

ConocoPhillips Benefits Center and *My Benefits*

- **Health Benefits** – View current medical, dental, and other insurance coverage; change or update your coverage and dependent information; compare and enroll in benefits.
- **Personal Information** – Add alternate email address, view, update and add beneficiary information for the life insurance and pension plans.

TIP: Although ConocoPhillips employees' email addresses are on file with *My Benefits*, you also might want to consider setting up an alternate email address, such as your personal email address. To set up an alternate email address, click the drop-down next to your name in the top right and select *profile*.

How to Contact the Benefits Center

You can use the automated telephone system to speak with a representative and complete many of the same transactions found on *My Benefits*. Simply call the Benefits Center, and the system will guide you through your options. You will be asked for the last four digits of your social security number, date of birth and zip code.

The Benefits Center

800-622-5501 or 718-354-1344

7a.m. to 7p.m. Central time

How to Access *My Benefits*

The *My Benefits* website is your best source for detailed, personalized health benefits and welfare information.

My Benefits Website (Former Employees)

The first time you log on directly to *My Benefits* at <http://mybenefits.conocophillips.com>, you'll need to register in order to create a user ID, choose a password and set up security questions. The company key to use is *conocophillips*.

My Benefits Single Sign-on (Current Employees)

Seamlessly access your *My Benefits* account with your ConocoPhillips network user ID and password. You will not need an additional *My Benefits* password if you log on through HR Express or hr.conocophillips.com.

Have you forgotten your user name and password?

On the *My Benefits* Login page, click "Forgot your username or password?" under the blue Login button. Use the company key *conocophillips*. Follow the prompts, and *My Benefits* will either help you remember your information (by having you provide some personal information) or help you set up a new user name and/or password. You can instead call the Benefits Center and listen for the prompt for password resets.