



# Valencia Hotel Group | Santana Row



Employee Benefits Open Enrollment  
June 1, 2026 – May 31, 2027

# Our Carriers

## Kaiser Permanente

HMO Medical Plan

High Deductible  
(HSA Compatible)  
Medical Plan



## BlueCross BlueShield

Preventative  
Dental Plan

PPO Plus  
Dental Plan

Vision Plan  
(EyeMed Network)

Life & AD&D



## Advantage Benefits Plus

Flexible  
Spending  
Account



## OptumBank

Health Savings  
Account  
(HSA)



## Employee Choice **NEW!**

Accident

Critical Illness

Hospital  
Indemnity

Healthcare  
Advocacy



YOUR BENEFITS, YOUR CHOICES, YOUR WELL-BEING

# Benefit Enrollment

Open Enrollment is now!

- Confirm your benefit elections in our Benefits Portal
- All changes are effective **June 1, 2026 – May 31, 2027**
- **Verify all dependent and beneficiary information**
- Re-Enrollment required or benefit coverage cancelled for:
  - Health Savings Account (HSAs)
  - Flexible Spending Account (FSAs)





### Who Can Enroll?

- Active Employees
- Legal spouse or domestic partner
- Dependent children under the age of 26



### When Can I Make Changes?

**During open enrollment to be effective on June 1st each year**

Within 30 days of a qualifying event

- Marriage or divorce
- Birth or adoption of a child
- Loss of other coverage through a qualified plan

# 100% Preventive Care

Medical plans include **100% coverage** for preventive care when services are performed by a network doctor – **no deductible or copay!**



## Preventive Care for Adults

- Physical exams & well-woman visits
- Screening for blood pressure, high cholesterol, diabetes, obesity, HIV, & cancer
- Counseling for smoking cessation, depression, reducing alcohol use



## Preventive Care for Women

- Breastfeeding support, supplies and counseling
- Breast Cancer Genetic Test Counseling (BRCA) for women at higher risk of breast cancer
- Mammograms every one to two years for women over 40
- Screening for gestational diabetes (24 to 28 weeks pregnant and those at high risk of developing gestational diabetes), osteoporosis (over age 60 depending on risk factors) and domestic violence



## Preventive Care for Children

- Physical exams
- Screening for autism (at 18 & 24 months), depression, obesity, vision and hearing
- Developmental screening for children under age 3
- Cervical dysplasia screening for sexually active females
- Sexually transmitted infection prevention counseling and HIV screenings for adolescents at higher risk

Please refer to the preventive care schedule as age, gender and frequency restrictions apply

[www.healthcare.gov](http://www.healthcare.gov)  
learn more about preventive care

# Kaiser Permanente HMO Plan

<b>Calendar Year Deductible</b>	<ul style="list-style-type: none"> <li>• \$2,500 individual Ind + Ind w/in a family</li> <li>• \$5,000 family</li> </ul>
<b>Calendar Year Out-of-Pocket Maximum</b>	<ul style="list-style-type: none"> <li>• \$5,000 individual Ind + Ind w/in a family</li> <li>• \$10,000 family</li> </ul>
<b>Preventive Care</b>	<ul style="list-style-type: none"> <li>• No charge</li> </ul>
<b>Office Visits</b>	<ul style="list-style-type: none"> <li>• \$40 Primary Care Physician</li> <li>• \$50 Specialist</li> </ul>
<b>Lab &amp; X-Ray / Complex Imaging</b>	<ul style="list-style-type: none"> <li>• \$15 copay* / 30% up to \$150*</li> </ul>
<b>Inpatient Hospital</b>	<ul style="list-style-type: none"> <li>• 30%*</li> </ul>
<b>Outpatient Surgery</b>	<ul style="list-style-type: none"> <li>• 30%*</li> </ul>
<b>Urgent Care</b>	<ul style="list-style-type: none"> <li>• \$40 copay</li> </ul>
<b>Emergency Room</b>	<ul style="list-style-type: none"> <li>• 30%*</li> </ul>
<b>Prescriptions</b>	<b>Kaiser Pharmacy (up to 30-days)</b>
<b>Mail Order:</b>	<ul style="list-style-type: none"> <li>• Generic: \$10 copay / Brand: \$30 copay</li> <li>• Specialty: 20% up to \$250 per fill</li> </ul>
<b>2X copay up to 100-days</b>	

## Payroll Deductions

	FT Employees +1 Year Tenure		PT and FT Employees Under 1 Year Tenure
	<b>Bi-Weekly(26)</b>	<b>Semi-Monthly (24)</b>	<b>Bi-Weekly(26)</b>
Employee Only	\$12.44	\$13.48	\$194.73
Employee + Spouse	\$213.93	\$231.76	\$424.83
Employee + Child(ren)	\$193.65	\$209.79	\$384.55
Employee + Family	\$306.19	\$331.71	\$609.25

\*Deductible applies

# Kaiser Permanente HSA Plan

<b>Calendar Year Deductible</b>	<ul style="list-style-type: none"> <li>• \$2,500 / \$3,200 Ind + Ind w/in a family</li> <li>• \$5,000 family</li> </ul>
<b>Calendar Year Out-of-Pocket Maximum</b>	<ul style="list-style-type: none"> <li>• \$4,500 Ind + individual w/in a family</li> <li>• \$9,000 family</li> </ul>
<b>Preventive Care</b>	<ul style="list-style-type: none"> <li>• No charge</li> </ul>
<b>Office Visits</b>	<ul style="list-style-type: none"> <li>• \$30 Primary Care Physician*</li> <li>• \$50 Specialist*</li> </ul>
<b>Lab &amp; X-Ray / Complex Imaging</b>	<ul style="list-style-type: none"> <li>• \$10 copay / \$150 copay*</li> </ul>
<b>Inpatient Hospital</b>	<ul style="list-style-type: none"> <li>• \$250 copay*</li> </ul>
<b>Outpatient Surgery</b>	<ul style="list-style-type: none"> <li>• \$150 copay*</li> </ul>
<b>Urgent Care</b>	<ul style="list-style-type: none"> <li>• \$30 copay*</li> </ul>
<b>Emergency Room</b>	<ul style="list-style-type: none"> <li>• \$100 copay*</li> </ul>
<b>Prescriptions</b>	<b>Kaiser Pharmacy (up to 30-days)*</b>
<b>Mail Order:</b>	<ul style="list-style-type: none"> <li>• Generic: \$10 copay / Brand: \$30 copay</li> <li>• Specialty: 20% up to \$250 per fill</li> </ul>
<b>2X copay up to 100-days</b>	

## Payroll Deductions

	FT Employees +1 Year Tenure		PT and FT Employees Under 1 Year Tenure
	Bi-Weekly	Semi-Monthly	Bi-Weekly
Employee Only	\$12.44	\$13.48	\$193.38
Employee + Spouse	\$213.98	\$231.81	\$421.86
Employee + Child(ren)	\$193.70	\$209.84	\$381.87
Employee + Family	\$306.27	\$331.79	\$603.79

\*Deductible applies

# Kaiser Mobile App



With our Kaiser Permanente app, keeping up with your care is quick, easy, and secure.

- Schedule or cancel routine appointments
- Email your doctor's office with nonurgent questions
- Refill most prescriptions
- Check most lab results
- Access a digital version of your member ID card
- View and pay bills
- Manage care for your family\*

## Manage your health 24/7

Stay connected wherever you go

Our physician-led care teams work together to keep you healthy by delivering high-quality, personalized care. You can expect:



Quality care from skilled doctors



Better care with a connected team



Personalized care for all members

## Kaiser Telehealth

**Skip the trip to the doctor's office!** Next time you have a health condition, you have many convenient ways to get care when and where it works for you.

When you're under the weather, there's no place like home. And when you're constantly on the go, scheduling a doctor's appointment can easily move down your priority list.

Virtual medicine is a convenient and easy way to connect with a doctor on your time.

Kaiser Permanente clinicians can treat many medical conditions, including:

- Cold or cough
- Allergies
- Bronchitis
- Flu
- Fever
- Sore throat
- Pink eye
- Sinus infection
- Stomachache
- Bladder infection



### Ready to make an appointment?

- Sign in at [www.kp.org](http://www.kp.org) or use the Kaiser Permanente app.
- Call 24/7 at 1-833-574-2273 (TTY 711).
- Visit [www.kp.org/getcare](http://www.kp.org/getcare) to learn more about your care options.

# Kaiser Healthy Resources

**Get wellness support!** Take advantage of these extra perks from personal health coaching to reduced rates on alternative medical therapies.

## Active & Fit Direct



The Active & Fit program allows you to choose from 9,000+ participating fitness centers and select YMCAs nationwide for **\$28 a month** (plus enrollment fee and applicable taxes). Use our easy-to-search online directory to find a location and workout opportunities near you. Other benefits include online fitness tracking and the freedom to switch fitness centers to make sure you find the right fit.



**Get Started:** [kp.org/choosehealthy](https://kp.org/choosehealthy)



## Sign up for healthy lifestyle programs<sup>3</sup>

With our online wellness programs, you'll get advice, encouragement, and tools to help you create positive changes in your life. Our complimentary programs can help you:

- Lose weight
- Eat healthier
- Quit smoking
- Reduce stress
- Manage ongoing conditions like diabetes or depression

Start with a Total Health Assessment, a simple online survey to give you a complete look at your health. You can also share and discuss the results with your doctor.

[kp.org/healthylifestyles](https://kp.org/healthylifestyles)



## Join health classes

With all kinds of health classes and support groups offered at our facilities, there's something for everyone. Classes vary at each location, and some may require a fee.

[kp.org/classes](https://kp.org/classes)

[kp.org/classes](https://kp.org/classes) (en español)

## Connect with a wellness coach today

Changing your habits can be hard, but working with a wellness coach can help. You'll get one-on-one guidance and support from one dedicated coach who can help you:

- Achieve a healthy weight
- Stop using tobacco
- Become more active
- Reduce stress
- Eat healthier

**For more information, visit [kp.org/coaching](https://kp.org/coaching)**

## Kaiser Self Care Apps

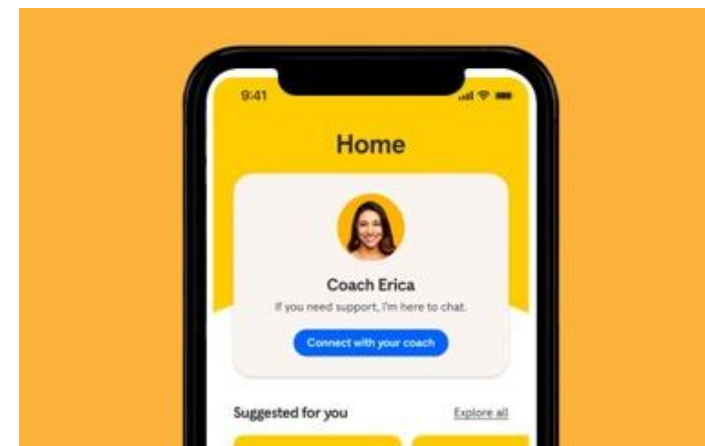
Feeling overwhelmed? Tap into the power of self care!

Adult Kaiser members can download two popular apps at [kp.org/selfcareapps](https://kp.org/selfcareapps)



**Calm- an app for meditation, mental resilience, and sleep** Calm is the #1 app for meditation and sleep- designed to help lower stress, reduce anxiety, and more. Kaiser Permanente members can access all the great features of Calm at no cost, including:

- The Daily Calm, exploring a fresh mindful theme each day
- More than 100 guided meditations
- Sleep Stories to soothe you into deeper and better sleep
- Video lessons on mindful movement and gentle stretching



**Headspace Care- an app that offers 1-on-1 emotional support coaching** and self-care activities to help with many common challenges.

- Coaches are available by text 24/7
- You can use Headspace Care's text-based coaching services at no cost, no referral needed
- The Headspace Care app is only available for eligible Kaiser members ages 18+.

# Kaiser: ClassPass



It's never been easier to stay active and healthy at home. Join a live class from a top-rated studio for real-time instruction or start an on-demand workout class when it works for your schedule. Thousands of options in everything from bootcamp to virtual meditation are only a tap away.

With **ClassPass**, Kaiser Permanente members can get:



### On-demand video workouts at no cost

4,000+ online fitness classes – including cardio, dance, meditation, bootcamp, and more – for \$0/month.



### Reduced rates on in-person fitness classes

Free trial plus 20% off a monthly package to reserve in-person fitness classes at some of the top gyms and fitness studios in your area and around the world.

### Why ClassPass?

- 4,000 on-demand classes to access anytime
- 40,000 studios and gyms to choose from worldwide
- 22 types of fitness classes to choose from



Get started at [kp.org/exercise](https://kp.org/exercise)

# BlueCross BlueShield Texas: Dental Plans

	Preventative Dental	PPO Buy Up Dental
	<b>In Network</b>	<b>In Network</b>
<b>Calendar Year Deductible</b>	\$50 Individual \$150 Family	\$50 Individual \$150 Family
<b>Calendar Year Benefit Maximum</b> <small>(in/out of network combined)</small>	\$1,000 per person	\$1,500 per person
<b>Preventive Care</b> <small>(exams, x-rays, cleaning)</small>	100%	100%
<b>Basic Services</b> <small>(fillings, root canals, periodontics)</small>	50%	80%
<b>Major Services</b> <small>(crowns, bridges, dentures)</small>	Not Covered	50%
<b>Orthodontics</b> <small>(in/out of network combined)</small>	Not Covered	50% (\$1,000 lifetime max)

	Payroll Deductions					
	FT Employees +1 Year Tenure		PT and FT Employees Under 1 Year Tenure	FT Employees +1 Year Tenure		PT and FT Employees Under 1 Year Tenure
	Bi-Weekly	Semi-Monthly	Bi-Weekly	Bi-Weekly	Semi-Monthly	Bi-Weekly
Employee Only	\$0	\$0	\$8.58	\$8.58	\$9.30	\$19.13
Employee + Spouse	\$8.57	\$9.28	\$17.13	\$17.13	\$18.56	\$37.77
Employee + Child(ren)	\$12.45	\$13.49	\$24.90	\$24.90	\$26.98	\$38.92
Employee + Family	\$17.51	\$18.97	\$35.02	\$35.02	\$37.94	\$62.46



<sup>1</sup> Payments for out of network services are based on an allowable fee schedule, member is responsible for coinsurance plus all charges over the allowable fee schedule

# BlueCross BlueShield Texas: Vision Plan

	EyeMed Network	Frequency
<b>Eye Exam</b>	\$10 copay	Every 12 months
<b>Lenses</b>	\$25 copay	Every 12 months
<b>Frames</b>	\$130 Allowance + 20% Discount on Balance	Every 24 months
<b>Contact Lenses</b> Fitting & Evaluation: Elective: Medically Necessary:	Up to \$40 \$130 Allowance + 15% on Balance* Covered in Full	Every 12 months

## Payroll Deductions

	FT Employees +1 Year Tenure		PT and FT Employees Under 1 Year Tenure
	Bi-Weekly	Semi-Monthly	Bi-Weekly
Employee Only	\$0.82	\$0.89	\$2.53
Employee + Spouse	\$1.91	\$2.07	\$5.00
Employee + Child(ren)	\$1.50	\$1.63	\$4.91
Employee + Family	\$2.88	\$3.12	\$7.59

# BlueCross BlueShield Texas: Life/AD&D Plans

## Employer Paid Life & Accidental Death Benefit

- 1X Annual salary up to \$75,000

## Guarantee issue for Voluntary Life benefits is only available at initial enrollment

Annual Election Option allows employees to increase the amount of their life coverage without a medical exam when they re-enroll in their company's Voluntary Life plan.

## You may enroll in Voluntary Life and/or Voluntary AD&D

In order to select coverage for your dependents, you must be enrolled.

## Voluntary Benefits



### For You

- Units of \$10,000 up to 5X base salary or \$300,000 (whichever is less)
- Limits apply if you are over the age of 65



### For Your Spouse

- Units of \$5,000 up to \$150,000 (50% of employee amount or \$150,000 (whichever is less))
- Limits apply if you are over the age of 65



### For Your Children

- Units of \$2,000 up to \$10,000
- Birth to 6 months: \$500
- Age 6 months to 26 years: Increments of \$2,000

Guarantee Issue \$200,000

Guarantee Issue \$20,000 under age 65

# Employee Assistance Program

## Get Extra Support

Available to help you and **anyone living in your household** find a solution to life's challenges



### Call Any Time, Any Day

An advocate is ready to help assess your needs and develop a solution to resolve your concerns

He or she can direct you to an array of resources in your community and online tools



### Visit a Specialist

Up to **three** face-to-face counseling sessions available

**Completely Confidential**



### Achieve Work/Life Balance

Call for advice or a referral to a service in your community

- Marital and relationship issues
- Family concerns
- Stress, anxiety & depression
- Drug and alcohol concerns
- Work-related issues
- Legal referrals

866-899-1363 | [www.guidanceresource.com](http://www.guidanceresource.com)

Access Code: DISRES

# Accident Insurance

Option 1	
Scope of Coverage	Off the job
Maximum Amount Per Accident	\$5,000
Plan Year Maximum	\$5,000
Deductible Per Accident	\$50
Benefit Period	12 month
Wellness Benefit	\$60 benefit per plan year (per employee, per spouse)

## ACCIDENTS HAPPEN

- Unintentional injuries are the leading cause of death for Americans aged 1-44 years old.
- It is estimated that upwards of 24.8 million people visit a physician's office for treatment of unintentional injuries on an annual basis.

## Critical Illness Insurance

Option 1		
<b>Maximum Basic Benefit Amount</b>	\$10,000	
<b>Pre-Existing Conditions Period</b>	12 months	
<b>Benefits Coverage Amount</b>	100% of Benefit Amount up to age 65 50% of Benefits Amount ages 65-70	
<b>Covered Spouse</b>	100% of Benefit Amount	
<b>Covered Child(ren)</b>	50% of Benefit Amount	
<b>Illness – Covered Condition</b>	<b>First Occurrence</b>	<b>Additional Occurrences</b>
<b>Heart attack</b>	Initial Benefit payment of 100%	100%
<b>Invasive cancer</b>	Initial Benefit payment of 100%	100%
<b>Carcinoma in situ</b>	Initial Benefit payment of 25%	25%
<b>End Stage Renal Failure</b>	Initial Benefit payment of 100%	100%
<b>Stroke</b>	Initial Benefit payment of 100%	100%

# Hospital Insurance

Option 1	
<b>Hospital / ICU Admission Benefit Amount</b>	\$1,000 per admission to a max of 1 admission per year per member, max of 3 admissions per year.
<b>Hospital / ICU Admission Benefit Amount</b>	\$100 per day to a max of 30 days per year per member.
<b>Daily Observation Benefit</b>	\$100 per day to a max of 30 days per year per member.
<b>Pre-Existing Conditions Period</b>	12 months
<b>Benefit Coverage Amount</b>	100% of Benefit Amount up to age 65, 50% of Benefit Amount ages 65-70

# Supplemental Benefits Bundle Options

**Bundling Supplemental Plans gets you an exclusive discounted rate along with all the benefits of the supplemental plans listed in your bundle including:**

- **Guarantee Issued Plans – No Medical Questions to Qualify**
- **Does not interfere with any other coverage**
- **Pays cash directly to you**
- **Includes HeathCare Advocacy Program**

## EMPLOYEE CHOICE CLASSIC BUNDLE

### THIS PLAN INCLUDES:

Employee Choice Accident \$5,000 Plan

Employee Choice Critical Illness \$10,000 Plan

Employee Choice Hospital Indemnity \$1,000 Plan

### Accident Plan benefits include-

- Provides a total \$5k of Accident Plan Benefits to be used for charged medical expense due to an off the job accident or injury.
- Pays an initial visit benefit of up to \$150 for Urgent Care or Primary Care visits and \$500 for ER visits.
- Includes a \$60 Wellness

### Critical Illness Plan benefits include-

- Pays a lump sum benefit of \$10k upon the diagnosis of Heart Attack, Stroke, End Stage Renal Failure, and Cancer
- Pays a reoccurrence benefit of 50% up to 2x per category
- Includes a \$50 Wellness Benefit per Employee and Spouse

### Hospital Indemnity Plan benefits include-

- Pays \$1k benefit for being admitted to the hospital.
- Pays an additional \$100 or \$200 daily benefit.
- Pays for accident, injury, sickness, disease, and pregnancy.

# Healthcare Advocacy

## Money Map – Where to go?

Money Map helps members save 40-70% per outpatient care item when they use quality, lower-cost, custom network Money Map providers for routine outpatient care. Google maps and markers display nearby lower-cost, in-network care providers anywhere by zip code.



## Pricing Portal – What to pay?

Prices are no longer a secret and surprise bills can be a thing of the past. Advocates armed with the Pricing Portal help you navigate hundreds of thousands of data points nationwide that can empower well informed healthcare decisions.

**CPT Codes/Descriptions**  
Up to 5 at a time

CPT Codes/Descriptions	National Medicare Price Tags			National Carrier Price Tags			Target Cash Price Medicare + 20%		
	Hospital Facility Fee	Non-Hospital Facility Fee	Physician Fee	Hospital Facility Fee	Non-Hospital Facility Fee	Physician Fee	Hospital Facility Fee	Non-Hospital Facility Fee	Physician Fee
80053 Complete Metabolic Panel...	\$12	\$12	N/A	\$83	\$29	N/A	\$14	\$14	N/A
93306 Echocardiogram	\$437	\$434	\$76	\$1,133	\$874	\$140	\$524	\$521	\$91
29848 Carpal tunnel release, end...	\$1,260	\$1,283	\$530	\$2,565	\$2,372	\$1,116	\$1,512	\$1,540	\$636

Enter procedure/CPT... [Find my price\(s\)](#)

- Learn more about these prices
- How to get the target cash price example
- How to use the pricing portal

## Hospital Bill Eraser – Saving calculator!

Hospital bill eraser helps members receive discounted care at local non-profit hospitals. Our service does more than save money. It puts an end to hospital harassment over unpaid bills members just can't afford to pay.

# Optum HSA

## IRS 2026 Annual Maximums:

- \$4,400 Individual Coverage
- \$8,750 Family Coverage
- Extra \$1,000 “Catch-Up Contributions” for Employees age 55+

## Eligibility for Contributions

- Must be covered on an HDHP (High Deductible Health Plan)
- Account holder must be under age 65
- Account holder cannot have other health coverage including Medicare Part A or Part B, coverage through spouse, Tricare or traditional FSA

## Who can contribute to an HSA?



Must be covered **only** by an HSA-qualified health plan.  
Other health coverage\* may disqualify you  
\*Medicare and other traditional health plans



Cannot have a full purpose FSA  
(Including through a spouse)



Not be claimed as a dependent on someone else's tax return

## HSA funds can be used to pay for qualified medical expenses:

- For Employee, spouse and children
- For children must be tax dependents (under age 19 or under age 24 if a full-time student)
- Your HSA can only be used for expenses **incurred on or after the date the HSA was established**
- If distribution is not used for qualified medical expenses amount of distribution is included in income & 20% penalty applies

## Optum Bank

Once you enroll on the HDHP, you are able to open an HSA Bank account with Optum Bank. You can contribute to the HSA bank account up to the IRS maximum on a pre-taxed basis. HSA contributions are made through payroll deduction on a pre-tax basis when you open an account with Optum Bank.

For more information visit [www.optumbank.com](http://www.optumbank.com).

# Healthcare FSA

2026 Maximum contribution: \$3,400

Plan includes a \$680 rollover provision

Defined by IRS (see Publication 502)

Eligible Expenses	Rules
<p>Most medical care that is subject to your deductible</p> <ul style="list-style-type: none"> <li>• copays, coinsurance, doctor visits, inpatient/outpatient treatment, etc.</li> </ul>	<p>Expenses</p> <ul style="list-style-type: none"> <li>• Must occur during the plan year 2026-2027</li> </ul>
Acupuncture & chiropractic services	Use it or lose it
<p>Prescription medication</p> <p><b>Over-the-Counter Medication</b></p>	<p>Qualifying Event:</p> <p>You cannot change your FSA election in the middle of the plan year without a qualifying life event.</p>
<p>Dental services</p> <ul style="list-style-type: none"> <li>• exams, fillings, root canals, orthodontics</li> </ul>	<p>Rollover:</p> <p>FSA participants are subject to an FSA Rollover Limit Amount, allowing them to carry over up to \$680 of unused funds into the next plan year</p>
<p>Vision services</p> <ul style="list-style-type: none"> <li>• eye exams, contacts, lenses/frames, Lasik eye surgery</li> </ul>	<p>You <u>can not</u> participate in the healthcare FSA if you contribute to a health savings account</p>

# Dependent Care FSA

**Maximum contribution: \$7,500**  
(\$3,750 if married and filing separately)

Eligible Expenses	Ineligible Expenses
Licensed nursery schools (Pre-K & under)	Educational expenses for school-age children
Day care centers	Overnight camps
Day camps	Extracurricular activities
Care inside your home	Private school tuition



## Daycare and after-school care for your children while you work

- If you are married, your spouse must work, be a full-time student, or be disabled



## A dependent is defined as:

- A child under age 13 (tax dependent)
- A spouse or tax dependent who is mental or physically incapable of caring for him/herself

# Frequent Traveler Services

Enterprise® and National® are now Valencia Hotel Group's exclusive car and commercial truck rental providers. Your new program includes Damage Waiver. We're pleased to offer you complimentary Emerald Club® membership. Emerald Club® status is the first tier in our loyalty membership program.



### Faster Free Rental Days

Earn 1 rental credit for every qualified car rental.  
Free Rental Day = 7 credits



### Emerald Checkout™

With Emerald Checkout, you can take control to a whole new level at Emerald Aisle locations.



### Emerald Aisle Access

Choose any car (Midsize and above) on the Emerald Aisle and only pay the Midsize rate in US and Canada.

## Which brand should I book?

We recommend to book National Car Rental at our airport locations and Enterprise Rent-A-Car at our local branches. Don't forget to use your Emerald Club number when booking with either brand.



START ENJOYING ALL YOUR VALUABLE BENEFITS



BOOK WITH YOUR PROGRAM



DOWNLOAD THE APP!

# Online Benefits Administration System

## How to enroll in benefit plans using the app:

1. Log into the Paycom app
2. Within the Notification Center, select “Benefits Enrollment”
3. Click “Start Enrollment” and enter your personal information and any dependents or beneficiaries
4. After reading each benefit plan, choose your coverage, then elect either to enroll or decline
5. To complete enrollment, click “Finalize” then “Sign and Submit”



### HELPFUL TIPS

- Have your dependent/beneficiary information ready, such as Social Security numbers, before beginning the enrollment process.
- As you go through the enrollment process, your selections will display and add up on the benefits summary tracker to the right.



**PAYCOM MAKES IT EASY TO ENROLL  
IN BENEFITS WITH THE MOBILE APP!**

Download from the APP Store or Google Play Store  
today!



# Valencia Hotel Group Benefits Portal



We are always working throughout the year with our benefit partners to ensure that we have the best overall benefit options in place for our employees and their families.

You will only have a limited amount of time to make your enrollment elections for this plan year. All benefit materials are located in the [Valencia Hotel Group Benefits Portal](#), please review this material for plan details.

When you are ready to enroll, contact the Benefits Call Center. If possible, please be in front of a computer so you can view your enrollment live via a screen-share.

Thanks again for being part of the Valencia Hotel Group family.

## PHONE ENROLLMENT

Enrolling is easy as 1-2-3.

1. Review benefits material.
2. When ready to enroll, phone the Call Center.
3. Our live enroller will enroll you directly over the phone

## ENROLL ONLINE

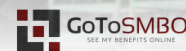
[www.paycomonline.net](http://www.paycomonline.net)

## BENEFITS CALL CENTER

Monday-Friday 7:00am-5:00pm CST



888-598-2040



VALENCIA  
HOTEL COLLECTION



If possible, please be in front of computer or smart device. [www.valenciahotelgroupbenefits.com](http://www.valenciahotelgroupbenefits.com)

# IMPORTANT ITEMS TO REMEMBER

1

This year we have a passive enrollment, meaning your current elections will rollover to the next plan year.

2

You will need to use Paycom to make your benefit elections.

3

The site opens **TODAY!**  
All changes must be submitted by May 26<sup>th</sup>.



Questions?