

Inpatient (Inpat) Aetna International Medical and Dental Enrollment Process

Enroll Your Dependents:

As a new U.S. Inpat, you are enrolled in Aetna International medical and dental coverage. Within the next **7 to 10 business days**, you should receive an **email** from the Benefits Center asking you to enroll your dependents in coverage. **You need to enroll your dependents within 30 days of your assignment start date.** Your coverage will be effective retroactively to your assignment start date.

- **To Enroll Online**
Access the Your Benefits Resources Web site directly through HR Express or at <http://www.resources.hewitt.com/conocophillips>.
- **To Enroll through a Representative**
Contact the Benefits Center*

If you have not previously established a User ID with the Benefits Center, you will be asked to provide the last 4 digits of your Social Security Number. If you do not have a U.S. Social Security Number, please use the last 4 digits of your U.S. employee ID number.

ID Cards:

After **10-15 days** of completing your enrollment, Aetna International will have your information on file.

- You may print off your ID cards
 - Log on to www.aetn navigator.com with your UserID and Password or if you haven't previously registered click "Register Now" and follow the on-screen prompts
 - Once you've logged on click "Get an ID Card", Select the member, and click on "View card"
- Aetna International will mail your ID cards to your home address reflected in the ConocoPhillips system.

Note: If medical or dental care is needed before your Aetna International ID card is available contact the Aetna International Service Center* for assistance.

Important Reminders

After you receive your email notification from the Benefits Center, if you do not enroll your dependents within 30 days of your assignment start date your dependents will not have coverage.

If you need to make changes to your dependents after your U.S. coverage begins, you should notify the Benefits Center* within 30 days of the event date for the change in status (for example, birth of a child).

For more information on the Aetna International Inpatient medical and dental coverage, please refer to hr.conocophillips.com.

Important Resources

- The Benefits Center: **800-622-5501** or outside the US, call **718-354-1344**. Hours: Monday through Friday 7:00 AM to 6:00 PM CST.
- YBR: Access YBR through My HR Express under the Health and Welfare information or access YBR directly online at <http://resources.hewitt.com/conocophillips>. You will be prompted for a User ID and password.
- The Aetna International Service Center has Customer Service Representatives available 24 hours a day, 365 days a year to assist you with your benefit, eligibility and claim status questions. The toll free number is **800-231-7729** (outside the USA, via AT&T + access code) or you may call collect at **813-775-0190** (direct or collect outside the USA) or e-mail inquiries to aiservice@aetna.com.