



October 2007

## Welcome to Open Enrollment 2008

This year, the *FlexSolutions* 2008 Open Enrollment takes place from **October 22 through November 9**. Open Enrollment is your annual opportunity to make new benefit elections under *FlexSolutions* for the coming calendar year.

The benefits you elect during Open Enrollment must stay in place through all of 2008, unless you have a qualified status change during the year. We encourage you to consider your options carefully to determine if you need to make any changes to your benefits or dependent coverage for 2008.

### Changing Your Benefit Elections

You can make the following changes during Open Enrollment:

- Add or delete dependents under your medical and dental plans.
- Change medical and/or dental plans, or waive coverage.
- Change your level of Employee Life and/or Long-Term Disability coverages.
- Enroll in or change your Dependent Life and/or Accidental Death and Dismemberment coverages.
- Enroll (or re-enroll) in the Reimbursement Accounts and/or the Transportation Benefit Plan.

### Important Open Enrollment Dates

**October 22, 2007**

Open Enrollment begins

**November 9, 2007**

Open Enrollment ends

**Week of November 19, 2007**

Confirmation Statements Sent

**January 1, 2008**

Plan Year 2008 begins

### Open Enrollment Checklist

- **Review** your Open Enrollment materials that came with this bulletin.
- **Decide** if you want to make any changes to benefit elections, including enrolling in a plan for the first time. ***With the exception of the Reimbursement Accounts and/or the Transportation Benefit Plan, you do not need to do anything if you want your current elections to carry over into 2008.***
- **Complete** your enrollment online at [www.flexab.com](http://www.flexab.com) by November 9, 2007. After Open Enrollment ends, A&B will send you a personalized confirmation statement around November 19. Please review it carefully and notify your local Human Resources Representative ***immediately*** if anything is incorrect.

## The ABCs Of Making Changes At Open Enrollment

<b>Access</b>	<p><b>Log on to <a href="http://www.flexab.com">www.flexab.com</a></b> and click on <b>Benefits Enrollment</b>, then <b>View/Update Your Enrollment</b>.</p> <p><b>Enter</b> your Social Security number and your Personal Identification Number (PIN). Your PIN is printed on the <i>2008 Enrollment Worksheet</i> that is included in your Open Enrollment packet.</p>
<b>Browse</b>	<p><b>View your current elections</b> by clicking on the <b>View Benefits</b> link on the home page. You might want to print a copy of this page for quick reference during your enrollment session.</p> <p><b>Review your dependent or beneficiary information</b> by clicking on <b>View Dependent Info</b> or <b>View Beneficiary Info</b> on the home page. Adding or dropping dependents or changing beneficiary info cannot be done through the online enrollment system; your local Human Resources Representative will help you make these changes.</p>
<b>Click</b>	<p><b>Change your benefit elections</b> for 2008 by clicking on <b>Enroll in Benefits</b> on the home page, and then <b>Annual Enrollment</b>. Follow the instructions that appear on your screen.</p> <p><b>Save your changes</b> by clicking on <b>Finish</b> on the Confirm Election screen, otherwise the changes you make will not be processed. Then click on <b>Log Out</b> on the home page to end your session.</p>

**If you live in Hawaii,  
your HR contact is:**  
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**If you live on the Mainland,  
your HR contact is:**  
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### Addendum

1. For security reasons, the system “times out” if you are idle on the site for more than five minutes, or more than two minutes on the login page. If you are timed out, any changes you may have made will not be saved, and you will have to begin again.
2. You can print a temporary confirmation sheet after making and saving your changes.
3. If you have difficulties accessing the website, or questions about your password or online enrollment, contact your designated Web contact, noted at right. For Open Enrollment or benefit questions, contact your local Human Resources Representative.