

## **POLICY ON ELECTRONIC DISCLOSURES REGARDING EMPLOYEE BENEFITS**

Individuals entitled to receive benefits under E Light Electric Services, Inc. Employee Benefits (the Benefits) are also entitled to be furnished with certain documents under the Affordable Care Act and other laws. E Light Electric Services, Inc. intends to provide the following documents to you by electronic delivery (as described below):

- Summary Plan Description(s) / WRAP Document
- Medicare Part D Notices;
- Summaries of Benefits and Coverage (SBCs); and
- Any other documents or disclosures required to be furnished to a participant or beneficiary under the Affordable Care Act or any other applicable law, to the extent electronic distribution is allowed.

### **Electronic Delivery Method to Be Used**

To ensure you are able to receive and access important documents and disclosures electronically, you must: a) provide a valid email address; and b) execute the Consent to Receive Benefit Disclosures Electronically and return it to Roseanne Mullis. Legally mandated documents and disclosures will be furnished to you by email or posting them to [www.elightinformation.com](http://www.elightinformation.com) and sending you an email notification of their posting at the email address provided.

In addition, to access documents/disclosures when we notify you that they are available, you will need:

1. A computer with internet access;
2. A program installed on that computer allowing you to send and receive e-mails (such as Outlook or Windows Live Mail); and
3. The free software Adobe Acrobat Reader, which is necessary for you to open, read, and save pdf documents.

To retain a copy of notices/disclosures for future reference, you must either be able to print a copy or save them in electronic form to your computer or on a flash drive.

### **Future Obligations**

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

If your email address changes, you must notify Roseanne Mullis ([RMullis@elightelectric.com](mailto:RMullis@elightelectric.com)).

You may withdraw your consent to receive documents and disclosures electronically by sending an email to Roseanne Mullis ([RMullis@elightelectric.com](mailto:RMullis@elightelectric.com)) with the subject line, "Consent Withdrawn for Electronic Disclosure." The body of the email should also include your full name, address, and phone number.

### **Right to Paper Copy**

You have a right to request and obtain a paper version of any electronically transmitted document or disclosure at no charge. Contact Roseanne Mullis ([RMullis@elightelectric.com](mailto:RMullis@elightelectric.com)) to request a paper copy.