



WELCOME

UNLOCK THE POWER OF YOUR BENEFITS

To help you take full advantage of our offered benefits, we provide one-on-one benefits education and enrollment support for our new hires.

During your conversation, a Benefit Counselor will provide a detailed explanation of each benefit option, answer any questions you may have and complete the enrollment process directly in Dayforce.

Please note, you have 90 days from your Date of Hire, or 30 days if a rehire, to complete your benefit enrollment. If you do not enroll during your new hire window, your next opportunity to enroll will be during Open Enrollment or if you experience a Qualifying Life Event (QLE).

BE PREPARED!

YOUR NEW HIRE ENROLLMENT CHECKLIST:

- ✔ **Schedule Your Appointment:** Scan the QR code or visit conglobal.newhireenrollment.net
When scheduling be sure to provide the phone number you would like the Benefit Counselor to contact you on at the time of your appointment.

- ✔ **Review Your Benefit Options:** Visit [ConGlobal.MyBenefitsApp.com](https://conglobal.mybenefitsapp.com)

- ✔ **Gather Important Information:**
 1. **Dayforce Sign In Information:** You'll need your Dayforce sign in details including employee ID number and password for your Benefit Counselor meeting.
 2. **Personal & Dependent Details:** Come prepared with the social security number(s) and date(s) of birth for yourself and anyone you'd like to cover as a dependent or add as a beneficiary.
 3. **Dependent Verification Documentation:** If you're adding a spouse or child to your coverage, you are **REQUIRED** to upload verification documents in Dayforce before your enrollment can be submitted.
 - Click here to view [Dependent Documentation Requirements](#)
 - Click here to view [Step by Step Document Upload Instructions](#)



Your Benefit Counselor will call you at your scheduled appointment time. We encourage you to be in a private, quiet space for your 30-minute conversation. Have your questions ready and important demographic information on hand.

