

Enrolling in the Laitram Spousal Incentive HRA (SIHRA)

To enroll in the SIHRA:

1. Verify you, your spouse and/or dependents are eligible to enroll by visiting laitrambenefits.com/SIHRA. Eligibility is limited to those currently enrolled on the Laitram medical plan **unless** you are a New Employee or have a Qualifying Life Event (e.g., marriage, birth of a child, spouse loses medical coverage).
2. Enroll you, your spouse and/or dependents in the **eligible** alternate group medical coverage, typically provided by your spouse or dependent's employer, but refer to the SIHRA resource page to learn about other available options (e.g., dependent (<26) joins his/her employer's plan) and for **what plans are eligible**.
3. Remove and/or don't enroll yourself, spouse and/or dependents in Laitram's Medical plan during Open Enrollment, New Hire Enrollment, or Qualifying Life Event Enrollment.
4. Complete and return the SIHRA Enrollment and Attestation forms to Catilize Health.
5. Provide documentation of alternate group medical coverage and premium rates to Catilize Health.
 - Accepted documents include: Payscale, Benefit Confirmation Statement, Letter on Employer's Letterhead.
 - Open Enrollment: Documentation of alternate group medical coverage is due no later than the end of Open Enrollment.
 - New Hire Enrollment: Documentation of alternate group medical coverage is due within 14 days of your hire date.
 - Qualifying Life Event: Documentation of alternate group medical coverage must be provided within 30 days of your qualifying life event.

MyADP SIHRA Enrollment

- Sign into www.MyADP.com and navigate to your Open Enrollment Event, New Hire Event, or Report a Qualifying Event.

Benefits

Your Enrollment Opportunities

Annual Enrollment	New Hire	Report a Qualifying Change
Event Date: Jan 1, 2025 17 Days left to make changes (11/22/2025)	Event Date: May 6, 2024 -276 Days left to make changes (05/19/2024)	Add or remove a dependent, or report a change in your life in order to make benefit changes.
Enroll now	Enroll now	Declare an event

- Complete your Medical Enrollment and choose your election or waive coverage. Any person(s) in your family you wish to enroll in the SIHRA should be **removed** from your medical election, if currently covered by Laitram, or not enrolled for New Hires/Qualifying Event. **Please note that spouses who have access to alternate group medical coverage are not eligible to enroll in Laitram's health plan.

Selected

Highmark Basic Health

Covered Individuals (Family)
You

Surveys (1)

\$161.54
[Show price breakdown](#)

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- If applicable, you must complete the Survey before submitting your Medical election.

Applying for the SIHRA

Employees may enroll in the SIHRA multiple ways:

During My Benefits Enrollment	• Find the Spousal Incentive HRA benefit option in the “Other Available Elections” section in ADP. • Click Learn More to access the SIHRA and benefit information at laitrambenefits.com/SIHRA. • IMPORTANT: Learn More will take you out of MyADP Benefits enrollment to a new website. Employees cannot enroll in the SIHRA through the ADP portal. <u>You must go back to MyADP to complete your benefits enrollment.</u> ADP will automatically log you out after a period of inactivity, so be sure to complete your benefits enrollment!
Directly	• Go to laitrambenefits.com/SIHRA • Find resources and guides on the SIHRA as well as copies of the SIHRA Enrollment and Attestation forms available for download.

Submitting Your SIHRA Enrollment and Attestation Forms

Digital



1. Complete the SIHRA enrollment form and Attestation form digitally.
2. Save a copy of the completed document to your device.
3. Email the SIHRA enrollment and Attestation forms to: memberservices@catilizehealth.com or upload to portal.catilize.com
4. Email or upload documentation to Catilize. Accepted documents include: Paystub, Benefit Confirmation Statement, Letter on Employer's Letterhead.

Manual



1. Print and complete the SIHRA enrollment form and Attestation form.
2. Fax form(s) and supporting documentation to Catilize Health: 877-599-3724, e-mail to memberservices@catilizehealth.com , upload to portal.catilize.com or mail forms/documentation to:

Catilize Health
2605 Nicholson Road, Suite 1140
Sewickley, PA 15143

Enrollment will be pending while Catilize reviews your submission.