



Dear NANA Employee,

NANA's 2025 Benefits Open Enrollment begins Monday, Nov. 11, 2024, and closes on Monday, Dec. 9, 2024. All benefits selections for 2024 must be complete by Dec. 9, 2024, at 5 p.m. AKST.

The Open Enrollment period allows eligible employees to change, add or remove benefit coverage annually, without a qualifying life event requirement. Changes will be effective for the 2025 Plan Year (Jan.-Dec. 2025).

During open enrollment, employees may:

- Change, add or remove coverage for medical, vision and dental.
• Add or remove dependents.
• Elect or remove voluntary benefits like life insurance, accidental death and disability insurance, FSA and HSA.

WHAT PLANS DOES NANA OFFER?

Enclosed in this packet is your 2025 NANA Benefits Guide. The guide contains comprehensive information about your benefits and useful tips on how to select the coverage that best suits your needs.

HOW DO I ENROLL?

This year, NANA is conducting a passive enrollment. That means if no action is taken, your elections from last year will carry over to this year. Please note: If you have an FSA, a new election needs to be made each year, even if the amount you want to elect is not changing.

If you want or need to make changes to your elections, you can complete the enrollment process online using Deltek Employee Self-Service (ESS). Instructions for how to log in and complete the enrollment process are provided on the reverse side of this page.

Summary plan changes for 2025 are as follows:

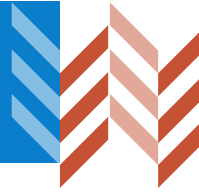
Table with 2 columns: Benefit, 2025 Change. Rows include Federal Employees Health Benefits (FEHB) Medical, Dental, Vision, and Voluntary Benefits.

We have asked Health Advocate to assist employees with questions regarding the 2025 benefit plans. You may contact a representative at 1-866-799-2728.

Thank you for actively engaging in your benefits decisions and participating in Open Enrollment.

NANA Benefits

## Deltek Employee Self-Service (ESS) Benefits Enrollment Instructions



**Step 1:** Visit <http://time.nana.com/> and select your company logo from the display

**Step 2:** Enter your credentials on the Deltek homepage:

**Login ID:** your employee number

**Password:** your Deltek password

- If you forgot your password, email: support@nana.com

**Step 3:** System is company-specific; see below:

- **NANACP8** (for NRC, NANA North, Qavvik, Atautchikun and NANA Construction)
- **NMSCP8** (for NMS employees)
- **PRNWCP8** (for NANA Worley employees)
- **KUNACP8** (for Kuna Engineering employees)

**Step 4:** Select **Login**

**Step 5:** Select the **star icon** at the top left of the navigation bar

**Step 6:** Select **Benefits Enrollment**, under ESS, to start the open enrollment process

**Page 1 Instructions:** The first page of the open enrollment process contains valuable information, including dates you can enroll, dates your new benefits will be in effect and payment of premiums.

**Page 2 Current elections:** Displays your 2024 benefit elections, coverage level and bi-weekly premium costs.

**Page 3 Dependents/beneficiaries:** Add, remove or make changes to your list of dependents and beneficiaries.

**Page 4 Medical benefits:** Either waive coverage or select your FEHB medical plan and the level of coverage (*self, self + 1 or family*) you wish to enroll in. You must review your dependent list and make sure the box next to the name is checked if you want to cover that person. **NOTE: If you are changing plans, adding a new dependent or not currently enrolled but enrolling for 2025, you must click on the link to Other Medical Coverage Questions on the Summary page to complete your enrollment.**

**Page 5 Dental benefits:** Waive coverage or select your dental plan and level of coverage; review the dependent list and check the box next to the name of anyone you want to cover on your dental plan.

**Page 6 Vision benefits:** Waive coverage or select your vision plan and level of coverage; review the dependent list and check the box next to the name of anyone you want to cover on your vision plan.

**Page 7 Medical FSA:** Enter the dollar amount you wish to contribute or "0" if you do not wish to participate.

**Page 8 Dependent FSA:** Enter the dollar amount you wish to contribute or "0" if you do not wish to participate.

**Page 9 Employee life, AD&D, short-term disability, long-term disability:** These benefits are company paid, salary based and cannot be changed.

**Page 10 Designate beneficiaries:** You will be directed to update your primary and contingent beneficiaries for your basic life, AD&D and voluntary insurances on the Prudential benefits website, <https://prudential.benselect.com/nana>. Designations must add up to 100%. **NOTE: 401(k) beneficiaries must be named and updated through Lincoln Financial Group at [www.lfg.com](http://www.lfg.com).**

**Page 11 Summary:** Displays your new 2025 benefit elections and per pay period premium rates.

- **Select the save icon** in the upper left corner of the screen to record your 2025 elections.



- Make sure the Status column says saved for all benefits. Return to skipped or missed sections to make your elections, return to the Summary page and select the save icon again to update.
- If you enrolled in a new FEHB medical plan or added a new dependent to your medical plan, you **MUST** click on the link to the **Other Medical Coverage Questions — FEHB Insurance Declaration Form**.
- On completion, select Confirm to record your elections. You may return to the benefits enrollment process any time between Nov. 11-Dec. 9, 2024, to change your elections. Just be sure to save and confirm any new changes.

**Save the confirmation page to compare it to the premiums withheld on your first paycheck of 2025.  
Report any discrepancies to [benefits@nana.com](mailto:benefits@nana.com) immediately.**

### **Prudential SelereX Voluntary Benefits Enrollment Instructions**

**Step 1:** Visit the Prudential SelereX site to enroll, remove, or make changes to your voluntary benefits and make updates to your beneficiary information: <https://prudential.benselect.com/nana>.

**Step 2:** Input your SSN and DOB to log in.

**Step 3:** 2024 voluntary elections and beneficiary information will be visible so you can **add, update or delete coverage**.

