



Your financial future starts here

Your guide to enrolling in the
Allegheny Health Network
401(k) Plan



A step in the right direction

Your Allegheny Health Network 401(k) Plan is a great way to accumulate a nest egg. When you contribute, so does Highmark Health, helping your retirement savings add up faster. Browse this guide to learn about:

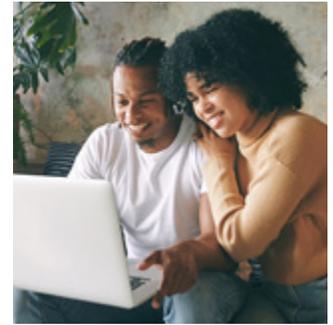
- Your investment options
- Getting the full match
- Special features
- Enrolling

What's inside

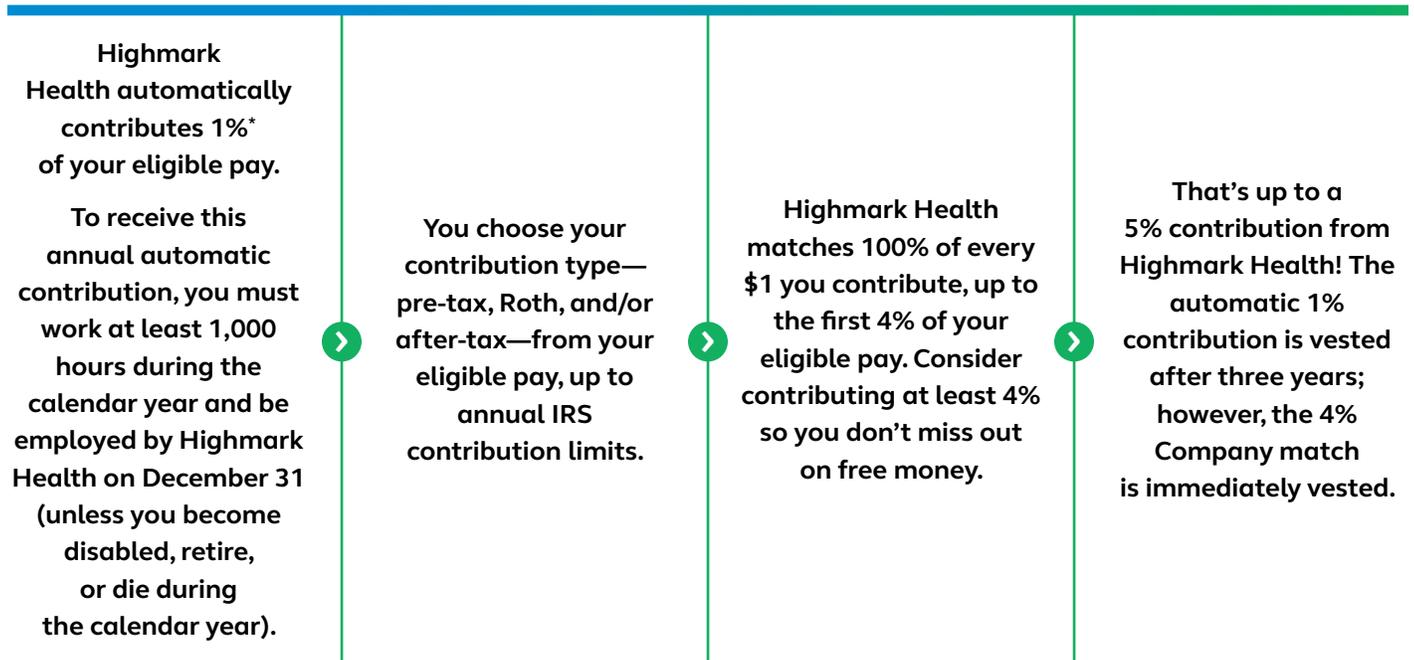
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An investment in you

Whether retirement is a long way off or right around the corner, having a savings strategy will help put you in a better position when your working days are over. Highmark Health helps you on your road to retirement by offering the Allegheny Health Network 401(k) Plan (AHN 401(k) Plan) with comprehensive tools and resources, a Company match, plus an additional Company contribution equal to 5% of your eligible pay.



Here's how the Plan works:



*Grove City employees are not eligible for the automatic contribution.

The AHN 401(k) Plan is one of the simplest ways to accumulate retirement savings. You can either take control and enroll now or let the Plan's automatic enrollment feature get you started 30 days after your date of hire.

When you become eligible

Employees age 21 or older are immediately eligible to enroll in the AHN 401(k) Plan. You are eligible to contribute and receive any Highmark Health contributions following 30 days from your date of hire.

Features to help your savings grow

Contributions. You'll contribute to your AHN 401(k) Plan through convenient payroll deductions on a pre-tax, Roth, and/or after-tax basis, making it easier to save. You can change your contribution rate, contribution type, and/or investment elections at any time.

Tax savings. You'll save on taxes whether you make pre-tax, Roth, and/or after-tax contributions.

- **Highmark Health's non-elective contribution.** Provided you meet the eligibility each year, you will automatically receive 1% of your eligible pay in your account annually, whether you contribute or not. You'll receive this non-elective contribution if you work at least 1,000 hours during the calendar year and be employed by Highmark Health on December 31 (unless you become disabled, retire, or die during the calendar year). This contribution is calculated at the end of the calendar year and posted in your account in the first quarter of the following year. Grove City employees are not eligible for this non-elective contribution.
- **Pre-tax contributions.** When you contribute to the AHN 401(k) Plan on a pre-tax basis, you reduce your taxable income. You won't owe taxes on your contributions until you start taking withdrawals from your account, and you'll generally pay no penalties on money you withdraw at age 59½ or later.
- **Roth contributions.** Unlike traditional after-tax contributions, any potential earnings on Roth contributions are generally tax-free if you take a qualified distribution.
- **After-tax contributions.** Contributions are made after taxes are withheld, but taxes are deferred on any investment earnings. Taxes on earnings are due upon withdrawal.
- **Catch-up contributions.** Starting in the year that you turn age 50, you can contribute an additional amount to your account each year up to the IRS annual limit.
- **Maximums.** You can contribute up to 75% of your eligible pay up to IRS annual limits. Log in to your account through HR Services Online. (<https://hrservices.highmarkhealth.org>) with no additional password required (at work) or www.upointhr.com/highmarkhealth (at home) to see this year's contribution limits. (See page 4 for login instructions.)

Company match. Highmark Health matches your contributions dollar-for-dollar, up to the first 4% of your eligible pay that you contribute, helping your nest egg grow faster. You can contribute to the AHN 401(k) Plan on a pre-tax, Roth, and/or after-tax basis, up to annual IRS contribution limits.

Choices. The AHN 401(k) Plan offers a diverse range of investment options that you can tailor to fit your savings goals, time horizon, and risk tolerance. Consider a target retirement date fund for a pre-mixed portfolio that lets you set it and forget it. For more information about these funds, see the section titled “What is a target retirement date fund?” on page 6.

Vesting. You are 100% vested in your own contributions as well as Highmark Health’s matching contributions. That means the money is yours to keep, even if you leave the Company. The 1% automatic contribution becomes 100% vested after three years of employment, or if you become disabled, retire, or die.

Why start now?

While it’s never too late to start saving, the earlier you start, the better your chances for meeting your financial goals. Why? Because the longer your money grows through tax-deferred compounding, the more you generally can accumulate for retirement. Starting early can pay off! To learn more about tax-deferred compounding, see page 8.





Get started

UPoint is your account management hub where you can:

- Update your account information
- Learn about and choose investment options
- Change your contribution rate, contribution type, and investments
- See how your account is performing
- Get a personalized retirement forecast
- Access tools, calculators, and education to help keep you on track

Once you create your online account at the Highmark Health Retirement Service Center (UPoint), you can log in to view your balance, choose or change investment fund elections, increase your contribution rate, name your beneficiaries, get financial education, and more.

How to create your online account

The first time you visit the UPoint website, you'll need to create an online account. You can reach the UPoint website:

- **From work** (within the Highmark Health network) via Highmark's HR Services internal site at <https://hrservices.highmarkhealth.org>, or
- **From home:** www.upointhr.com/highmarkhealth

You will be taken directly to a **New User setup** screen.

Create your new user ID, password, and personal identification number (PIN) as follows:

- **User ID:** Eight to 20 characters consisting of letters or numbers; your user ID is not case-sensitive.
- **Website password:** 10 to 64 characters consisting of letters, numbers, spaces, and special characters. Your password is case-sensitive and must contain at least three of the following four items: uppercase letter, lowercase letter, number, special character.
- **Service Center PIN (for phone calls only):** Create a new eight- to 20-character PIN consisting of numbers only.

Finally, select and answer security questions for fast resets in case you forget your user ID or password in the future.

After you've created your online account, you'll only use your new user ID and password in the future if you log in to UPoint directly at www.upointhr.com/highmarkhealth. No password is required if you access UPoint from Highmark's HR Services internal site at <https://hrservices.highmarkhealth.org>.

Security matters

Maintaining the privacy and security of your account is a top priority, and Alight Solutions uses the most up-to-date technology to keep your information safe.

You can do your part to secure your information by taking the following steps:

- Keep your contact information current
- Add your mobile phone number under Your Profile > Manage Communications on the Plan's website and then elect to receive texts and alerts
- Create a strong password
- Add security questions for an added layer of protection
- Learn more by accessing the Security Center link on the UPoint website at <https://hrservices.highmarkhealth.org> (at work) or www.upointhr.com/highmarkhealth (at home)



Get the app

Download the Alight Mobile app from the Apple or Google app store to access your AHN 401(k) Plan account anytime, anywhere. Log in to the app using the same user ID and password you create for the website.

Tip!

You'll need to create your user ID and password on the website first. You cannot create your login credentials on the app.



Need help?

If you need help accessing your account, or if you have questions about the AHN 401(k) Plan, please contact the Highmark Health Retirement Service Center at **1-833-964-3015** between 8 a.m. and 8 p.m. Eastern Time, Monday through Friday.

Your investment options

The AHN 401(k) Plan offers a variety of investment options to help you diversify your savings. The Company regularly reviews and updates the Plan's offerings to make sure they are competitive, are appropriate, and reflect our participants' needs and preferences. When you log in to UPoint at <https://hrservices.highmarkhealth.org> (at work) or www.upointhr.com/highmarkhealth (at home), you'll find a wide range of investment options from which to choose, along with fund fact sheets, performance history, and ratings. This information makes it easier to compare your options. Paper copies can also be requested at no charge.

What is a target retirement date fund?

In addition to individual investment fund options, the Plan gives you a choice of BlackRock LifePath Index funds. Each of these funds is a pre-mixed portfolio made up mostly of stocks and bonds that lets you take a hands-off approach to investing. The allocation between asset classes (e.g., generally stocks and bonds) automatically becomes more conservative over time as you get closer to retirement age, which is assumed to be age 65. While you can choose any target fund you would like, most people choose the fund whose target date most closely matches the year they expect to retire, based on their date of birth.



Enroll

You can enroll in the AHN 401(k) Plan in three steps.

- 1. Decide how much to save.** Select the percentage of eligible pay you'd like to contribute each payroll period, up to the IRS annual limits. **Note:** If you made contributions to a previous employer's qualified plan during this calendar year, you will have the opportunity to enter that amount when you enroll in the AHN 401(k) Plan, so it will be included in your calculation of the annual IRS limit.
 - Decide whether you want to make pre-tax, Roth, and/or after-tax contributions, or a combination.
 - Decide if you want to use the annual Automatic Contribution Escalation feature to help your savings grow. You select whether to apply this automatic escalation to pre-tax, Roth, and/or after-tax contribution elections, or a combination of all three. You can also select the date you want this annual contribution escalation to occur, and in which percentage increment, to a targeted goal contribution rate up to the Plan maximum of 75% of eligible pay.
- 2. Choose your investment funds.** To see the list of your investment options, log in to your account at <https://hrservices.highmarkhealth.org> (at work) or www.upointhr.com/highmarkhealth (at home). You can allocate your contributions among multiple investments. UPoint has a wide range of resources to help you decide which investments are right for you. The Plan also offers an Automatic Portfolio Rebalancing feature that automatically adjusts your investments to the mix you choose. Select this feature when you enroll in the Plan or at any time in the future. You can have your portfolio automatically rebalanced to restore your original investment mix every 90 days, every 180 days, or annually, based on the frequency you choose.
- 3. Review and submit.** Double-check your elections and contribution rate(s). When you're ready, click **Submit**. You will receive a confirmation email, which you should save for your records.

Be sure to choose your beneficiaries

Your beneficiary is the person or people who, or other entity (such as a charity or a qualified trust) that, will receive your account balance in the event of your death. On the UPoint website, navigate to the person icon and choose **Beneficiaries** under My Profile to designate your beneficiary(ies).

Make changes at any time

You can move your savings to a different investment fund or funds and make changes to the funds to receive your future contributions at any time. For additional information about directing the investment of your AHN 401(k) Plan account, including restrictions on changes and transfers, please refer to the AHN 401(k) Plan's Summary Plan Description, available on the UPoint homepage, and under Plan Information.



What is compounding?

Compounding means that each dollar you contribute to your account has the potential to generate earnings, or grow. Those earnings may then generate more earnings, and so on.



Special features

If you forget to enroll or are unsure about what elections to make at this time, don't worry. The AHN 401(k) Plan has automatic features to get you started and keep you going.

Automatic enrollment

If you do not actively enroll (or opt out of auto enrollment) in the Plan within 30 days of your hire date, you will automatically be enrolled in the AHN 401(k) Plan, and pre-tax contributions of 4% of your eligible pay will be made to the Plan by payroll deduction. These deductions will be invested in the BlackRock LifePath Index fund that most closely matches your retirement date, based on an assumed retirement age of 65.

If you want to change your contribution rate(s) and investment elections or prefer not to participate in the AHN 401(k) Plan, log in to UPoint at <https://hrservices.highmarkhealth.org> (at work) or www.upointhr.com/highmarkhealth (at home) and click on the Automatic Enrollment banner to make your choices. Or call the Highmark Health Retirement Service Center at **1-833-964-3015** between 8 a.m. and 8 p.m. Eastern Time, Monday through Friday.

Automatic contribution escalation

If you are automatically enrolled in the AHN 401(k) Plan, you will also be enrolled in the Plan's Automatic Escalation feature. Your pre-tax contribution rate will increase by 1% each year on April 1 until you reach the Plan's goal contribution rate of 10% (unless you elect to disable the Automatic Escalation feature).

Automatic portfolio rebalancing

If you're not enrolled in a single investment option, you can opt to use the AHN 401(k) Plan's Automatic Portfolio Rebalancing feature. This feature ensures that your account doesn't become too heavily weighted in either stocks or bonds over time, but rather stays aligned to the risk level you choose (e.g., 60% stocks and 40% bonds). Select this feature when you enroll in the Plan or at any time in the future. You can have your portfolio automatically rebalanced to restore your original investment mix every 90 days, every 180 days, or annually, based on the frequency you choose.

Vesting

You're immediately 100% vested (meaning you have full ownership rights) in all contributions you make to your account, and any earnings on those contributions. You're also immediately 100% vested in Highmark Health's 4% Company match, and any earnings on those contributions. You cannot lose them even if you leave Highmark Health.

Rollovers

Still have an account in the qualified retirement plan of a previous employer? In most cases, you can roll over that account into your AHN 401(k) Plan account. That way, you can access information about your employment-based retirement savings in one place and use the same investment strategy for all those savings. The Rollover Contribution Form is available in the Forms and Materials section of the UPoint website. It can also be requested by calling the Highmark Health Retirement Service Center at **1-833-964-3015** between 8 a.m. and 8 p.m. Eastern Time, Monday through Friday.

Prior plan contributions

If you participated in another employer's qualified 401(k) plan this calendar year, you can enter the amount you contributed during your enrollment. Payroll will factor your prior contributions into your annual total to help ensure you will not exceed the annual IRS combined limit for pre-tax, Roth, and/or after-tax contributions. If you exceed the limit, the AHN 401(k) Plan can refund the excess portion of your contributions to the Plan, which will then become taxable income to you.

Making changes

Once enrolled, the AHN 401(k) Plan gives you the flexibility to change your contribution rate(s), contribution type and/or investment funds at any time online. Please note that refunds of contributions already made to the Plan are not allowed (except in connection with certain corrective actions under IRS rules).

Withdrawals and loans

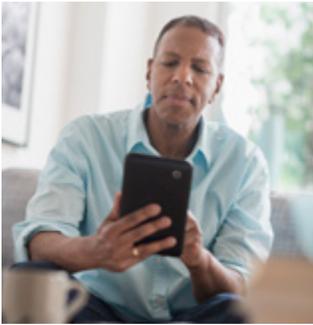
Even though withdrawals and loans are permitted, withdrawing money from your account or taking a loan before you retire means you'll miss out on the power of compounding earnings and may not have the money you need to live comfortably in retirement. Consider using other resources first. While you are actively employed, you can take loans or withdrawals from your account, subject to the AHN 401(k) Plan rules. For more information, log in to UPoint at <https://hrservices.highmarkhealth.org> (at work) or www.upointhr.com/highmarkhealth (at home), or call the Highmark Health Retirement Service Center at **1-833-964-3015** between 8 a.m. and 8 p.m. Eastern Time, Monday through Friday. In-service withdrawals (other than After-tax money) are subject to income tax, and, if taken before age 59½, an additional 10% penalty may apply.

Accessing your savings at termination or retirement

Leave it. If your account balance is more than \$1,000 when you retire or leave Highmark Health, you can generally choose to leave your money in the AHN 401(k) Plan until some future date that you choose, or as may be required by IRS or Plan rules.

Withdraw it. You have the option of taking some or all of your savings in a lump sum, or rolling over some or all of your savings into an IRA or another employer's qualified retirement plan. Your pre-tax savings may be subject to taxes unless you roll it into an IRA or another employer's qualified retirement plan. And you also may be subject to an additional 10% penalty for withdrawals taken prior to age 59½. Your Roth savings can be withdrawn tax-free at retirement, provided you keep your money in the Plan at least five years from the date of your first Roth contribution, and withdraw it after age 59½ or upon your disability or death. For more details, see the Plan's Summary Plan Description, available on UPoint, and under Plan Information.





Help is here

Finances can seem complicated, but they don't have to be. Online savings and investing help is available.

Financial Education Center

Find financial information, articles, courses, tools, and calculators 24/7/365 to help you understand, plan, and make decisions about your retirement savings.

Real Future™ retirement income tool (available starting April 1, 2022)

Using this interactive online tool, you can quickly see whether you're on track to retire when you want. If it looks like your future income may fall short (even after adding your other retirement accounts for consideration), simply create different scenarios that could potentially improve your outcome. Once you decide what changes to make—like increasing your contributions or altering your investment mix—the tool makes it easy to apply them.

Fund Fact Sheets

Lipper Fund Fact Sheets will be available to you online. These sheets provide you with details on each investment option offered in the 401(k), including best-of-class investment analysis and performance information. Paper copies of the information can also be requested. We also provide prospectus information for each of the mutual funds.

Personal financial assistance

The Financial Wellness Center will provide you with access to specialists who are trained to answer a wide variety of personal finance questions by phone or email. All calls to the center are confidential and at no additional cost to you.

Contacts and resources

If you have questions or need help, use these resources:

- **UPoint.** Visit <https://hrservices.highmarkhealth.org> (at work) or www.upointhr.com/highmarkhealth (at home).
- **Highmark Health Retirement Service Center.** Please call **1-833-964-3015** between 8 a.m. and 8 p.m. Eastern Time, Monday through Friday.



Opt in and stay connected

Getting your benefits updates has never been easier (or faster). Choose how you'd like to receive your retirement plan information—email or mobile. Log in to UPoint and choose **Manage Communications** from the Your Profile menu. Make sure your contact information is on file, so you'll never miss an important message. And if you forget your password, we'll text you a temporary code for logging in.

The information provided here describes only certain highlights of some Highmark Health benefits. It does not supersede the actual Plan provisions of the official Plan documents, which in all cases are the final authority. Eligibility criteria and/or Highmark Health plans, programs, practices, and processes may be amended, changed, or terminated by Highmark Health at any time without prior notice to, or consent by, participants. The information provided does not constitute a contract of employment between Highmark Health and any individual, or an obligation by Highmark Health to maintain any particular benefit program, practice, or policy.

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