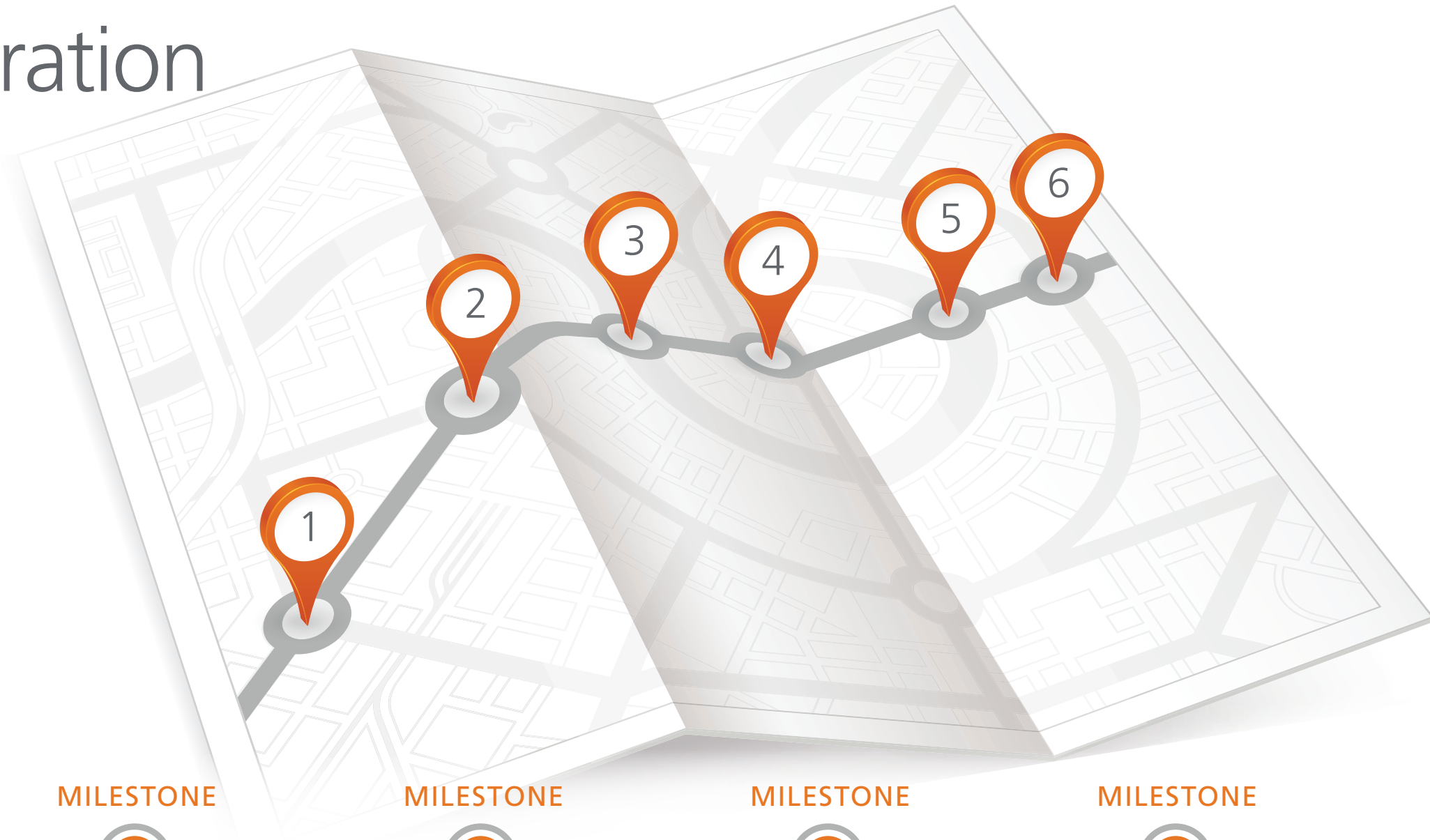


# Your Integration Journey



## MILESTONE

1

- Visit transition website and continue to check in regularly
- Read all transition-related messages

## MILESTONE

2

- Receive and review transition letter
- Complete profile and provide consent for background check
- Complete drug test and required health screenings (if applicable)

## MILESTONE

3

- Attend benefits education and orientation
- Receive UnitedHealth Group system credentials
- Log in to UnitedHealth Group network using First Time Login Instructions
- Complete Form I-9 (if applicable)

## MILESTONE

4

- Begin reporting time in UnitedHealth Group system
- Make benefits elections
- Complete New Employee Forms
- Review/update Personal Information Summary

## MILESTONE

5

- Make tax withholding elections
- Set up direct deposit
- Confirm 401(k) contribution amount
- Receive first UnitedHealth Group-administered paycheck

## MILESTONE

6

- Complete required trainings
- Download Sparq (employee app)
- Explore The Hub — review policies, access resources, read company news and more
- Contact HRdirect with questions