



HOW TO ENROLL FOR BENEFITS



What Happens If You Don't Enroll During Annual Enrollment?

Annual Enrollment is **October 25 through November 8, 2023**

If you don't enroll, your current benefit elections will continue in 2024, with the exception of your HSA and/or FSA contributions, which will be reset to \$0.



Enrollment Instructions for New Hires and Qualifying Life Events

Between **October 25 and December 31, 2023**

You must complete **two separate enrollments — one to be enrolled in coverage for 2023 and another for 2024.**

- Go to TennecoUSBenefits.com, click *Enroll/Make Changes*
- Be sure you complete and submit two enrollment events for each year
- Print and save the confirmation statements for both 2023 and 2024 elections
- Submit documents to verify covered dependents
- Reminder, deadline is **30 days** from the date of hire or the effective date of the qualifying life event



Enrollment Instructions for New Hires in 2024

If hired as of January 1, 2024

- Go to TennecoUSBenefits.com, click *Enroll/Make Changes*
- Be sure you complete and submit your elections
- Print and save the confirmation statement
- Submit documents to verify covered dependents
- Deadline to complete the enrollment and verify dependents is **30 days** from the date of hire

After you enroll...

- A confirmation statement will be mailed to your home address each time you make new elections. Save it for your records, and if there are any errors, contact the Tenneco U.S. Benefits Center at **877-436-3409**.
- *Select prompt 1 during Annual Enrollment. New Hires and ongoing team members, select prompt 8.*

