



# U.S. BENEFITS ENROLLMENT

Benefits  
Acknowledgement

Empower humans. Enhance brands.





Dear Sitel Associate,

**NOW IS THE TIME TO ENROLL!**

Sitel has always worked hard to put our people first. As part of our commitment, Sitel offers all full-time Associates a comprehensive benefits package the first of the month following 60 days of continued employment.

**WHEN DO I ENROLL?**

You may start enrolling on your 2nd day of training You will NOT be allowed to enroll after your benefits effective date! Please see the chart below to find out when you’re benefits eligible and your deadline to enroll:

HIRED ON OR BETWEEN	ELIGIBILITY DATE	NEW HIRE ENROLLMENT DEADLINE
January 2 - February 1	April 1	March 15
February 2 - March 1	May 1	April 15
March 2 - April 1	June 1	May 15
April 2 - May 1	July 1	June 15
May 2 - June 1	August 1	July 15
June 2 - July 1	September 1	August 15
July 2 - August 1	October 1	September 15
August 2 - September 1	November 1	October 15
September 2 - October 1	December 1	November 15
October 2 - November 1	January 1	December 15
November 2 - December 1	February 1	January 15
December 2- January 1	March 1	February 15

**HOW DO I ENROLL?**

1. Simply log into the Sitel Benefits website at [www.sitelgroupbenefits.com](http://www.sitelgroupbenefits.com)
2. Click on “Register”
3. Enter your identifying information (date of birth, social)
4. Create your user name, password and security questions
5. Log in and begin enrolling!

## WHERE DO I FIND INFORMATION ABOUT MY BENEFITS?

All the information regarding Sitel's benefit offerings can be found on the Sitel Benefits website. To view it, simply [click here](#) or cut and paste the link into your browser [www.sitelgroupbenefits.com](http://www.sitelgroupbenefits.com). Once you've set up your account, download the Businessolver MyChoice® mobile app (available on Google play or the App Store). You must first register on the website in order to obtain your access code. Use the access code when downloading the app.

You can complete  
an enrollment  
using the mobile app!



## WHAT IF I DON'T ENROLL?

You or your dependents will NOT have coverage starting on your benefits effective date unless you experience a Qualifying Event!

Please be sure to review all the benefit information carefully before making your election choices.

If you have any questions, please contact the Sitel Benefits Center by calling **1.833.232.7504** or send an email to [sitelbenefits@businessolver.com](mailto:sitelbenefits@businessolver.com)

You must register on [www.sitelgroupbenefits.com](http://www.sitelgroupbenefits.com) first before downloading the app. By registering, you will obtain the access code required to use the MyChoice® app.



Regards,

Benefits Team



Scan this  
QR Code  
to enroll  
now



## Acknowledgment of Receipt of Benefits

I have received a copy of the Benefit Letter. I understand that it is my responsibility to read, understand and sign up for benefits.

I also understand that signing up for benefits is time sensitive and by not signing up within the time frame will result in having to wait for benefit (annual enrollment period).

ASSOCIATE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_