

# 2025

# Employee Benefits

## Tortoise Capital open enrollment: Nov. 18, 2024-Nov. 27, 2024 Welcome to open enrollment for 2025!

Open enrollment is your annual opportunity to do a comprehensive review of your benefit plans to ensure you have the right coverage for you and your family.

### To do

1. Review benefit elections and decide if you want to make changes.
2. Log in to [workforcenow.adp.com](https://workforcenow.adp.com), using the instructions below.
3. Submit elections via ADP. You must review and click "submit" even if you do not plan to make changes.

### How to log in to ADP

1. Log in to [workforcenow.adp.com](https://workforcenow.adp.com).
2. Log in using your established username and password.
3. Click on Myself > Benefits > Open Enrollment 2025.
4. Follow the sections to the left or click "Next" in the bottom right-hand corner.
5. Hit "Submit" once you have reviewed or made changes to your elections.

## Benefit highlights

### Medical

- The HSA QHDP plan has increased deductible amounts per IRS guidelines.
- Plan design has not changed for the Traditional PPO or the BlueSelect Plus PPO.
- Increase to monthly plan premiums.

### Pharmacy

- Coverage continues to be held under Blue KC's Premium Formulary. To view the list of covered drugs, please visit the Tortoise Capital benefit site.

### Dental

- Plan design has not changed.
- For all tiers, the company will share the cost of premium with the employee.

### Vision

- Plan design and premiums have not changed.

### Life and disability

- Plan design has not changed.

### Health savings account (HSA)

- WEX is the HSA vendor, allowing you a one-stop shop for all spending accounts (HSA and FSA).
- If you are eligible and enroll in an HSA, Tortoise will contribute \$600 annually for Employee coverage or \$1,500 annually for Employee + Family coverage.

### Identity theft

- LifeLock — plan administrator.
- Premiums will be paid by the employee.

## Here's what you need to know

- Open enrollment is the time to make changes to your elections, such as:
  - Changing or waiving your benefit coverages. This is not available to you the rest of the year unless you experience a qualifying life event (marriage, birth of a child, divorce, etc.)
  - Electing new FSA annual contributions (medical, limited and dependent care). These elections DO NOT roll over year to year. To participate, employees must elect new contributions for 2025.
  - Electing new HSA annual contributions. These elections DO NOT roll over year to year. To participate, employees must elect new contributions for 2025.
  - Enrolling eligible family members.
  - If you want your coverage to stay the same, you will still need to review and click "Submit."
  - All benefit elections and changes will take effect on Jan. 1, 2025. If applicable, you will receive new ID cards and see new payroll deductions on your first check in January.

## How do I get more information?

There will be multiple ways for you to learn more about changes for 2025 and helpful tips for getting the most value from your benefit plans. You can view the benefit guide and detailed summaries of benefits by going to [tortoisebenefits.com](https://tortoisebenefits.com).

**Open enrollment begins Monday, Nov. 18, 2024, and runs through Wednesday, Nov. 27, 2024!**  
**For questions regarding your coverage and benefits, please email [hr@tortoiseadvisors.com](mailto:hr@tortoiseadvisors.com).**