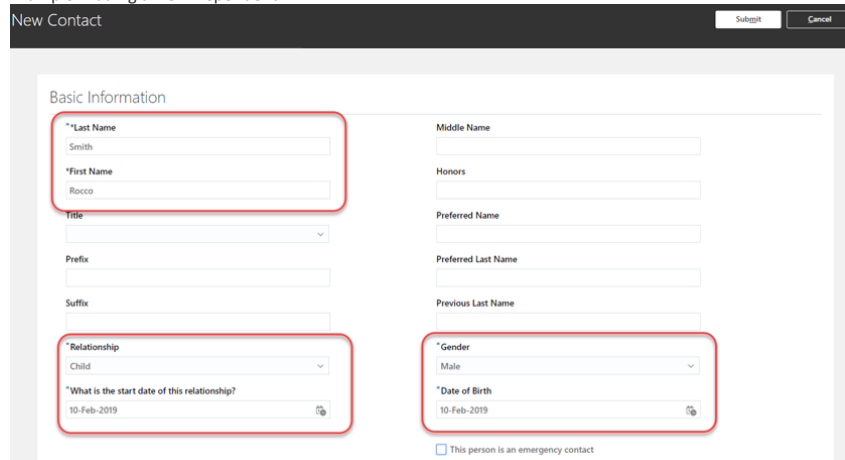
**IMPORTANT: If dependent is already listed, please DO NOT add**

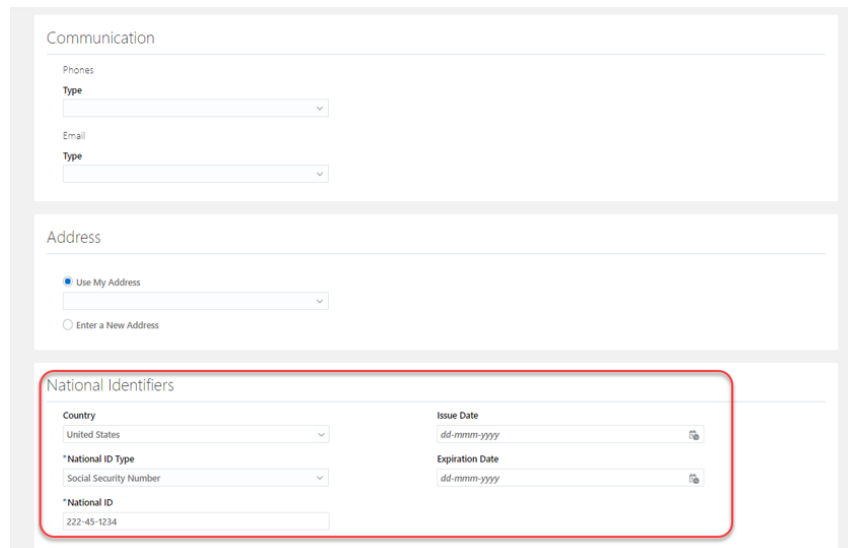


**Note:** When adding a new dependent to be covered under your benefits, please enter the following in the new contact screen:

Relationship	Gender
Relationship Start Date	Date of Birth
First & Last Name	National ID (Social Security Number)

Example: Adding a New Dependent



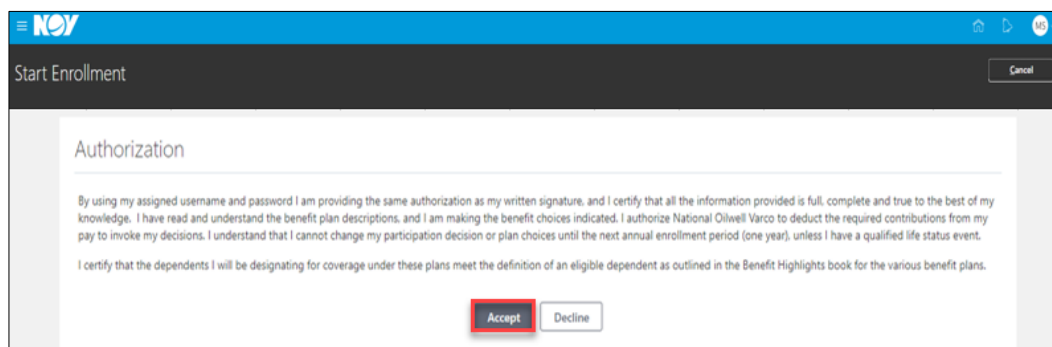


Click the **Submit** button at the top of the page to save new dependent added

- Repeat Step 3 to add additional dependents and/or beneficiaries, as needed

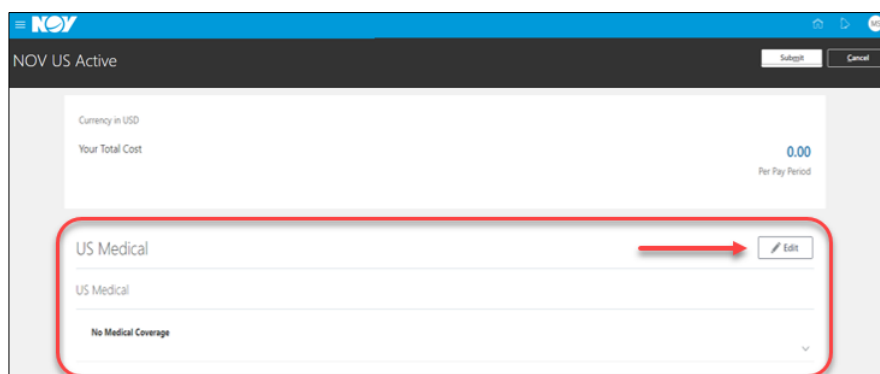
**Step 4**  
Authorization  
Electronic  
Signature

Click the **Accept** button to continue



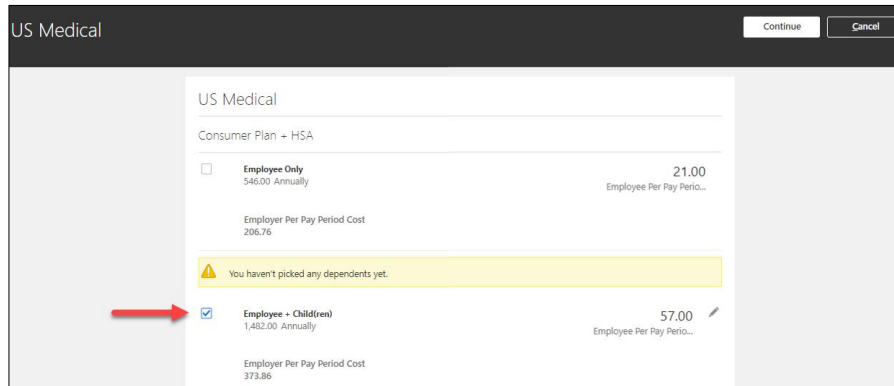
**Step 5**  
Select  
Benefit  
Options

Click the **Edit** button next to each benefit option you wish to add or make changes



Make a change or elect a benefit option:

- To add,  check box next to plan
- To remove,  uncheck box next to plan



US Medical

Consumer Plan + HSA

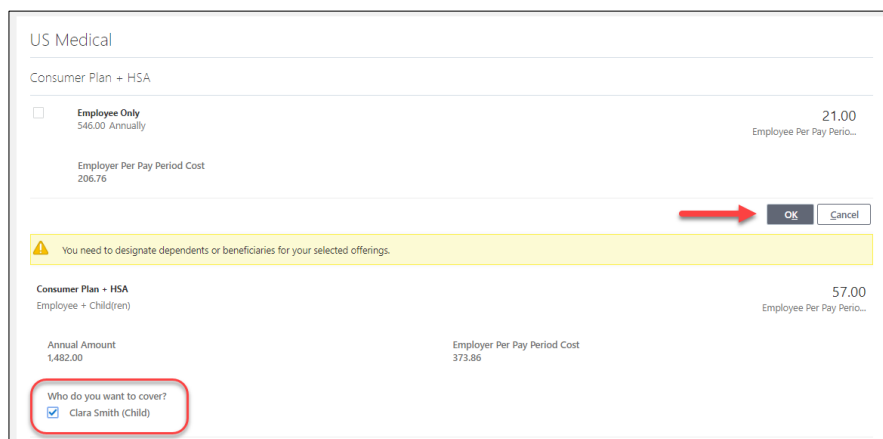
<input type="checkbox"/>	<b>Employee Only</b> 546.00 Annually	21.00 Employee Per Pay Perio...
Employer Per Pay Period Cost 206.76		
⚠ You haven't picked any dependents yet.		
<input checked="" type="checkbox"/>	<b>Employee + Child(ren)</b> 1,482.00 Annually	57.00 Employee Per Pay Perio...
Employer Per Pay Period Cost 373.86		

### Step 6

Designate  
Dependent

To designate your covered dependents, if applicable:

- Under the plan type, go to “Who do you want to cover?”, place a **check mark** in the box next to the dependent name(s)
- Click the **OK** button to save changes



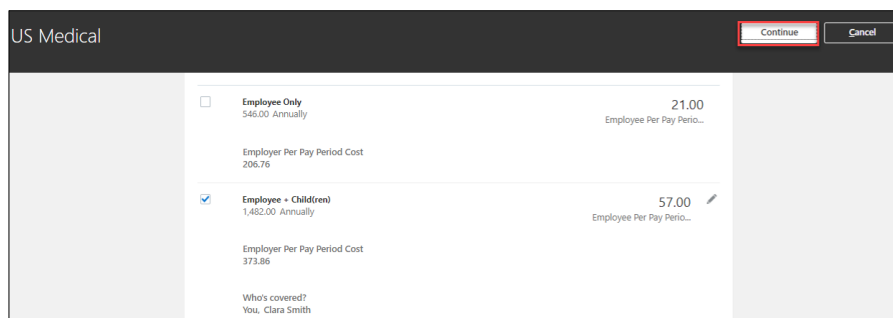
US Medical

Consumer Plan + HSA

<input type="checkbox"/>	<b>Employee Only</b> 546.00 Annually	21.00 Employee Per Pay Perio...
Employer Per Pay Period Cost 206.76		
⚠ You need to designate dependents or beneficiaries for your selected offerings.		
<input checked="" type="checkbox"/>	<b>Employee + Child(ren)</b> 1,482.00 Annually	57.00 Employee Per Pay Perio...
Employer Per Pay Period Cost 373.86		

Who do you want to cover?  
 Clara Smith (Child)

Click the **Continue** button



US Medical

Consumer Plan + HSA

<input type="checkbox"/>	<b>Employee Only</b> 546.00 Annually	21.00 Employee Per Pay Perio...
Employer Per Pay Period Cost 206.76		
<input checked="" type="checkbox"/>	<b>Employee + Child(ren)</b> 1,482.00 Annually	57.00 Employee Per Pay Perio...
Employer Per Pay Period Cost 373.86		

Who's covered?  
You, Clara Smith

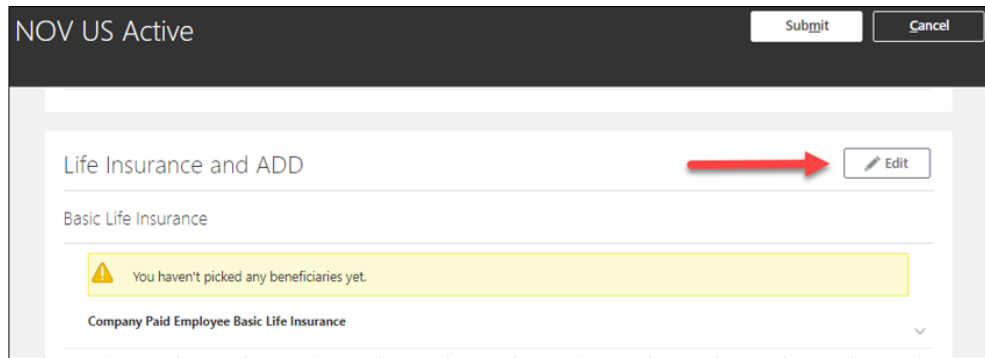
Continue making benefit option elections, repeating steps 5 and 6, if applicable

## Step 7

### Designate Beneficiary

To designate beneficiaries for Life Insurance and ADD:

- Click the **Edit** button next to the benefit option you wish to add or make changes



NOV US Active Submit Cancel

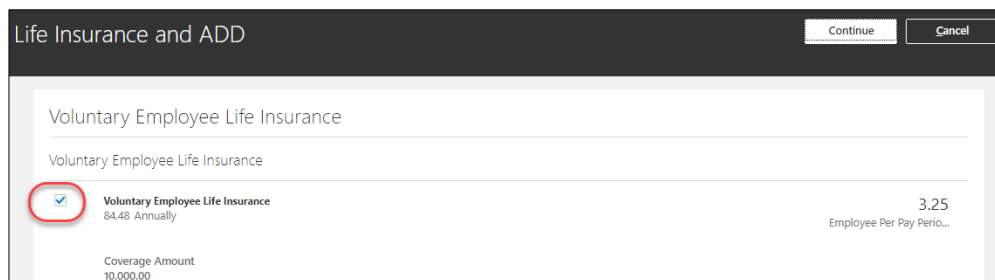
Life Insurance and ADD Edit

Basic Life Insurance

**⚠** You haven't picked any beneficiaries yet.

Company Paid Employee Basic Life Insurance

- Select life insurance plan by placing a **check mark** in the box next to plan name



Life Insurance and ADD Continue Cancel

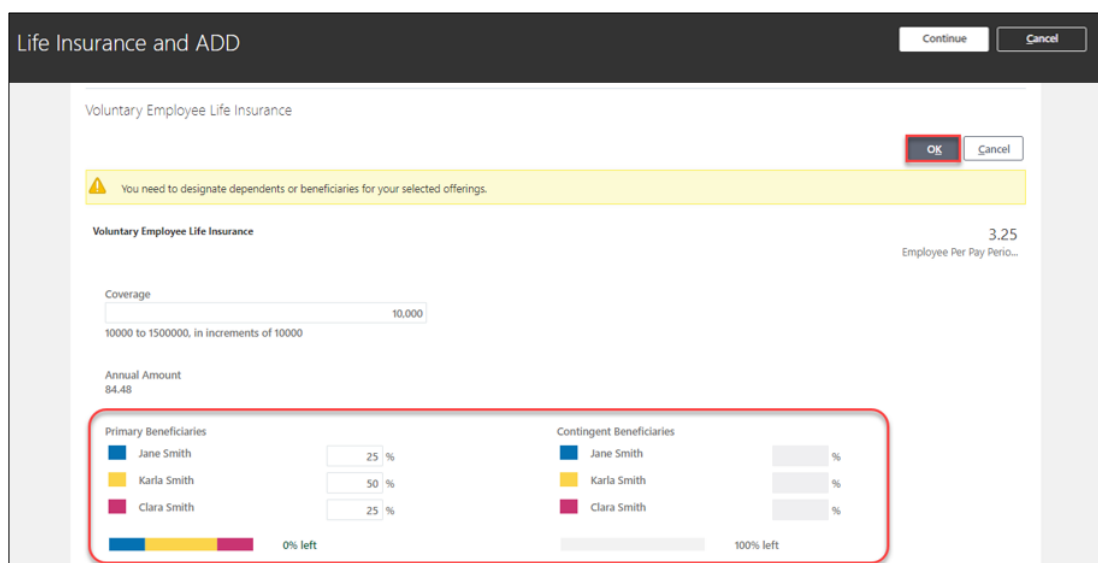
Voluntary Employee Life Insurance

Voluntary Employee Life Insurance

**Voluntary Employee Life Insurance** 3.25  
84.48 Annually Employee Per Pay Perio...

Coverage Amount  
10,000.00

- Beneficiaries name(s) will appear:
  - To allocate beneficiary, enter a **percentage amount** for each person (Note: Total amount must equal 100%)
- Click the **OK** button to save changes



Life Insurance and ADD Continue Cancel

Voluntary Employee Life Insurance

**⚠** You need to designate dependents or beneficiaries for your selected offerings. OK Cancel

**Voluntary Employee Life Insurance** 3.25  
Employee Per Pay Perio...

Coverage   
10000 to 1500000, in increments of 10000

Annual Amount  
84.48

Primary Beneficiaries		Contingent Beneficiaries	
<input type="checkbox"/> Jane Smith	<input type="text" value="25"/> %	<input type="checkbox"/> Jane Smith	<input type="text" value=""/> %
<input type="checkbox"/> Karla Smith	<input type="text" value="50"/> %	<input type="checkbox"/> Karla Smith	<input type="text" value=""/> %
<input type="checkbox"/> Clara Smith	<input type="text" value="25"/> %	<input type="checkbox"/> Clara Smith	<input type="text" value=""/> %

0% left 100% left

Repeat step 7 for each individual life insurance benefit, if applicable

### Step 8

Click Submit

After making all selections, click the **Submit** button on the top right corner of the screen



NOV US Active

Submit Cancel

Other Edit

Employee Assistance Program

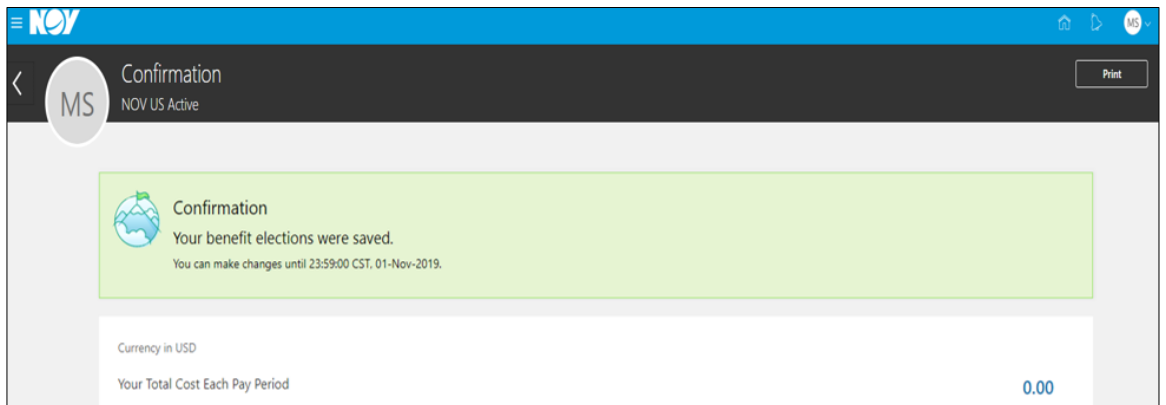
Employee Assistance Plan (EAP) v

Travel

### Step 9

Confirmation

A confirmation will display upon submitting benefit elections. Click **Print** to view a printable format of the confirmation statement. Then navigate to your print option if you wish to keep for your records.



NOV

MS

Confirmation  
NOV US Active

Print

MS

Confirmation  
Your benefit elections were saved.  
You can make changes until 23:59:00 CST, 01-Nov-2019.

Currency in USD

Your Total Cost Each Pay Period 0.00