

ONLINE ENROLLMENT TIPS

A Step-by-Step Guide

There are two ways to enroll for benefits coverage or to change coverage:

- Log on to www.dresser-rand.com/benefits 7 days a week/24 hours a day; click on *Quick Enroll & Online Chat*.
- Call the **BenefitsPlus** Call Center toll-free at 866-787-6312. Representatives are available Monday through Friday from 9:00 am to 6:00 pm Eastern time.

Before You Enroll

Take the time to familiarize yourself with Dresser-Rand's benefits by accessing www.dresser-rand.com/benefits. This Website provides an Enrollment Worksheet you can complete beforehand to help organize all of your dependent and beneficiary information (if you are a new hire, this worksheet is contained in your enrollment packet).

Getting Started

Select the *Quick Enroll & Online Chat* icon. You will be required to enter a **User ID** and **Password**. Your User ID is the first initial of your first and last names, the last 4 digits of your Social Security Number (SSN) and the 4 digits of your year of birth. For example, if John Smith's SSN ends in 1234 and he was born in 1962, his User ID would be JS12341962. Your password is the 2 digit month and 2 digit date of birth. For example, if your birthday is May 18, your password would be 0518. For security purposes, you will be prompted to change your password and choose a personal security question when you first log in. If you forget your password, you can reset it via the Website or by calling the **BenefitsPlus** Call Center at 866-787-6312.

Enrolling for Benefits/Changing Benefits

First Time User (New Employees)

If you are a first time user or returning to work from a lay-off, click on the *New Hire* icon. The online enrollment system will guide you through the benefits election process including the selection of any dependents and your beneficiary(ies).

Ongoing User/Annual Enrollment

If you are an ongoing user (such as annual enrollment), the online enrollment system will list your available options and you select the specific benefits you want to change. **Please remember: you must affirmatively elect and provide annual goal amounts for the Flexible Spending and the Health Savings Accounts (if applicable) to participate in those benefits for next year.**

Personal Information

You should always review your demographic information currently on file. If you identify any incorrect or incomplete information, please contact your local HR Representative. Please update your preferred e-mail and preferred phone number by clicking on the *Edit* button.

Dependents

The *Dependents* page will list any dependents currently on file (if you are a new employee, you must enter all dependent information). Please verify and update all dependent information whenever you need to add a newly eligible dependent. You must select each benefit option to add a newly eligible dependent or to remove a dependent that is no longer eligible for coverage.

Life Insurance

At the end of the enrollment process, a screen will list any beneficiaries currently on file (if you are a new employee, you must enter all beneficiaries). Please verify and update (or add) your beneficiary information. Remember that all benefits-eligible employees have Company-provided life insurance, so it's important to designate at least one beneficiary. You may change beneficiary designations at any time during the year using the *See what your Benefits offer* menu.

Note: Make sure you add any dependents you want to enroll for health coverages. You must select the dependents you want to enroll for each separate benefit program you elect, including the medical, dental and vision coverage.

Review Your Confirmation

After you complete and **save** your elections, please review and print the Confirmation of your elections, including your enrolled dependents and designated beneficiaries. Carefully review your online Confirmation for accuracy. Make sure you have selected the dependents you intend to cover under each benefit program you choose. Also note the employee cost amounts indicated. You also will receive a copy of your Confirmation in the mail and it's important to double check this copy for accuracy as well.

Confirmation Snapshot

The illustration to the right shows some of the information you'll see in your online Confirmation. In this example, the employee enrolled for Employee + Family coverage in the *MedicalPlus* option and is making pre-tax contributions to the Health Savings Account and to the Dependent Care FSA. The **My Bottom Line** section shows the employee's total per pay period contributions for coverage.

Please note: Your dependent elections will be listed under **Dependent Coverage** for Medical, Dental or Vision coverage if you have enrolled properly. If your dependents are not listed and you intended to cover them, return to the benefit option and select the dependents for the coverage.

Your beneficiaries for Life Insurance and AD&D coverage are listed separately under **Beneficiaries** at the bottom of the screen. If your beneficiaries are not listed or are listed incorrectly, return to the Life Insurance and AD&D options and make any necessary corrections.

The Confirmation will show all of your elections, any covered dependents (if applicable), and the employee cost for each benefit elected.

Date:	Mon, 22 Sep 2010 14:11:09 CDT			
Name:	BOB JONES			
Event Date:	10/01/10			
Your Benefit Selection				
	Plan	Selected For	My Cost	Effective
Medical	Medical Plus	Family	\$45.69	10/01/2010
HSA Contribution	Health Savings Account	\$500.00	\$83.33	10/01/2010
Limited Use FSA:	Waive	\$0.00	\$0.00	10/01/2010
Voluntary Group Legal	Coverage	Coverage	\$7.27	10/01/2010
Dental	Coverage	Family	\$35.08	1/01/2010
Vision	Coverage	Family	\$20.15	1/01/2010
Dependent Care Spending Account	Coverage	\$1,500.00	\$250.00	10/01/2010

My Bottom Line		
	Per Pay Period	Per Year
Total Pre-Tax Deductions	\$434.25	\$11,290.50
Total Post-Tax Deductions	\$54.54	\$11,418.04
Total Cost of Benefits	\$488.79	\$12,708.54
Dependent Care Coverage		
Dependent Name	Benefit	Covered
	Medical	Yes
	Dental	Yes
MARY JONES	Vision	Yes
	Medical	Yes
LISA JONES	Dental	Yes
	Vision	Yes



Qualifying Status Change

It is your responsibility to update your online enrollment record within 30 days when you have a change in status during the year. You will need to log on and select the Qualifying Status Change that corresponds to your life event.

If you do not update your record in the online enrollment system within 30 days of the Qualifying Status Change, you will not be eligible to enroll a new dependent. You will also lose a newly ineligible dependent's right to continue coverage under COBRA (if not dropped from coverage within 60 days).

You may change certain benefit elections during the year **ONLY** if you have a Qualifying Status Change, including, but not limited to:

- marriage or divorce;
- birth, adoption/legal guardianship or change in child custody;
- death of a dependent;
- your child reaching the age limit for coverage; or
- you or your spouse loses or gains eligibility for benefits.

This summary is an overview. The terms and conditions of the benefits described are determined solely by the summary plan descriptions (SPD) or plan documents and summaries of material modifications of the Dresser-Rand Company Welfare Plan. In the event of any inconsistent provisions, the language of the plan documents applies. As in the past, the Company reserves to itself, pursuant to its sole and exclusive discretion, the right to change, amend or terminate this plan according to the terms of the applicable plan documents and subject to any collective bargaining agreements. Benefits described herein may not automatically apply to employees at all locations or employees covered under a collective bargaining agreement.