Everyday Marketplace Registration Instructions

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What is Everyday Marketplace?

Everyday Marketplace is a platform designed to offer you special rates, resources and benefits that meet your needs as life happens. Through Everyday, you get preferred pricing on trusted brands reviewed by our experts for reliability and value in addition to advice and guidance on buying decisions. Everyday is open for you 24/7, year-round; you do not need to wait for Annual Enrollment or a Qualifying Life Event in order to enroll in these benefits.

Your Everyday Benefits include:

- Homeowners and Renters Insurance
 - Auto Insurance

• Pet Insurance

This document outlines important information and steps that need to be taken before you can complete your enrollment for benefits on Everyday. Please note that the screenshots provided throughout this document are examples intended for educational purposes only.

Visit <u>everyday.aon.com/corewellhealth</u> to learn more and enroll in your Everyday Benefits.

Registering Your Everyday Account

Before enrolling in benefits on Everyday, you will first need to create your Everyday account by completing the following steps. To start, visit your Everyday Marketplace at <u>everyday.aon.com/corewellhealth</u>.

Step 1

Go to your Everyday Marketplace homepage and click Log In in the top right corner.



Click the <u>Create account</u> link next to **New user?** to enter your information and create your account.

((Log In UserName
	Forgot username?
	Password
	©
	Forgot password?
	Log in
	New user? Create account
	Need help? <u>Contact Us</u>

Enter your registration credentials: your Employee ID and home zip code. Everyday uses this information to verify you are part of an employer group and eligible to enroll in benefits.

11	About Me
	Tell us more about you. We'll match your info with our records to create your account.
	Personal Information (3)
	EEID *
	Zip Code *
	Continue
	Have an account? <u>Log in</u>
	Need help? <u>Contact Us</u>

For all future visits to Everyday, you will utilize the login credentials (username and password) that you create in **Step 4** – **Step 6**.

Step 4

Select the e-mail address that will be used as your username when logging in to Everyday.

	About Me
	ell us more about you. We'll match your info with our records to reate your account.
(Contact Preferences
	Select your email to create your account and log in. You can Change this later.
	O richard23@test.com
	Alternate Email johnedoe@company.com
	I would like Aon to contact me from time to time about products, services and events that Aon feels may be of interest to me.
(You agree to the processing of your personal information in accordance with our <u>Privacy Policy</u> and <u>Terms of Use</u> .
	Continue

After selecting or inputting your e-mail, you will then receive a one-time password sent to the email address you provided.

Tip: Check your spam folder if you do not see your one-time password in your inbox. If you are still unable to locate your one-time password in your inbox or spam folder, you may click the <u>Resend email</u> link next to **Didn't get a one-time password?** to have it re-sent. Refer to this document's **FAQs and Troubleshooting** section for additional information and tips if struggling to create your account or enroll in benefits.

Enter your one-time password and click the Continue button. You will then be logged in to your Everyday account.

11	Enter One-Time Password
(Please check your primary email and enter the one-time password. This temporary password expires in 24 hours.
	Primary Email richard23@test.com One-Time Password Continue Back
	Didn't get a one-time password? <u>Resend emsil.</u> Need help? <u>Contact us.</u>

It is recommended to update your one-time password upon logging into your Everyday account for the first time.

To change your password, click on your name then **Account** underneath the drop-down menu.

You will first be prompted to enter your one-time password before inputting a new password. Confirm your new password and save for future use.

Products \checkmark	FAQs 🛞 Help	S WILLIAM ~	Account	
	About Me		Change the password for your account here. Choos improve your account security.	e a strong password to
	Benefits		Change Username	C
	Saved Quotes		Account Email JACKWILLIAM23@aontest.com	
K	Account	_	Username 2023031	
S.	Log Out		Change Password	
			Account Email JACKWILLIAM23@aontest.com	
			Current Password	<u>d?</u>
			Password Regulroments	
			At least 8 characters	
			At least one lowercase letter At least one number	
			One of these special characters(!@#\$%^&+='<>?)	
			O Repeat password should match	
			Must not contain your Username	
			New Password	
			0	
			Re-Enter New Password	
			٢	
			Save	

Tip: If you forget your Everyday username or password, you may request a username recovery e-mail or password reset request from the Everyday Login screen.

11	Recover Username
۱ (We'll send your username to your email if we find an account match.
	Account Email
	johndoe@email.com
	Recover Username
	Have an account? Log in
	Need help? Contact Us

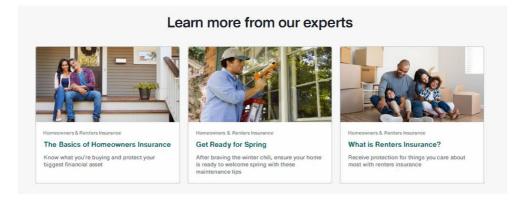
Recover Username

en us where to s	send your password recovery er	nair
Vork Email		
ohndoe@email.co	m	
JserName		
UserName		
UserName		
UserName		
UserName		

Reset Passwor

Helpful Tips Before You Enroll

• Before enrolling in benefits on Everyday, you can learn more about the benefit options available to you with content and resources from Everyday experts. The resources hosted on Everyday are available to you anytime you need and can help you understand more about the benefits available to you. Content can be found on each benefit page underneath the **Learn more from our experts** section.



• Make sure you are logged in to your Everyday account. You will need to be logged in before you can enroll or receive a quote.

Corewell Everyday Marketplace				Products \checkmark	FAQs	🕲 Help	A Log In
Pet Insurance / Get a Quote	Log In to Continue	×	8 am-10 pm, SAT: 9:				
About You Z About Your Pet	UserName Forgot username?						
Select Coverage (4) Pet Health History	Password						
(5) Review and buy	Log in						
	Not a registered user? <u>Create account</u> Need help? <u>Contact us</u>			1			-

 Be prepared to have information on hand – Social Security numbers, beneficiary information, or more – before you start your enrollment in case it's required throughout your enrollment.

Enrolling in Everyday Benefits

To enroll in benefits on Everyday, make sure you are first logged in with your Everyday account. You can then enroll in benefits or receive quotes by clicking the **Enroll Now** or **Get a Quote** buttons on the various benefit pages as displayed below.



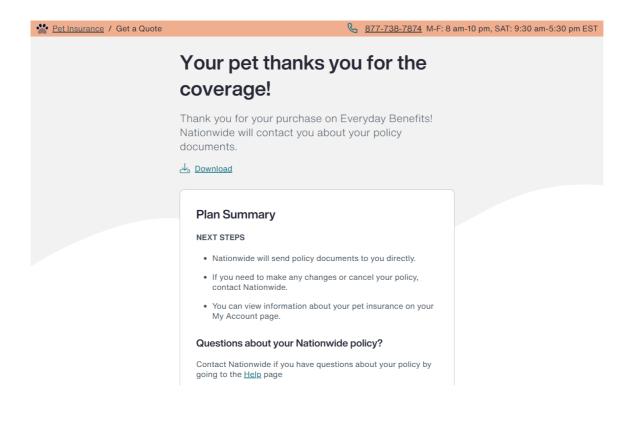
Your plan effective date and cost per pay period will be displayed throughout your enrollment. Please note that the plan effective date varies based on certain carrier requirements and your per pay period date will align with your employer's pay frequency. You must review and confirm these details before you can successfully complete your enrollment on Everyday.

Pet Insurance / Get a Quo	ote	& <u>877-738-7874</u> M-I	F: 8 am-10 pm, SAT: 9:30 am-5:	30 pm EST
	Review Your Plan S	Summary	Total Per pay	
	Does everything look good? Ensur your pets and plans are correct.	e all the info about	Cowboy's coverage	\$20.91
			Total	\$20.91
	Summary		Continue	
	Your Information		Finish Later	
	Name Peter PT Zip Code 07303 Email Perf9812311775@aon.com		Back	
	Total Payment Payroll Deduction Amount \$20.91			
	🕆 Cowboy 🖄 🔟	\$20.91		
	Coverage Effective Date Pet Type	per pay		
	CHIHUAHUA 2 years old			
	My Pet Protection® Gold Plan 70% reimbursement on vet bills			
	\$250 annual deductible \$7,500 annual max benefit			
	Health History	+		

You will see a confirmation onscreen once you successfully complete an enrollment on Everyday. This screen will provide you with any next steps you might need to take or be aware of before your coverage effective date.

It's recommended to take a screenshot or download your confirmation for your records as **you will not be able to view this confirmation screen again after exiting.**

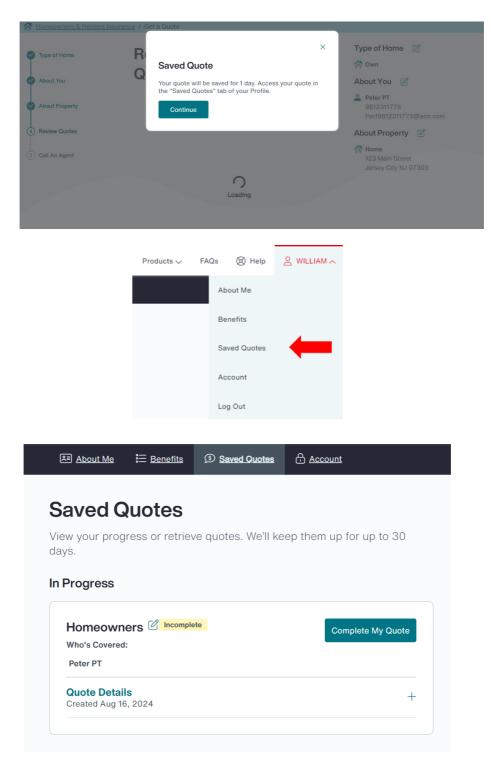
Please note that most carriers will send your policy details directly to you via e-mail or mail. For more information on what to expect after enrolling, please visit the **FAQs** page.



Saved Quotes

If you do not finish or complete your enrollment, you can save your progress and return to your benefit enrollment at a later date by clicking the Save & Finish Later button in the enrollment flow.

You can then access your saved quotes by visiting the **Saved Quotes** section of your profile. Click your name in the upper-right corner, then **Saved Quotes**.



FAQs and Troubleshooting

Registering Your Account

- I didn't receive a one-time password.
 - In some cases, your one-time password may go to your spam folder. If you cannot locate it in your inbox or your spam folder, you may request another one from the Enter One-Time Password screen below.

1	Enter One-Time Password
(Please check your primary email and enter the one-time password. This temporary password expires in 24 hours.
	Primary Email
	richard23@test.com
	One-Time Password
	©
	Continue Back
	Didn't get a one-time password? Resend email.
	Need help? Contact us.

- I forgot my username.
 - You can recover your username from the Login screen by clicking the <u>Forgot</u> <u>username?</u> link. Enter the e-mail you provided when creating your Everyday account, and your username will be sent if we find an account match.

(/	Log In	(, Recover Username
'(UserName		We'll send your username to your email if we find an account match.
	Forgot username?		Account Email
	Password		Johndoe@email.com
	Forgot password?		
	Log in		Recover Username
	New user? Create account		
	Need help? Contact Us		Have an account? Log in
			Need help? <u>Contact Us</u>

- I forgot my password.
 - You can reset your password from the Login screen by clicking the <u>Forgot</u> <u>password?</u> link. Enter the e-mail associated with your Everyday account and your username to receive a password recovery e-mail with instructions on how to reset your password.

11	Log In	Reset Password
(/	UserName	Tell us where to send your password recovery email
1		Work Email
	Forgot username?	johndoe@email.com
	Password	
	٩	UserName
	Forgot password?	
	Log in	
		Continue
	New user? <u>Create account</u> Need help? <u>Contact Us</u>	
		Need help? <u>Contact Us</u>

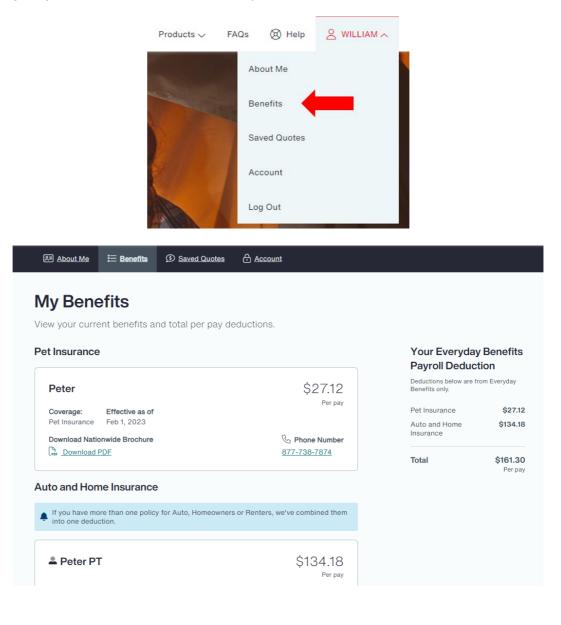
Enrolling in Benefits

- Why was I unable to sign up for a benefit?
 - You may not qualify for this benefit based on the requirements by the Everyday carrier. Contact the carrier directly for more information about your enrollment options or check Everyday again for benefits for which you may enroll.
- The page won't load when I try to access my Everyday Marketplace or when I try to enroll in a benefit.
 - We recommend taking the below steps if your Everyday Marketplace or enrollment page isn't loading. If you still need assistance, please visit the Everyday Help page.
 - Try accessing Everyday in a different browser
 - Clear your cache or history before visiting Everyday or trying to enroll in a benefit
 - Restart your computer

After Completing Your Enrollment

- What are the next steps after I enroll in a benefit on Everyday?
 - Upon successfully completing your enrollment on Everyday, you will see a confirmation onscreen within your Everyday enrollment detailing any next steps. You will also receive a confirmation e-mail or Welcome Packet from the carrier directly with your policy details. Please note that carriers have varied methods and timelines for how and when you can expect to receive your policy details. Refer to the <u>FAQs</u> page for additional information on what to expect after enrolling.

- Where can I view the benefits I enrolled in on Everyday?
 - Please note, your elected benefits will not appear on the site until payroll deductions begin. Once you are logged in to your Everyday account, you can view your benefits by navigating to the **Benefits** section under your name.



Additional Support

Payroll Deduction

If you have questions about payroll deduction, you can contact Everyday by calling 877-290-3938, Monday – Friday from 8 a.m. – 5 p.m., EST.

Policy Questions or Changes

If you have questions about or need to make changes to your specific policy, you may need to contact your carrier directly. All carrier information can be found on the Everyday <u>Help</u> page.

Frequently Asked Questions

If you have additional questions, please visit the Everyday **FAQs** page.