



Regular Full-time Employee
Regular Part-time Employee ≥ 20 Hrs
Regular or Part-time Conversion

BENEFIT CHECKLIST FOR U.S. NEW HIRES

ACTION REQUIRED WITHIN 30 DAYS from your hire date (coverage will begin on hire date). If you do not enroll within 30 days of your hire date, you will not be eligible to enroll in these benefits until the next Annual Enrollment period unless you have a qualified employee classification or status change (see enrollment instructions below).

MEDICAL OPTIONS:

- High Deductible Health Plan (HDHP) with or without Health Savings Account (HSA)
- Preferred Provider Organization (PPO)
- Exclusive Provider Organization (EPO) for eligible zip code areas
- Traditional, or
- Health Maintenance Organization (HMO) in certain locations

DENTAL OPTIONS:

- CP Dental, or
- Preventive Dental

FLEXIBLE SPENDING ACCOUNTS:

- Health Care Flexible Spending Account (HCFA) General and Limited
- Dependent Care Flexible Spending Account (DCFSA)

ACTION NEEDED WITHIN 30 DAYS – OTHER INSURANCE BENEFITS – If you fail to enroll within 30 days of hire restrictions may apply (see enrollment instructions below).

LONG-TERM DISABILITY:

- Basic or Enhanced Options

LIFE INSURANCE:

- Supplemental Life - One to eight times annual pay

LONG TERM CARE:

- Enrollment through UNUM

ACTION NEEDED – CONOCOPHILLIPS SAVINGS PLAN (CPSP) – You are eligible to participate in CPSP on the first day of employment. To ensure you receive the maximum company match you should enroll as soon as possible (see enrollment instructions below).

SAVINGS PLAN (CPSP):

- Thrift Feature
 - Enrollment required of up to 1.00% of savings eligible pay to receive Company match.

ACTION NEEDED – NO DEADLINE REQUIRED - OTHER INSURANCE BENEFIT - If you wish to participate you need to take action (see enrollment instructions below).

DEPENDENT LIFE INSURANCE:

- High and Low Options

ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D):

- Options available for yourself, spouse and children

NO ACTION NEEDED – OTHER BENEFITS – Enrollment is automatic

- Short term disability (STD)
- Occupational Accidental Death (OAD)
- Basic Life Insurance
- ConocoPhillips Cash Balance Account (Retirement Plan)

ENROLLMENT INSTRUCTIONS:

MEDICAL AND OTHER INSURANCE BENEFITS:

- You will receive an email from Benefits Center (within 3 business days of start date) directing you to Your Benefits Resources (YBR) for enrollment selections.
- For on-line enrollment, you can link to YBR at <http://resources.hewitt.com/conocophillips> . For easier access you can go through HR Express.
- Enrollment can also be completed over the phone by calling the Benefits Center at 1-800-622-5501, weekdays between 8:00 a.m. to 6:00 p.m., M-F. Central Time.
- The Benefits Center can help you with any questions and/or step by step guidance on how to enroll.
- Beneficiary designations for life, AD&D and retirement can be completed on YBR. (Beneficiaries for HSA through Chase.)

SAVINGS PLAN (CPSP):

- You will receive an enrollment kit from Vanguard mailed to your address of record. For faster access to enrollment information, please access the link below to Vanguard's Ekit: <http://conocophillips.vanguard-education.com/ekit>
- For on-line enrollment, you must register at www.vanguard.com using personal identification information (SSN, Birth date, zip code and Plan # 092538). For easier access you can go through HR Express.
- Enrollment can also be completed over the phone by calling the VOICE Network, Vanguard's 24-hour automated service or talk to a participant services associate, at 1-800-523-1188, weekdays between 7:30 a.m. to 8:00 p.m. Central Time.
- Vanguard can help you with any questions and/or step by step guidance on how to enroll. You will receive an email invitation (within two months of your hire date) for a Vanguard new hire webinar and we recommend you attend.
- Beneficiary Designations for the Savings Plan can be completed by going to www.vanguard.com. For easier access you can go through HR Express.

ADDITIONAL EMPLOYEE RESOURCES:

- Link to Summary Plan Descriptions (SPDs): http://hr.conocophillips.com/EN/spds_us/Pages/index.aspx
- Link to request a paper copy of SPDs: http://hr.conocophillips.com/EN/spds_us/Pages/SPDRequest.aspx
- Link to employee policies: http://hr.conocophillips.com/EN/policies_us/Pages/index.aspx

The Company reserves the right to amend or terminate a plan at any time, in its sole discretion, according to the terms of the plan. If there is any conflict between this document and the official plan documents, the official plan documents will control.