DHL GLOBAL maintains a comprehensive Benefit Program designed to provide financial protection and future security for you and your family. **My Choice** offers you the flexibility to design your benefit package to suit your personal needs.

This booklet has been developed to assist you in the **My Choice** process.

My Choice has four basic components:

1. *A "Flex Dollar Allowance". The allowance is provided as a means to purchase the benefit coverage that best reflects your lifestyle.*

2. *Some mandatory coverage options. This is basic insurance DHL GLOBAL believes every employee should have.*

3. *Optional Plans where you choose the benefit options that best reflect your lifestyle.*

4. *An on-line enrollment tool to assist you in making your choices.*

On-line Enrollment:	Whether you are a new or current employee the enrollment process begins when you receive a letter from Human Resources containing your username and password. Through the Microsoft Internet Explorer browser (version 5.5 -7) go to http://www.websinc.ca/DHLGlobal. Enter your username and password and follow the instructions on the screen.
On-line Menu Bar:	When you enter the enrollment site and have logged in you will see the following menu bar; Home, About You, Plan Details, Downloads, Help and Logoff.
Home:	Clicking the "Home" button will return you to the beginning of the enrollment process.
About You:	"About You" provides information about your plan history and your personal profile.
Plan Details:	"Plan Details" provides a drop down menu with details about all the various benefits offered.
Downloads:	Any form you might require during the enrollment is available in Adobe Acrobat format from this menu.
Help:	Each screen has navigational page sensitive help in the top right corner. You will find specific instructions on what you should be doing on each page.
Logoff:	Takes you out of the enrollment site.

If you need additional information on the benefit options or the **My Choice** program in general, please call your Human Resources or Benefits Department.