Pulmonx 2024 Employee Benefits

Pillars of Health powered by pulmonx



Pulmonx Corporation Benefits Philosophy

Provide comprehensive and flexible benefits programs **Provide industry competitive benefits** Support a healthy workforce Improve employees' understanding of benefits offerings and their value Promote healthy behaviors & health consumerism when accessing care **Keep more money in YOUR pocket!**



Benefits Website!

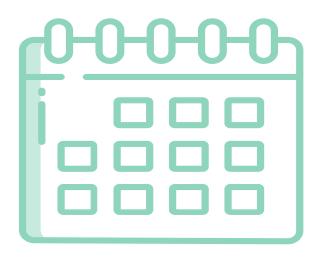
Introducing the Pulmonx Benefit Website: Pillars of Health!

Navigate today at <u>www.pulmonxbenefits.com</u>



Enrolling in Benefits - Benefits are effective on your date of hire

- Learn about all of the benefits and value-added services available to you and your family members
- Review your benefit choices and complete your new hire elections within 31 days of your hire date
- Your benefit elections will remain in effect for the duration of the plan year (through December 31, 2024) unless you experience a qualifying event
- You must notify HR within 31 days of the qualifying event date
- Examples of qualifying events include: marriage, divorce, legal separation, birth, adoption, spouse's loss of other coverage, etc.
- Make benefit elections online through ADP at workforcenow.adp.com



Overview of 2024 Benefit Plans

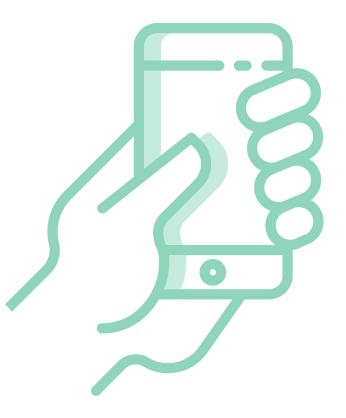
Pulmonx offers you and your eligible family members a comprehensive and valuable benefits program:

- Medical
 - Kaiser Permanente Traditional HMO (California Only)
 - Kaiser Permanente HSA-Qualified HDHP HMO (California Only)
 - Cigna Open Access (OA-20)
 - Cigna PPO Choice of two PPO plans
 - Cigna HSA-Qualified HDHP PPO
- ☐ Health Savings Account (HSA) –Igoe
- ☐ Dental PPO –Cigna Dental
- ☐ Vision PPO –Vision Service Plan (VSP)

- ☐ Life and Disability
 - Basic Life/AD&D -Lincoln Financial Group
 - Short Term Disability –Lincoln Financial Group
 - Long Term Disability –Lincoln Financial Group
- □ Employee Assistance Program (EAP) Lincoln Financial Group
- ☐ Flexible Spending Accounts (FSA) & Commuter Benefits –Igoe
- □ Additional Benefits
 - myStrength(for Kaiser Members age 18+) –Teladoc
 - 401(K) Plan –Empower Retirement

ID Cards

- Cigna uses digital ID cards. Download your Cigna medical and dental ID cards from myCigna.
- Cigna will not mail new ID cards for medical and dental plans unless member requests from Cigna on their member portal or by calling customer service.
- Kaiser ID cards will be sent to new enrollees.
- Kaiser also has digital ID cards available on their app.





Medical Benefits

Cigna Kaiser (CA only)



Medical Plan Coverage - Cigna Open Access - Available in all states!



Pulmonx's new OA-20 plan with Cigna offers benefits innetwork only. No PCP election required but encouraged. No specialist referral required.



OUT-OF-NETWORK

No coverage

- Higher benefits
- Negotiated rates
- Lower cost
- Access to providers nationwide



The OA-20 plan provides:

- ACA preventive exams covered at 100% (in-network)
- ACA \$0 prescriptions (limited list)
- Prescription drug coverage with mail order options
- Virtual doctor visits
- Website and app resources
- Member Perks



You may search for in-network providers at:

https://hcpdirectory.cigna.com/web/public/consumer/directory/search

Medical Plan Coverage - Cigna PPO & HDHP PPO



Pulmonx's PPO and HDHP PPO plans with Cigna offer in- and out-of-network benefits. No PCP election required but encouraged. No specialist referral required.





- Higher benefits
- Negotiated rates
- Lower cost option
- Access to providers nationwide
- Lower benefits
- Higher cost option



All plans offer:

- ACA preventive exams covered at 100% (in-network)
- ACA \$0 prescriptions (limited list)
- Prescription drug coverage with mail order options
- Virtual doctor visits
- Website and app resources
- Member Perks



You may search for in-network providers at:

https://hcpdirectory.cigna.com/web/public/consumer/directory/search

Medical Plan Coverage - Kaiser HMO & HDHP HMO (CA Only)



Pulmonx's HMO & HDHP HMO plans with Kaiser offer benefits **in-network only**. Kaiser is available to employees in CA. You are required to elect a PCP. A referral is required to see a specialist.



You may search for Kaiser providers at:

https://healthy.kaiserpermanente.org/northern-california/doctors-locations#/simple-form



All plans offer:

- ACA preventive exams covered at 100% (in-network)
- ACA \$0 prescriptions (limited list)
- Prescription drug coverage with mail order options
- Virtual doctor visits
- Website and app resources
- Member Perks

Medical Plan Options – Coverage Overview

Plan Features	Kaiser HMO (CA Only)	Cigna OA-20 (HMO/PPO Hybrid)	Cigna PPO 15/250*	Cigna PPO 25/750*	Cigna PPO HDHP \$1600* (HSA-Qualified)	Kaiser HDHP HMO* (HSA-Qualified, CA Only)
Network Options	In-network only	In-network only	In- and out-of-network*	In- and out-of-network*	In- and out-of-network*	In-network only
Deductible – Single / Family	None	None	\$250 / \$750^	\$750 / \$2,250^	\$1,600 / \$3,200^	\$1,600 / \$3,200**
Coinsurance	0%	10%	10%	20%	10%	10%
Out-of-Pocket Max – Single / Family	\$2,000 / \$4,000	\$2,000 / \$4,000^	\$2,750 / \$5,500^	\$5,250 / \$10,500^	\$3,500 / \$7,000^	\$3,200 / \$6,400^
Tax-Favored Account Options	FSA eligible	FSA eligible	FSA eligible	FSA eligible	HSA eligible (Pulmonx also makes a contribution to your HSA)	HSA eligible (Pulmonx also makes a contribution to your HSA)
Preventive Care	Covered at 100%	Covered at 100%	Covered at 100%	Covered at 100%	Covered at 100%	Covered at 100%
Primary Care Office Visit	\$20 copay	\$20 copay	\$15 copay	\$25 copay	10% after deductible	10% after deductible
Specialist Visit	\$20 copay	\$20 copay	\$15 copay	\$25 copay	10% after deductible	10% after deductible
Urgent Care	\$20 copay	\$20 copay	\$15 copay	\$25 copay	10% after deductible	10% after deductible
Emergency Room (waived if admitted)	\$100 copay	\$150 copay	\$150 + 10%	\$150 copay	\$150 copay	10% after deductible
Retail Prescriptions (30-day) Tier 1 / Tier 2 / Tier 3 / Specialty	\$15 / \$30 / \$30 / 20% up to \$250	\$10 / \$15 / \$30/ 20% up to \$250	\$10 / \$30 / \$50 / 30% up to \$250	\$10 / \$30 / \$50 / 30% up to \$250	\$10 / \$25 / \$40 / 30% up to \$250	\$10 / \$30 / \$30 / 20% up to \$250

^{*}In-network benefits illustrated only. See carrier summary for out-of-network coverage and limits. **The entire deductible must be met before the plan pays coinsurance benefits for any one family member. ^Each person in the family has their own deductible or out of pocket maximum up to the family aggregate total.

2024 Employee Medical Contributions

Total Per Pay Period Cost – Effective January 1, 2024 (through December 31, 2024)

Coverage Level	Kaiser HMO (CA Only)	Cigna OA-20 (HMO/PPO Hybrid)	Cigna PPO 15/250	Cigna PPO 25/750	Cigna HDHP PPO \$1600 (HSA-Qualified)	Kaiser HDHP HMO (HSA-Qualified, CA Only)
Employee Only	\$50.00	\$37.50	\$52.50	\$20.00	\$11.25	\$17.50
Employee + Spouse	\$182.00	\$162.50	\$215.00	\$140.00	\$107.50	\$112.50
Employee + Child(ren)	\$156.00	\$132.50	\$160.00	\$102.50	\$80.00	\$87.50
Employee + Family	\$240.50	\$230.00	\$280.00	\$197.50	\$132.50	\$150.00

Your contributions for the benefits you elect are deducted from your pay before income and social security taxes which means do not pay federal income tax, Social Security tax or Medicare tax on the amount of your premium payments each pay period.

Domestic partner contributions are post-tax and the employer contribution for domestic partners is imputed as income per IRS.

Selecting a Medical Plan

At Pulmonx, you can select from

multiple medical plan options to meet	Which plan is right for you?			
your and your family's needs.	HMO's	OA	PPO	HDHP's
I'd like a plan with the lowest per paycheck cost.				
2. I'm generally healthy and do not anticipate needing much health care in 2024. I'd like a plan that's likely to cost me the least, and I'm willing to see only in-network providers.	⊘	⊘		
3. I have a chronic condition and anticipate needing a lot of health care in 2024. I'd like a plan that's likely to cost me the least, and I'm willing to see only in-network providers.				
4. I'd like a plan that offers the flexibility for me and my family to have coverage while seeing out-of-network providers.				
5. I'd like a plan that allows me to save money on a tax advantaged basis for future health expenses				
6. I'd like a plan that allows me to pay a small, fixed amount when I visit my in-network doctors, and not a high deductible amount.		✓		
7. If you want to keep more money in your pocket instead of sending it to the insurance company, choose this plan.				

Ways to save on Prescriptions

Generics, generics!

- Generic prescriptions are significantly less expensive than name brand prescriptions
- Ask your doctor for recommendations

Use mail-order to save money and add convenience

- Save time at the pharmacy when you switch to 90 day
- Ask your doctor to update your maintenance prescription
- Can set up mail order or continue to go to the pharmacy
- You may need to switch pharmacies
- Get 3 months for the price of 2 when using mail order

McGriff Discount Card

- Coupon Card that can be used in addition to insurance
- Save up to 90% on out-of-pocket costs
- Use the McGriff
 Drug Discount
 Card at checkout
- Simply present coupons and insurance card at the pharmacy

Access the Cigna or Kaiser website tools

- Find network pharmacies
- Set up reminders
- Fill new prescriptions
- Transfer prescriptions to home delivery



To view the Cigna prescription list, click <u>here</u>. To view the Kaiser prescription list, click <u>here</u>. Note: Link to Kaiser prescription list is updated monthly.



Dental Benefits

Cigna



Dental Plan - Cigna PPO

- You may download a Cigna dental ID card from myCigna Physical ID Cards will not be mailed
- You may search for dental providers
 https://hcpdirectory.cigna.com/web/public/consumer/directory/search
- When you enroll in the Cigna dental plan you will also be enrolled in the VSP vision plan.
- For Cigna medical and dental benefit questions prior to enrollment, please contact Cigna at 888-806-5094.



Cigna Dental Plan – Coverage Overview

Plan Features*	In-Network	Out-of-Network
Deductible	Single: \$50 / Family: \$150	Single: \$50 / Family: \$150
Preventive & Diagnostic Care	No charge	No charge
Basic / Major Services	90% / 60%	80% / 50%
Annual Maximum	\$2,500	\$2,500
Orthodontia (child and adult)	50%	50%
Orthodontia Lifetime Maximum (per person)	\$1,500	\$1,500
Per Pay Period Deductions**	D	ental & Vision Plan
Employee Only		\$5.00
Employee + 1 Dependent	\$10.00	
Employee + 2 or more Dependents		\$15.00

**Your contributions for the benefits you elect are deducted from your pay before income and social security taxes which means do not pay federal income tax, Social Security tax or Medicare tax on the amount of your premium payments each pay period. Domestic partner contributions are post-tax and the employer contribution for domestic partners is imputed as income per IRS.

This is merely a summary of benefits for comparison only. Please refer to the formal plan documents for details.

^{*}See carrier summary for out-of-network coverage and limits.



Vision Benefits

Vision Service Plan (VSP)



Vision Plan – Coverage Overview

Plan Features*	In-Network	Out-of-Network	
Eye Exam	\$	10 copay	
Materials	\$25 copay		
Lenses (single vision, bifocal, trifocal, progressives)	Included with prescription glasses	Single Vision: Up to \$50 Lined Bifocal: Up to \$75 Lined Trifocal: Up to \$100 Lenticular: Up to \$125	
Frames*	\$150 allowance	Up to \$70	
Elective Contacts* (in lieu of frames)	\$150 allowance	Up to \$105	
Frequency (exams, frames, lenses or contacts)	12 months		
Per Pay Period Deductions**	Vision 8	R Dental Plan	

*Glasses or contacts are covered as in-network (as outlined) with an \$80 frame allowance at Costco and \$150 frame allowance at Walmart/Sam's Club. For eye exams, eye care providers contract independently with VSP, so always check www.vsp.com to see if the provider is in-network or out-of-network.

Your costs are bundled with your dental cost. When you enroll in the Cigna dental plan, you will automatically be enrolled in the VSP vision plan.

**Your contributions for the benefits you elect are deducted from your pay before income and social security taxes which means do not pay federal income tax, Social Security tax or Medicare tax on the amount of your premium payments each pay period. Domestic partner contributions are post-tax and the employer contribution for domestic partners is imputed as income per IRS.

VSP Vision Plan Discounts & Resources

VSP members have access to over \$3,000 in savings with Exclusive Member Extras.

Save More Money!

- Get up to a \$100 rebate on your next pair of glasses
- Receive \$1,000 off your <u>LASIK</u> procedure
- Save \$300 or more on your annual supply of contacts
- Save up to 60% on <u>hearing aids</u>
- Save big with discounts on <u>travel and entertainment</u> throughout the year for you and your whole family

Resources

- VSP Vision Care App Scan the QR code to download the VSP Vision Care App from the Apple App or Google Play Stores. Get instant access to your benefit coverage, Member ID Card, Exclusive Member Extras, and more.
- www.vsp.com
- https://www.vsp.com/offers
- https://www.eyeconic.com/





Learn more TruHearing VSP Extra:

Website: <u>truhearing.com/vsp</u>

Call: 877-372-4040 with questions



Tax Advantaged Benefits

Igoe



Pay for Health Care with Tax-free Money

Your tax-saving options are based on medical plan enrollment

Kaiser HMO / Cigna OA / Cigna PPO Plans

Health Care Flexible Spending Account

- 2024 Annual limit \$3,200
- No Pulmonx contribution available
- "Use it or lose it" amounts of \$640 or less can be carried over into the 2025 plan year amounts over \$640 are forfeited
- Elected funds, even ones you have not contributed yet are available 1st day of plan

Cigna HDHP PPO & Kaiser HDHP HMO Plans

Limited Purpose Health Care Flexible Spending Account

- 2024 Annual limit \$3,200
- No Pulmonx contribution available
- "Use it or lose it" amounts of \$640 or less can be carried over into the 2025 plan year amounts over \$640 are forfeited
- Elected funds, even ones you have not contributed yet are available 1st day of plan

Cigna HDHP PPO & Kaiser HDHP HMO Plans

Health Savings Account

- 2024 Annual limit \$4,150 single/ \$8,300 family
- Pulmonx contributes \$850 for employee only and \$1,700 for family
- All unused funds carry over and can build over time with investment options once your reach a certain balance
- Funds are only available once they are contributed to the account

HSA Eligible Expenses



Why HSA?

Triple Tax Benefits

- Contributions to an HSA (from both you and Pulmonx) are tax-free*
- Interest and investment earnings on the account are tax-free*
- 3. Funds withdrawn from the account for qualified expenses are tax-free*

How does Health Savings Account (HSA) work?

- HSA is an employee-owned savings account that can be used to pay for qualified medical, dental or vision expenses not covered by the health plans
- HSA must be paired with a high-deductible health plan
- HSA is easy to use it works like a debit card that is linked to the funds in your account

Eligible expenses include:

- Doctor, dentist, and optometry visits
- Prescription medication and medical equipment
- Lab exams/tests (X-rays, CAT scans, MRIs, bloodwork)
- Therapy services, hearing services and supplies
- Certain over-the-counter (OTC) medications without the need of a prescription

To refer to the full list of HSA eligible expenses, visit: https://hsastore.com/HSA-Eligibility-List.aspx.





HSA Contributions

- Pulmonx makes contributions to your HSA account (so long as you meet eligibility criteria)
- If you enroll in a HDHP you, you must select the HSA in ADP to ensure you receive your Pulmonx contribution.
- HSA contributions are subject to the IRS limit
- Cannot have disqualifying coverage such as other non-HDHP health plan, spouse's FSA plan, Medicare,
 MediCal, Medicaid, etc.

Are you eligible for an HSA?

You're eligible once you're enrolled in a qualified high-deductible health plan, with a few exceptions. You may not have:

- ✓ Medicare or TRICARE®
- ✓ Other health coverage that pays out-of-pocket health care
 expenses before you meet your plan deductible
- ✓ A general-purpose health care flexible spending account or health reimbursement arrangement in the same year
- ✓ Veterans Affairs medical benefits used in the last three months, unless the hospital care or medical services were for a serviceconnected disability
- ✓ Someone claim you as a dependent on their tax return

Annual Contribution by Coverage Tier	Pulmonx New Hires Effective January 1 st – June 30th	Pulmonx New Hires Effective July 1 st – December 31 st	Your Contribution Limit	2024 IRS Limit*
Employee Only	\$850*	\$425*	Up to \$3,300	\$4,150
Employee + Spouse	\$1,700*	\$850*	Up to \$6,600	\$8,300
Employee + Child(ren)	\$1,700*	\$850*	Up to \$6,600	\$8,300
Employee + Family	\$1,700*	\$850*	Up to \$6,600	\$8,300

^{*}Ages 55 – 65 can contribute an additional \$1,000 in "catch-up" contributions

How do HSA's Work

Savings with an HDHP & HSA

Individual



All services except preventive care are subject to deductible

When you enroll in a high deductible health plan, you must also select the Health Savings Account (HSA) in ADP to ensure you receive the Pulmonx contribution. Please note, it will ask you to select an employee contribution as well. If you do not wish to contribute any additional money to the HSA then you may select \$0 for employee contributions.

IN-NETWORK PREVENTIVE CARE IS COVERED BY THE PLAN AT 100%

Health Care Flexible Spending Account (FSA) Types







Health Care FSA

- 2024 Annual limit \$3,200
- Use for eligible health care expenses under IRS Code Section 125 (medical dental and vision care)
- Cannot be enrolled in a HDHP
- 2024 Carry over in to 2025 up to \$640





Limited Purpose Health Care FSA

- 2024 Annual limit \$3,200
- Available if enrolled in the HDHP with a Health Savings Account
- Use for eligible health care expenses under IRS Code Section 125, for dental and vision only, until you have met your medical plan deductible.
- Use for medical expenses after medical plan deducible is met.
- Cannot be enrolled in HMO, OA, or PPO
- 2024 Carry over into 2025 up to \$640

To refer to the full list of Health Care FSA eligible expenses, visit: https://fsastore.com/FSA-Eligibility-List.aspx

Flexible Spending Account (FSA) Types



Dependent Care FSA

- 2024 Annual limit \$5,000 per family
- Must enroll each year no changes to deductions
- Use for eligible dependent care
 - Children aged 12 or younger
 - Elder care if claimed as a dependent on taxes

- Can be enrolled regardless of medical plan election
- Use funds as they are available
- "Use it or lose it" rule no carry over
 - Expenses must be incurred during plan year
 - Request reimbursement by March 31, 2025
 - After March 31, 2025, all unclaimed fund will be forfeited

Commuter Accounts



2024 Transit monthly limit – up to \$315 per month

- For train, subway / Light rail, Bus, Ferry
- Eligible expenses include passes, token fare cards, voucher that entitles the employee to transportation or mass transit for purposes of commuting to and from work

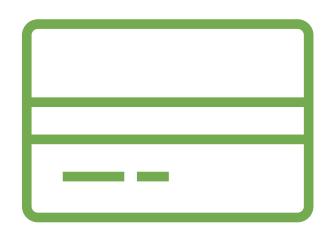
2024 Parking monthly limit – up to \$315 per month

- For parking at or near place of work
- For parking where you take public transportation to get to work
- Eligible expenses include parking fees on business premises, parking lots, and locations from which an employee carpools to work
- Note: you are not eligible if you are receiving a car allowance

Benefits Card - Igoe

How It Works

- Your Benefits Card gives you easy access to funds in your tax-advantaged benefit accounts. Simply swipe the card at the point of sale or provide your card details to pay a bill.
 - Your Benefits Card is a stored value card similar to a gift card
 - Transactions will only be allowed up to the balance that you have available in your account
 - Should a card denial occur, you can request reimbursement of the expense
 - Your Benefits Card is designed to work at eligible merchant locations that accept MasterCard
 - Remember to obtain a detailed receipt for all transactions





Life/AD&D and Disability

Lincoln Financial



Life Insurance – Coverage Overview

Pulmonx pays the **full cost** of Life and AD&D premiums

Basic Life

 A cash benefit your loved ones in the event of your death

Accidental Death & Dismemberment (AD&D)

 A cash benefit to you if you suffer a covered loss in accident such as losing a limb or your eyesight

Benefits

2x annual income* rounded to the next higher \$1,000

Minimum \$10,000 Maximum \$500,0000

Guaranteed Issue: \$500,000



It's very important that you have a current beneficiary designated in ADP, especially after experiencing a life event such as marriage or divorce.

^{*}Earnings include base salary, commissions, and bonuses

Disability – Coverage Overview

Pulmonx pays the **full cost** of the premiums for these benefits

Disability Insurance

 Pays you a direct benefit should you be unable to work due to accident or injury

Plan Features	Short-Term Disability	Long-Term Disability	
Elimination Period	7 days	180 days	
Maximum Benefit Duration	26 weeks	Up to Social Security Normal Retirement Age	
Percentage of Salary Replaced	60% of weekly earnings*	66.67% of monthly earnings*	
Maximum Benefit	\$3,500 / week	\$14,000 / month	

^{*}Earnings include base salary, commissions, and bonuses



Benefits will be offset by other sources of disability income you receive.



Planning for Your Future

Empower Retirement



401(k) Retirement

Eligibility

■ You can join our 401(k) plan at any time – there is no waiting period

401(k) Employee Contribution Limits

- 2024 limit is \$23,000
- Additional \$7,500 catch-up for those age 50 or older

401(k) Change Dates

- You can change your deferral percentage (the amount of money you are contributing to the plan) at any time
- You can stop your contributions at any time
- You can change the funds in which you are invested as often as you like, as long as the fund
 in question does not have short term redemption fees associated with it

Loans and Withdrawals

- Loans are permitted
- Financial hardship withdrawals are permitted with company approval

Note: The 401(k) plan is managed through <u>Empower Retirement</u> directly, not in ADP. You will be emailed a separate 401(k) communication. For more information on your 401(k), please contact Empower Retirement at 800-338-4015 or visit <u>www.empowermyretirement.com</u>.





Perks and Wellbeing



Employee Assistance Program (EAP)

Pulmonx provides a confidential no-cost Employee Assistance Program for employees and their dependents through Lincoln Financial Group. Representatives are available 24/7, 365 days a year.

Common issues that EAP Counselors can assist with are:

- Mental health and well-being
- Personal and professional relationships
- Substance abuse
- Family life
- Daily stress



Call: (888) 628-4824 (available 24/7) Visit: www.guidanceresources.com

Username LFGsupport Password: LFGsupport1

Lincoln Financial Value Add Programs - No Cost

LifeKeys



Can help you with a range of services 24/7 including:

- Help with important life matters such as legal, financial, family and career
- Protection against identity theft
- Online will preparation
- Guidance and support for your beneficiaries such grief counseling and legal support
- Save money on shopping and entertainment

Phone: 1-855-891-3684

Website: GuidanceResources.com

Mobile App: GuidanceNow

Web ID: LifeKeys

TravelConnect @



Support for emergencies while traveling 100 + miles from home:

- Arranging travel if you're injured and need emergency evacuation to medical facility
- Managing travel for a companion/or your dependent children, including transportation expenses and accommodations of a qualified escort
- Planning and paying for safe evacuation because of a natural disaster or political or security threat
- Arranging transportation of a deceased traveler
- Securing emergency pet boarding and/or return and vehicle return

Phone: 866-525-1955 from U.S. or Canada

603-328-1955 from anywhere in the world

Email: MyOnCallPortal.com Group ID: LFGTravel123

Wellness Program

In support of our Pillars of Health, we are pleased to provide our employees with a wellness program. Our goal is to support each employee in your individual journey with tools, resources, and fun opportunities to improve your health and wellbeing.

As part of our wellness program, we provide monthly wellness newsletters on topics we hope you find beneficial to your health, as well as several webinars and meditations offered by our broker McGriff. Throughout the year, we run various challenges to provide motivation to invest in your health. Challenge winners will be able to use points earned to redeem prizes within the reward catalog (and ship them directly to your home address worldwide). We hope you enjoy the challenges and have some fun along the way.



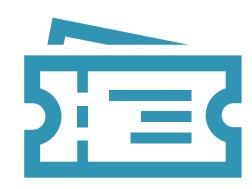


TicketsatWork

TicketsatWork provides exclusive deals and limited-time offers on products, services and experiences such as:

- Movie Tickets
- Special Events
- Rental Cars
- Electronics
- Groceries
- Gift Cards

- Theme Parks
- Fitness Memberships
- Hotels
- Cars
- Appliances
- Flowers
- And more!



How to get started

- 1. Visit ticketsatwork.com
- 2. Click Become a Member
- 3. Enter the company code: PULMONXPERKS



What is Next?



Enrollment and Change Opportunities



To make a change when life happens

When you have a qualifying event (marriage, divorce, birth, adoption, loss of dependent status, etc.) you must make your election changes within 31 days of the date of the event.



New Hire Enrollment

Your benefits will be effective date of hire. Please be sure to make your enrollment elections within 31 days of your hire date.

New Hire Benefits Checklist

- Benefits Enrollment is your opportunity to elect your benefits to ensure that you and your dependents are adequately protected
- As a new hire, you may:
 - Enroll in medical, dental, and vision plan elections
 - Make HSA, Health Care FSA, Dependent Care FSA, or Commuter Benefit contribution elections
 - Add eligible dependents
 - Waive Coverage
 - Add your beneficiary designations
- Everyone must login to ADP @ workforcenow.adp.com
 - Make plan selections through your new hire enrollment wizard.
 - From your Election Summary screen, click Submit Enrollment to confirm your elections.
 - Complete elections within 31 days of date of hire.
- Your new hire elections will become effective on your date of hire

Contacts and Resources

Contact	Group #	Website/Email	Phone	Mobile App
Cigna – Medical & Dental	00651525	myCigna.com Cigna Benefits Education website	Medical: 866-494-2111 Dental: 800-244-6224	myCigna
Kaiser – Medical (CA only)	642421	www.kp.org Pulmonx Digideck website	800-464-4000	Kaiser Permanente
Vision Service Plan (VSP) – Vision	30037800	www.vsp.com	800-877-7195	VSP Vision Care
Igoe – HSA, FSAs, Commuter Benefits		www.goigoe.com	866-451-3399	Igoe Mobile
Lincoln Financial Group – Life & Disability	Life: 10169385 STD: 10257535 LTD: 10169386	www.lfg.com	800-423-2765	Lincoln Financial Mobile
Lincoln Financial Group – Employee Assistance Program (EAP)	username: LFGsupport password: LFGsupport1	www.guidanceresources.com	888-628-4824	GuidanceNow
Empower Retirement – 401(k)	370197-01	www.empowermyretirement.com	800-338-4015	Empower
McGriff Employee Benefits		PulmonxBenefits@McGriff.com	408-414-1092	
Pillars of Health - Benefits Website		www.pulmonxbenefits.com		

Need Help?

Review the Employee Benefit Checklist, Benefit Guide, and Benefit Website carefully, let us know if there are any questions:

McGriff Employee Benefits – Melanie Cable Phone: 408-414-1092

Email: PulmonxBenefits@McGriff.com



Thank you!

