

EmployeeConnect has now added a solution through the materials request process to allow employees to receive coverage notices within 24 through the web, delivered to their secured participate mailbox (SPM) on Your Benefit Resources. Below are the steps to request a coverage notice online:

1. The employee navigates or logs into Your Benefits Resources to select the 'Need to Request a form' tile from the homepage.
2. The employee can then select the form or forms desired.
3. The employee will receive an e-mail when the coverage notice can be viewed. The e-mail will direct them to the Secured Participant mailbox section of the site.
4. The Employee can login and view/download/delete the request form as pdf on SPM via Your Benefits Resources.

The above is a self-service means of receiving the coverage notice. The call center also has ability to either walk an employee through the process or trigger the notice for the caller as well.

The screenshot shows the Rockwell Automation employee benefits portal. At the top, there is a navigation bar with 'Primary' on the left and 'Your Profile', 'Contact Us', and 'Feedback' on the right. Below this is the Rockwell Automation logo and a search bar. The main navigation bar includes 'Home', 'Retirement', 'Health & Insurance', and 'Life Events', with a 'Messages' notification icon showing 1 message. The 'Your Information' section has a 'Rearrange' button and four tiles: 'Medical HSA' (You), 'Dental MetLife Comprehensive' (You, Stewart), 'Vision No Coverage', and 'Pension Benefits' (Get a summary of your pension benefits). The 'Highlights for You' section features a carousel of tiles: 'Need to Request a Form?' (circled in red), 'Medical Tax Form 1095' (Learn more. Get answers. See form.), 'Your Wellness Matters' (Discover the advantages of a healthy lifestyle), 'Retirement Hub' (Learn about it. Get answers. Make it happen.), 'HSA Contribution Change' (Pay for current or future health care expenses with tax-free money!), 'Pension Plan Estimates', and 'Select a Beneficiary'.



Home

Retirement

Health & Insurance

Life Events

1

Messages

Pension ▾

Customer Service - Read Only



Request Materials

Materials on This Site

- HealthEquity HSA Custodial Agreement (PDF, 274 KB)
- Domestic Partner/Child MetLife Affidavit (PDF, 37 KB)

Materials That Must Be Sent to You

- Short Term Disability Telephone Claim Submission Process
- Request to Amend Protected Health Information
- Request to Restrict Protected Health Information
- Request for Disclosures of Protected Health Information
- HIPAA Detailed Coverage Notice**
- Rockwell Automation Pension Plan (B006)
- Certificate of Group Health Coverage
- 1092 UHC HSA Premium and POS T
- 1096 UHC HRA Premium and POS T
- Confirmation Of Enrollment**

Important

Using Adobe® Reader to
Open PDF Files

Microsoft Office Outlook interface showing the message header area. The title bar reads "Your Document is Available - Message (HTML)". The ribbon includes "File", "Message", "McAfee E-mail Scan", and "Adobe PDF". The "Message" ribbon contains various actions like "Ignore", "Junk - Delete", "Reply", "Reply All", "Forward", "Meeting", "More", "Move to?", "Team E-mail", "Reply & Delete", "To Manager", "Done", "Create New", "Move", "OneNote", "Actions", "Assign Policy", "Mark Unread", "Categorize", "Follow Up", "Translate", "Find", "Related", "Select", and "Zoom".

From: Rockwell Automation Service Center <02525YBR@Hewlett.com>
To: Himanshu Mangain
Cc:
Subject: Your Document is Available

Sent: Fri 1/5/2018 9:45 AM

Rockwell Automation

Please visit Your Benefits Resources™ website at employeeconnect.rockwellautomation.com to retrieve a document that needs your prompt attention. Your document is being held in the 'Your Secure Mailbox' section of the site.

For More Information employeeconnect.rockwellautomation.com
Online [Click to follow link](http://employeeconnect.rockwellautomation.com)
Your Benefits Resources™ [Click to follow link](http://employeeconnect.rockwellautomation.com)
at employeeconnect.rockwellautomation.com

Phone
Rockwell Automation Service Center
between 8 a.m. and 4 p.m., CST, Monday through Friday
1-877-687-7272

Generally, you'll have a shorter wait time if you call after Tuesday.

This email was generated automatically and can't accept replies.

Your Benefits Resources™ is a trademark of Alight Solutions LLC.

The information contained in this email may be confidential or otherwise protected from disclosure. If you're not the intended recipient, or if it was sent to you in error, please delete this email. Any dissemination, distribution or other use of the contents of this email by anyone other than the intended recipient is strictly prohibited.

Your browser doesn't support some site features. [What to do?](#)

Jane Doe453300086

Your Profile | Feedback | Log Off



Message Center

Alerts | **Secure Mailbox (1)**

Filter By All Messages | **Sort By** Newest First

Subject	Received
<input type="checkbox"/> NEW - Confirmation of Enrollment	Jan 4, 2018
<input type="checkbox"/> Coverage History Notice	Jan 3, 2018
<input type="checkbox"/> HIPAA Detailed Coverage Notice	Jan 3, 2018

Delete Selected

[About Secure Mailbox](#)

Need Help?

Delivered by Alight Solutions

[Legal Information](#) | [Privacy Statement](#) | [Cookie Notice](#) | [Feedback](#) | [Log Off](#)

©2017 Alight Solutions

Visit the [Debug Tool](#) for more details.