

Congratulations on your international assignment! You and your dependents will be eligible for coverage under the ConocoPhillips Global Benefits Plan. This will include medical, prescription, dental and vision coverage. This overview is intended to inform you of key health and welfare benefits information to know when you are assigned from one location to work in another location (“international assignment”). Please refer to the applicable section below for information.

U.S. INPATRIATES/NON-U.S. ASSIGNEES WORKING IN THE U.S.

A non-U.S. employee going on an international assignment to the United States.

Actions	Details
<p>Prepare for the transition to global medical benefits.</p>	<p>Before your assignment starts, refill prescriptions for you and/your dependents and handle any time-sensitive medical appointments under your current benefits.</p> <p>Due to federal regulations, not all medications and supplies are eligible for a 365-day allowance. You can contact the Cigna Global Service Center to see if there are any associated travel restrictions.</p> <p>The process to transition from your local benefits to Cigna global medical benefits may take 7-10 business days after your assignment start date.</p>
<p>Read the benefits enrollment email after your assignment start date.</p>	<p>You will receive a [Partner] Welcome to ConocoPhillips - ACTION REQUIRED - Benefits Enrollment email from the ConocoPhillips Benefits Center, our third-party benefits administrator, from the email address, donotreply@businessolver.com, after your first day of assignment.</p>
<p>Review and/or complete enrollment for you and your eligible dependents.</p>	<p>You will have 30 days to add your eligible dependents in your new global benefits coverage</p>

	<p>with Cigna Global Inpatriate Health Benefits. If you and/or your dependents are in the benefits system, then only add any new dependents.</p> <p>Please be prepared to submit the required dependent verification information (e.g., marriage certificate, birth certificate, or other documents requested). A PDF verification letter will be posted on My Benefits in your Message Center, and you will receive an email advising that documentation is required.</p> <p>Reminder: Complete your enrollment and/or add dependents as soon as possible to avoid a delay in your enrollment being processed.</p>
<p>Know the deadlines.</p>	<p>After your assignment start date, you will have 30 days to review elections and 45 days to verify dependents. If you do not take action, the next time to make changes will be during Annual Enrollment, a qualified life event (e.g., adding a child, marriage) or an employment status change (e.g., repatriation).</p>
<p>Your enrollment and dependent information will be sent to Cigna.</p>	<p>The ConocoPhillips Benefits Center will send your enrollment to Cigna. This process can take 7-10 business days. Cigna will notify you using your ConocoPhillips email about your Cigna coverage, insurance cards, etc.</p>
<p>Cigna will provide a welcome email to you.</p>	<p>Once Cigna has received your information, you will receive a Welcome to Cigna Global – Register for Cigna Envoy Today welcome email from Cigna, from the email address, CignaEnvoyAlerts@CignaHealthcare.com.</p> <p>Reminder: Complete your Cigna Envoy registration.</p>
<p>If you have any issues obtaining your insurance information and/or have insurance coverage questions.</p>	<p>Please contact Cigna directly at 1-855-611-8130 (toll-free), 24 hours per day, 7 days per week. If further</p>

	assistance is needed, please contact HR Connections at or submit a Workday Help Case .
Take action if you have any issues obtaining your insurance information and/or have insurance coverage questions.	Please contact Cigna directly at 1-855-611-8130 (toll-free), 24 hours per day, 7 days per week. If further assistance is needed, please contact HR Connections at or submit a Workday Help Case .
Take action if you add a new child or spouse during your assignment.	Please contact the ConocoPhillips Benefits Center at 800-622-5501 or 718-354-1344, 8 a.m. to 7 p.m. Central time, Monday – Friday.