

## Statement Regarding University of Rochester Employee Benefit Plan Electronic Disclosures

Individuals entitled to receive benefits under the University of Rochester Employee Benefits Plans (the Plans) are also entitled to be furnished with certain documents required by the ERISA, the primary law governing employee benefits. The University intends to provide the following documents to you by electronic delivery:

- Summary Plan Descriptions (SPDs);
- Summaries of Material Modifications (SMMs);
- Summary Annual Reports (SARs);
- Summary of Benefits and Coverage (SBCs);
- any documents required to be furnished upon request or made available to participants or beneficiaries under ERISA § 104(b)(2) or § 104(b)(4), including SPDs, annual reports, bargaining agreements, trust agreements, contracts, terminal reports, or other instruments under which the Plans were established or are operated; and
- any other communications from the Benefits Office or Plan Administrator, such as open enrollment materials, program brochures, claims procedure notices, Qualified Medical Child Support Order notices, and other benefits-related announcements.

**Electronic Delivery Method to Be Used:** These ERISA-required documents will be furnished to you in an e-mail sent to your work e-mail address, either as an attachment to the e-mail or as a hyperlink to the location where the document resides on the University's benefits Web site. Documents will be in Portable Document Format (PDF). To access the e-mail and attached document, you must have:

- (1) a computer with Internet access;
- (2) a program such as Internet Explorer or Firefox installed on that computer allowing you to browse the Internet, view the University's benefits Web site ([www.rochester.edu/benefits](http://www.rochester.edu/benefits)) and send and receive work e-mails using the University's Webmail applications ([www.rochester.edu/it/email/](http://www.rochester.edu/it/email/)); and
- (3) the application program Adobe Reader installed on your computer allowing you to open and read PDF files. Adobe Reader is available for download free of charge on the Internet, at Web sites such as <http://get.adobe.com/reader/>.

To retain a copy of the e-mail and attached or linked documents for future reference, you must either be able to print a copy on a printer attached to the computer, or download and save a copy in electronic form onto your computer's hard drive or a backup system such as a USB drive.

If any of these requirements change in a way that creates a material risk that you will no longer be able to access and retain electronically transmitted documents, you will be furnished with notice and required to provide another consent for receiving documents electronically.

**What You Must Do:** To receive documents electronically, you must Check the “I Consent” box at the end of the Consent to Receive University of Rochester Employee Benefit Plan Disclosures Electronically panel in PeopleSoft. You may withdraw this consent at any time by logging back into PeopleSoft and un-checking the “I Consent” box on that panel.

**Your Right to a Paper Copy:** You have a right to request and obtain a paper version of any electronically transmitted document at no charge. Contact the Benefits Office, which acts on behalf of the Plan Administrator, at (585) 275-2084 or [benefitoffice@hr.rochester.edu](mailto:benefitoffice@hr.rochester.edu) to request a paper copy.