

the paper store®

gifts & more
AT THE PAPER STORE

UNCHARTED®

2026

Benefits Guide





Be sure to review mandatory compliance notices within tpsgroupproducts.com. A Summary of Benefits and Coverage (SBC) has been designed to assist you with better understanding the coverage being offered to you, and to allow you to compare coverage options. The SBC is available on tpsgroupproducts.com. A paper copy is also available, free of charge, by calling 978-263-2198.

TPS permits insurers to offer employees of TPS certain voluntary insurance programs. Whether you choose to enroll in any of these programs is completely optional and voluntary. TPS does not make a contribution towards the cost of these programs and employees pay the full cost of premiums on an after-tax basis. TPS does not sponsor, maintain, endorse, recommend, or promote these voluntary programs. TPS' involvement regarding these voluntary insurance programs is strictly limited to allowing the insurer access to employees to publicize these programs and TPS may perform certain ministerial functions such as payroll deduction and forwarding employee premium payments to the insurer. TPS does not receive any consideration in the form of cash or otherwise in connection with the program, other than reasonable compensation, excluding any profit, for administrative services actually rendered in connection with payroll deductions. Accordingly, these voluntary insurance programs are not subject to ERISA and related regulations. All questions or claims regarding these programs should be directed to the insurer.

All benefit plans are governed by master policies, contracts, and plan documents. In the event of any inconsistency between the information contained herein and the applicable plan documents, the provisions of the plan documents shall prevail. TPS reserves the right to amend, suspend or terminate any benefit plan, in whole or in part, at any time. The authority to make such changes rests with the Plan Administrator.

This brochure highlights recent plan design changes and is intended to fully comply with the requirements under the Employee Retirement Income Security Act (ERISA) as a Summary of Material Modifications. It should be kept with your most recent Summary Plan Description. Visit tpsgroupproducts.com for more information.

This document is designed to provide basic information regarding benefit plans and programs available to eligible employees. This document merely summarizes the employee benefit plans and programs and does not detail all of the terms, conditions, restrictions, and exclusions contained in the plan documents, carrier contracts and/or Summary Plan Descriptions (SPD) (the "plan documentation") for the various benefit plans and programs. Every reasonable effort has been made to ensure the accuracy of the information contained in this document; however, in the event of a discrepancy between the information in this document and the plan documentation, the provisions described in the plan documentation will govern. This document does not create any contractual rights for any current or former employee, or for any other individual. The provisions of the applicable plan documentation will govern the determination of any individual's rights under any employee benefit plan or program. Your employer reserves the right to amend or terminate any of its employee benefit plans and programs at any time and without notice or cause.

Welcome to Your Benefits!

Your benefits are here to help you live well - today and every day. Whether you're looking to stay healthy, plan for the future, or find balance in your busy life, you'll discover resources designed to support you and your family at every stage.

Inside, you'll find details about your medical, dental, and vision coverage, as well as programs that care for your emotional and financial wellbeing.

You'll also learn how to make the most of your benefits - like where to find in-network providers, how to save on prescriptions, and the tools available to simplify your choices.

Think of this guide as your roadmap to everything that's available to you. Take a few minutes to explore, and see how your benefits can help you feel your best, worry less, and make confident decisions for the year.



Table of Contents

4	New Hire Eligibility	12	Company Provided Benefits
5	Making Benefit Changes	13	Voluntary Benefits
6	Benefits Advocacy	14	Voluntary Benefits
7	Benefits Website	15	Exciting Other Benefits!
8	Medical/Rx	16	Monthly Newsletters
9	Wellness	17	Employee Programs
10	Spending & Savings Accounts	18	Notes
11	Dental & Vision	19	Contacts

New Hire Eligibility

As a new hire eligible for benefits, take some time to learn about our comprehensive benefits package. For an all inclusive resource, please visit [tpsgroupprovider.com](https://tpsgroupprovider.com/benefits).

→ Eligibility Information

Medical Coverage:

- ✓ Available to team members scheduled for 30 or more hours per week.

Other Benefits (Dental, Vision, Life, Disability, Voluntary):

- ✓ Available to team members scheduled for 35 or more hours per week (full-time status).

Part-Time Benefits:

- ✓ Dental and Vision coverage are available to part-time team members, regardless of scheduled hours.
- ✓ These benefits are 100% employee-paid and can be accessed outside of payroll through a secure Reverse ACH withdrawal process.
- ✓ For details on setting up Reverse ACH, please contact Human Resources or visit the benefits microsite.

How to Enroll in Benefits

Eligible team members must enroll or waive coverage within 30 days of hire or qualifying life event.

→ Step 1: Log into ADP

- ✓ Access your ADP account by going to workforcenow.adp.com.
- ✓ New hires will see a pop-up upon login with a countdown indicating the remaining time to enroll or waive benefits.
- ✓ Select **“Remind Me Later”** to postpone or **“Start Enrollment”** to begin the process.

→ Step 2: Add Dependents and Beneficiaries

- ✓ Beneficiaries must be added for company-provided **Basic Life and AD&D** coverage, even if benefits are being waived.
- ✓ Be prepared to provide **dates of birth** and **Social Security numbers** for all dependents and beneficiaries.

→ Step 3: Complete Tobacco Usage Survey

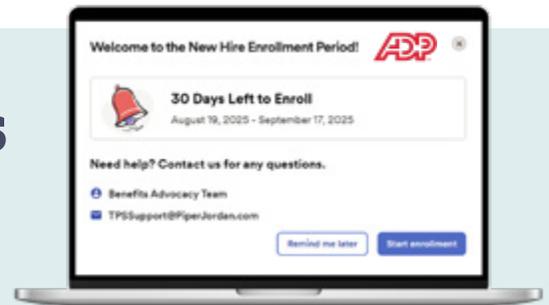
- ✓ Confirm tobacco use status.
- ✓ **Note:** This information does not impact current benefit elections or premiums. It is collected for tracking purposes only and may be relevant if future plan provisions change.

→ Step 4: Make Your Selections

- ✓ Review all available benefit plan options.
- ✓ Select individual plans or waive coverage as needed.
- ✓ Carefully review all selections prior to proceeding.

→ Step 5: Review and Submit Your Enrollment

- ✓ Once all selections have been made and reviewed, finalize by selecting **“Submit Enrollment.”**



Making Benefit Changes



In most cases, benefit changes can only be made during the annual Open Enrollment period. However, if you experience a **Qualifying Life Event (QLE)**, such as a major life change or change in employment status, you may be eligible to update your benefit elections mid-year. To make changes, you must submit the required documentation **within 30 days** of the event. If you miss this deadline, you will need to wait until the next Open Enrollment period.

→ Example of QLEs

- ✓ Marriage, legal separation, or divorce
- ✓ Birth, adoption, or gaining legal custody of a child
- ✓ Loss of other health coverage for you or a dependent
- ✓ A change from part-time to full-time employment status

If you move from part-time to full-time, your new benefits will begin on the **effective date of the status change**.

If your employment with TPS ends, all benefits will end on your **separation date**.

For assistance with benefit changes, please reach out to our **Advocacy Team at Piper Jordan**. They are available to help guide you through the process and answer any questions.



www.piperjordan.com



833-561-1630



TPSSupport@piperjordan.com



Benefits Advocacy

An Advocate is ready to help!

We're proud to partner with Piper Jordan to provide personalized support that helps you and your family navigate your benefits with confidence.

Whether you're enrolling in coverage, dealing with a complex claim, or just have questions, Piper Jordan's team is here for you. **Here's how they can help:**

→ ENROLLMENT SUPPORT

- ✔ Help with your new hire, qualifying life event (QLE) enrollments, or during open enrollment
- ✔ Guidance on benefit options and enrollment deadlines
- ✔ Support with Medicare coordination and enrollment if needed

→ ID CARD SERVICES

- ✔ Help ordering or accessing benefit ID cards such as medical, dental, vision and flexible spending accounts
- ✔ Assistance with digital ID card access and replacement requests

→ CLAIMS & CONCIERGE SERVICES

- ✔ Help understanding and managing your benefit claims
- ✔ Assistance with appeals, denied services, prior authorization, and billing
- ✔ Coordination with providers and insurance carriers
- ✔ One-on-one support throughout the claims process



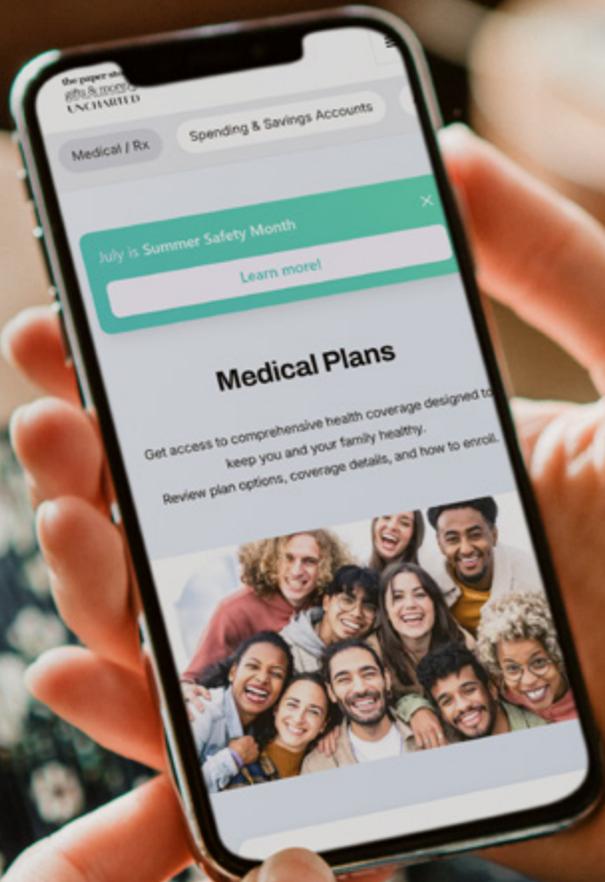
Piper Jordan's team includes multilingual, licensed benefits experts.

CONTACT

Call: (833) 561-1630
6:00 AM - 5:00 PM PST M-F

Email:
TPSSupport@piperjordan.com

Benefits Website



SCAN ME
TO ACCESS!

With a sleek and modern look and feel, www.tpsgroupbenefits.com makes it easier than ever to find anything and everything related to your benefits. Find important benefits plan information, documents, and contact information.

When you're ready to enroll, click "Enroll Now" to begin.

→ Website Highlights

- ✓ Your one-stop benefits hub to view and download key plan documents like medical, dental, Rx, and more
- ✓ Find contact info for support teams and carriers
- ✓ Compare full plan offerings with rates and deductibles
- ✓ Access advocacy and support for claim assistance and billing help

Medical/Rx

Rx is covered through your medical plan.



CHOOSING THE RIGHT MEDICAL PLAN FOR YOU

At TPS, we know health care isn't one-size-fits-all.

That's why we offer three unique medical plan options so you can pick the one that fits your needs.

HMO Best Buy Plan

Lower Costs with Coordinated In-Network Care

- ✓ Lower out-of-pocket costs
- ✓ In-network care only
- ✓ Simple copays, no claims to file

PPO Best Buy Plan

More Provider Flexibility With no Referrals

- ✓ No referrals needed
- ✓ Higher premiums
- ✓ Freedom to see any provider

PPO Saver HSA Plan

Pair with a Health Savings Account

- ✓ Eligible for an HSA
- ✓ Lowest premiums
- ✓ Great for long-term savings

Medical Plans In-Network Benefits	HMO Best Buy (MA, ME, NH, RI, and VT only)	PPO Best Buy	PPO Saver HSA
Network	In-Network Only	In/Out-of-Network	In/Out-of-Network
Deductible	\$1,500 (I) / \$3,000 (F)	\$2,000 (I) / \$4,000 (F)	\$2,500 (I) / \$5,000 (F)
Out-of-Pocket Maximum	\$3,000 (I) / \$6,000 (F)	\$5,000 (I) / \$10,000 (F)	\$5,000 (I) / \$10,000 (F)
Medical Visit (Primary Care / Specialist)	\$25 copay / \$50 copay	\$25 copay / \$50 copay	20% after deductible
Urgent Care / Emergency Room	\$25 copay / \$250 copay	\$25 copay / \$250 copay	20% after deductible
Health Savings Account (HSA)	N/A	N/A	Optional enrollment
Flexible Spending Account (FSA)*	Optional Health Care FSA Optional Dependent Care FSA	Optional Health Care FSA Optional Dependent Care FSA	Optional Dependent Care FSA
Preventive Prescriptions	\$0	\$0	\$0
Pharmacy (In-Network Only) (30-day Retail / 90-day Mail Order)			
Tier 1	\$5 / \$10	\$5 / \$10	\$5 / \$10
Tier 2	\$45 / \$90	\$45 / \$90	\$45 / \$90
Tier 3	\$60 / \$120	\$60 / \$120	\$60 / \$120
Tier 4	\$100 / \$300	\$100 / \$300	\$100 / \$300
Tier 5	\$200 / \$600	\$200 / \$600	\$200 / \$600
			(all after deductible is met)

Medical Plans In-Network Benefits	HMO Best Buy	PPO Best Buy	PPO Saver HSA
Bi-Weekly Contributions			
Employee	\$100.99	\$128.65	\$54.86
Employee + Spouse**	\$289.85	\$329.25	\$273.83
Employee + Child(ren)	\$191.89	\$244.43	\$203.29
Family	\$373.68	\$446.24	\$371.14

*\$25 minimum bi-weekly contribution required if enrolled.
(I) = Individual | (F) = Family

**Includes Domestic Partners. Domestic Partner Premiums are subject to post-tax and/or imputed income deductions.

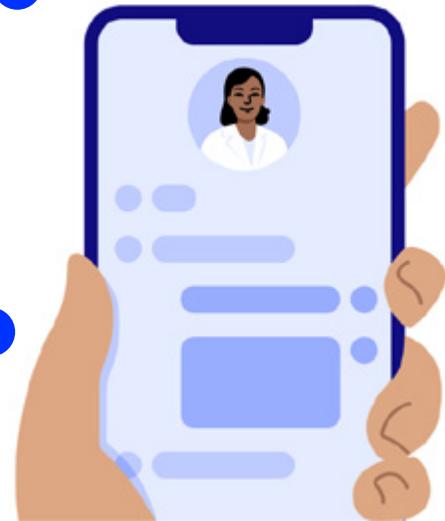
Wellness

Harvard Pilgrim Digital Tools

Harvard Pilgrim provides quick and easy access to your health plan benefits!

Member Secure Account & Mobile App

Access all of your health plan benefits information and documents. Login or activate your secure online account or download the Harvard Pilgrim mobile app. Manage your benefits anytime.



→ Tools Include

- ✓ Member secure account: Login at harvardpilgrim.org/create or use the app
- ✓ Find a provider or search for in-network specialist and virtual care options
- ✓ Estimate your costs and see what you'll pay before you go

 harvardpilgrim.org/digitaltools

 888-333-4742

Virtual & Cost Saving Care Support

Connect with licensed providers by phone or video from anywhere.

Whether you're connecting with a therapist or looking to reduce costs on routine care, these tools help you make smarter healthcare decisions.

→ Tools Include

- ✓ Telehealth with Doctor on Demand: 24/7 access to doctors and therapists via app or phone at doctorondemand.com/harvard-pilgrim
- ✓ Reduce My Costs: compare providers and earn a Visa® gift card reward

 <https://www.harvardpilgrim.org/public/reduce-my-costs>

 855-772-8366

Fitness Reimbursement

Get reimbursed for fees you pay toward wellness activities - up to \$300.

Whether you join a gym, take yoga classes, or stream fitness workouts online, you may qualify to be reimbursed for your fitness expenses through your Harvard Pilgrim plan.

→ How It Works

- ✓ Sign up for a gym, fitness facility, or virtual class subscription
- ✓ Be active and submit your reimbursement form
- ✓ Get reimbursed up to \$150/year (Individuals) or \$300/year (Families)

 harvardpilgrim.org/public/fitness-reimbursement

 888-333-4742

Spending & Savings Accounts



Health Savings Account (HSA)

PPO Saver Plan

Triple tax savings for healthcare expenses.

A Health Savings Account (HSA) is a tax-advantaged savings account that helps you pay for eligible healthcare expenses.

- ✓ Pre-tax contributions lower your taxable income, meaning more take-home pay
- ✓ Unused funds roll over year to year—no “use it or lose it” rules

Annual IRS Maximum: \$4,400 (I) / \$8,750 (F)

Catch Up Contribution 55+: \$1,000

Flexible Spending Account (FSA)

HMO Best Buy

PPO Best Buy

Stretch your dollars on medical expenses.

An FSA lets you set aside pre-tax dollars to pay for out-of-pocket medical, dental, and vision expenses.

- ✓ Pre-tax contributions reduce your taxable income
- ✓ Use for medical, dental, and vision expenses only
- ✓ Funds must be used within the plan year

Annual IRS Maximum: \$3,400

Rollover Amount: \$680

Dependent Care FSA (DCFSA)

PPO Saver Plan

HMO Best Buy

PPO Best Buy

Funds for child care and eldercare.

To qualify, expenses must be related to the care of a dependent child (under age 13, or any age with special needs) or a dependent adult.

- ✓ Unlike Health FSAs, funds are available as they are contributed
- ✓ Funds must be used during the plan year

Annual IRS Maximum: \$7,500 per household



Dental & Vision



www.deltadental.com



800-323-1743

Dental Plans In-Network Benefits	Low Plan	Mid Plan	High Plan
Annual Deductible	\$75 (Individual) / \$225 (Family)	\$50 (Individual) / \$150 (Family)	\$50 (Individual) / \$150 (Family)
Calendar Year Maximum	\$1,000/person	\$1,500/person	\$2,000/person
Preventive Services (Exam and Cleaning)	You pay 0% 2 cleanings/year	You pay 0% 2 cleanings/year	You pay 0% 3 cleanings/year
Basic Services (Filling, resin, etc.)	You pay 40% after deductible	You pay 10% after deductible	You pay 10% after deductible
Major Services (Crowns, porcelain, etc.)	You pay 50% after deductible	You pay 30% after deductible	You pay 30% after deductible
Orthodontia Services	Not covered	You pay 50% after deductible	You pay 50% after deductible
Orthodontia Lifetime Maximum	N/A	\$1,500	\$2,000

Premiums	Low Plan		Mid Plan		High Plan	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Bi-Weekly Premiums						
Employee	\$7.11	\$8.84	\$11.19	\$17.81	\$15.83	\$19.79
Employee + Spouse*	\$13.41	\$16.77	\$20.13	\$32.93	\$29.27	\$36.58
Employee + Child(ren)	\$13.41	\$26.08	\$20.13	\$46.66	\$25.40	\$51.84
Family	\$24.39	\$30.67	\$31.37	\$51.32	\$45.61	\$57.01

*Includes Domestic Partners. Domestic Partner Premiums are subject to post-tax and/or imputed income deductions.



www.eyemed.com



844-225-3107

Vision Plans In-Network Benefits	Low Plan	High Plan
Eye Exam Copay	\$5 copay once every 12 months	\$0 copay once every 12 months
Single Vision Lenses	\$25 copay	\$10 copay
Frames Allowance	Eye Plus \$200 INN \$150 OON up to \$120	Eye Plus \$300 INN \$250 OON up to \$200
Contact Lenses (Conventional)	\$0 copay up to \$150 allowance, then 15% off any balance	\$0 copay up to \$200 allowance, then 15% off any balance
Elective Contacts (Disposable)	\$0 copay up to \$150 allowance, then 100% off any balance	\$0 copay up to \$200 allowance, then 100% off any balance
Contact Lenses (Medically Necessary)	\$0 copay paid in full	\$0 copay paid in full

Premiums	Low Plan	High Plan
Bi-Weekly Premiums (For Full-Time and Part-Time)		
Employee	\$2.88	\$5.38
Employee + Spouse	\$5.46	\$10.22
Employee + Child(ren)	\$5.75	\$10.75
Family	\$8.46	\$15.81

Company Provided Benefits



Basic Life and AD&D

Life and Accidental Death & Dismemberment (AD&D) insurance helps ensure your family is financially protected in the event of your death or a severe accident.

We provide full-time team members with automatic coverage for Basic Life and Accidental Death & Dismemberment (AD&D) insurance. This benefit provides a \$10,000 payout at no cost to you, offering peace of mind during life's unexpected moments.

→ Coverage Highlights

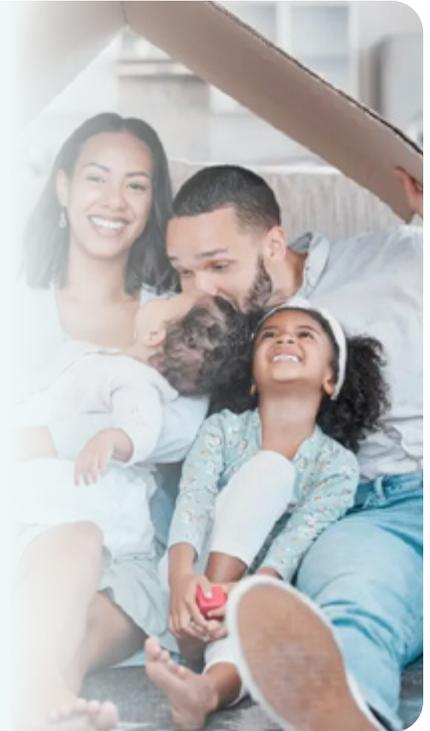
- ✔ Coverage is 100% free to all eligible full-time team members
- ✔ You're automatically enrolled, once beneficiary information is entered into ADP
- ✔ Provides \$10,000 in financial protection



www.thehartford.com



860-547-5000



Short-Term Disability

Short-Term Disability coverage provides income protection if you're temporarily unable to work due to illness, injury, or surgery.

Once you've completed your introductory period, you'll receive partial pay to help you stay financially afloat while you recover.

→ Coverage Highlights

- ✔ Eligible to full-time team members who work 35+ hours a week after 90-day introductory period
- ✔ You're automatically enrolled, no action required
- ✔ Offers partial income replacement during short-term medical leave up to 12 weeks
 - ✔ Class 1 (Stores and DC team members): 60% up to \$750/week
 - ✔ Class 2 (Corporate Office): 66.66% up to \$1500/week



www.thehartford.com



860-547-5000



Voluntary Benefits



Accident Plan

Get cash support when the unexpected hits.

Accident Insurance offers fixed benefits payable to you if you experience an injury from an accident.

→ Coverage Highlights

- ✓ Benefits are paid straight to you, unless you choose otherwise
- ✓ Coverage is guaranteed and you may get it without health questions
- ✓ Benefits are paid even if you have other medical insurance
- ✓ \$50 cash payout for eligible wellness exam



www.aflac.com



800-992-3522



Critical Illness Plan

A financial cushion during life's biggest curveballs.

The Critical Illness benefit will help you to cover expenses related to a serious illness, such as lost income, childcare, travel to treatments, high deductibles, and co-pays.

→ Coverage Highlights

- ✓ Benefits are paid straight to you, unless you choose otherwise
- ✓ You can get coverage for yourself, your spouse, and children
- ✓ You may be able to keep coverage if you change jobs or retire



www.aflac.com



800-992-3522



Hospital Indemnity

Cash benefits for hospital stays and recovery.

Hospital Indemnity coverage picks up where other insurance leaves off and provides cash to help cover hospital expenses.

→ Coverage Highlights

- ✓ Helps with extra costs that your regular medical insurance may not cover
- ✓ Can assist with expenses like transportation, meals for family, childcare, or lost income
- ✓ Includes benefits such as Hospital Admission, Hospital Stay, Intensive Care, and more



www.aflac.com



800-992-3522



Voluntary Benefits



Pet Insurance



Provides coverage to help pay for your pet's medical care. Affordable coverage options help you save on vet care, prescriptions, and emergencies.

→ Plan Options

- ✓ **Pet Assure:** \$8/month for one pet or \$11/month for unlimited pets
- ✓ **PetPlus:** \$3.75/month for one pet or \$7.50 for all pets in your home
- ✓ **Wishbone:** reimbursement plan (quote required)



<https://www.petbenefits.com/land/tpsgroup>



Wishbone: 800-887-5708
Pet Benefit Solutions: 800-891-2565



Voluntary Life and AD&D



Extra protection for what matters most. Life and AD&D offers financial security to designated beneficiaries should something happen to you.

→ Coverage Highlights

- ✓ Financial protection up to 5x earnings or \$500,000 for you
- ✓ Spouse coverage up to \$50,000; child coverage up to \$10,000
- ✓ Coverage over \$200,000 may require EOI for first-time enrollments



www.thehartford.com



860-547-5000

Voluntary Long-Term Disability



Provides income replacement if you're unable to work for an extended period due to illness or injury. Helps cover your daily expenses after short-term disability ends.

→ Coverage Highlights

- ✓ Pays 60% of monthly earnings (up to \$5,000) after STD ends
- ✓ Cost and coverage vary based on age
- ✓ Benefits last up to 4 years or until Social Security retirement age



www.thehartford.com



860-547-5000



Exciting Other Benefits!

←
OMG!



Legal Plan by LegalEASE

Life can bring unexpected legal challenges. With the LegalEASE Legal Plan, you have affordable access to expert attorneys and tools that save time, reduce stress, and protect your family.

→ Your Plan Includes:

- ✓ A national network of 21,500+ attorneys matched to your needs
- ✓ Coverage and concierge support for common legal concerns
- ✓ In- and out-of-network coverage

→ Commonly Used Services

- ✓ Buying or selling a home
- ✓ Debt collection or financial disputes
- ✓ Traffic tickets and license issues
- ✓ Adoption, divorce, or name change
- ✓ Wills and legal directives

→ Plus - TurnSignl App

- ✓ Get peace of mind on the road. TurnSignl connects you to a live attorney via video when pulled over or in an accident, helping de-escalate situations and protect your rights.
- ✓ **Getting Started:** Accept your TurnSignl invite (check spam if needed), set your password, download the app, and share with up to 5 family members or friends.

.....

💰 \$8.87 bi-weekly payroll deduction

🌐 www.legaleaseplan.com/tpsgroupholdings

📞 800-248-9000



BenefitHub Discount Marketplace

Stretch your paycheck with thousands of exclusive deals.

BenefitHub offers savings and cash-back opportunities on the things you love—from travel and entertainment to everyday shopping.

→ Coverage Highlights

- ✓ Discounts on hotels, flights, and theme parks
- ✓ Savings on dining, electronics, and retail shopping
- ✓ Cash-back offers on everyday purchases
- ✓ New deals added year-round

.....

🌐 <https://tpsgroupdiscounts.benefitHub.com>

📞 866-664-4621



Monthly Newsletters



Monthly Wellness Newsletters

Wellness tips, resources, and perks delivered all year long.

Each month, TPS highlights a different theme focused on improving your physical, emotional, or financial well-being. These mini-guides include helpful tips, seasonal ideas, and a featured Benefit Bite, a standout perk available through your benefits plan.

→ What's Inside Each Month

- ✓ Timely wellness topics: mental health, preventive care, summer fitness, & more
- ✓ Seasonal tips and inspiration for everyday life
- ✓ Easy-to-use tools and links to programs and discounts



www.tpsgroupbenefits.com/wellness

Don't Forget about the Benefits Microsite!

At the Benefits Microsite, you'll find:

- ✓ A clean, modern design
- ✓ Streamlined menus to quickly get where you need
- ✓ Mobile-friendly access so you can explore anytime, anywhere
- ✓ Tools & resources to help you make confident benefit choices

Visit tpsgroupbenefits.com to explore the brand-new site during Open Enrollment and throughout the year.

←
OMG!



Employee Programs

Employee Assistance Program

Free, confidential support for mental, legal, and financial concerns. The EAP offers help for you and your family at no cost, whenever you need it most.

→ Coverage Highlights

- ✓ Mental health counseling
- ✓ Legal and financial advice
- ✓ Child and elder care resources

Registration:

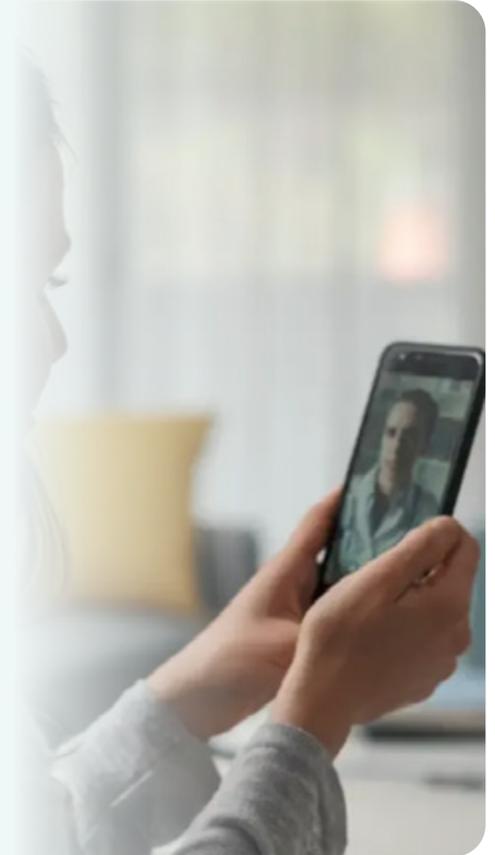
1. In the Organization Web ID field, enter: HLF902
2. In the Company Name field at the bottom of personalization page enter: ABILI
3. After selecting "Ability Assist program", create your own confidential user name and password.



<https://www.guidanceresources.com>



800-311-4327



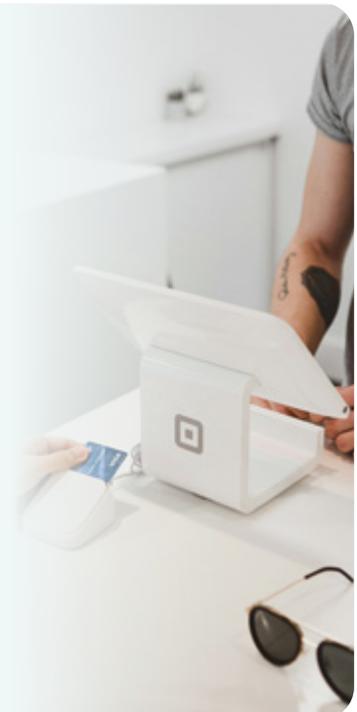
the paper store® | gifts & more®
AT THE PAPER STORE | UNCHARTED®

TPS Employee Discount

To access your employee discount of 30% off when shopping in-store, simply provide the **last 5 digits of your Position ID**.

You can find this in the **MyADP app** under the **Professional** tab by expanding the **Work Information** section. For example, if your Position ID is T20012345, you would use 12345 at checkout.

This number is used by the store to verify your employment status, no need to bring a pay stub. Just show those 5 digits at checkout to enjoy your discount!





Notes

A series of horizontal dotted lines for taking notes, spanning the width of the page.

Contacts

Benefit	Provider	Phone Number	URL/Email
Medical			
PPO Best Buy, PPO Saver HSA, HMO Best Buy	Harvard Pilgrim	888-888-4742	https://www.harvardpilgrim.org/member/member-dashboard
Dental			
High Plan, Low Plan, Mid Plan	Delta Dental	800-323-1743	https://member.deltadentalma.com/communitylogin
Vision			
High Plan, Low Plan	EyeMed	844-225-3107	https://member.eyemedvisioncare.com/member/en
Advocacy Support			
Benefits Support Team	Piper Jordan Advocacy	833-561-1630	tpssupport@piperjordan.com
EAP			
Employee Assistance Program	Guidance Resources	800-311-4327	https://www.guidanceresources.com
HR Support			
Human Resources	TPS	978-263-2198 ext. 9547	hr@thepaperstore.com
Life & Disability			
Company-Provided Basic Life and AD&D, Company-Provided Short-Term Disability	The Hartford	860-547-5000	https://account.thehartford.com/customer/login
Pet Insurance			
Pet Assure & Pets Best Wishbone	Pet Benefit Solutions Wishbone	800-887-5708 800-891-2565	www.petbenefits.com/land/tpsgroup www.wishboneinsurance.com
Pharmacy			
Pharmacy Benefit	Harvard Pilgrim	888-888-4742	https://welcome.optumrx.com/hphcpremium4ty2/landing
Legal Plan			
LegalEASE	LegalEASE	1-800-562-2929	https://www.legaleaseplan.com/tpsgroupholdings
Discount Marketplace			
BenefitHub	BenefitHub	1-866-664-4621	tpsgroupdiscounts.benefitHub.com
Medicare			
Medicare Information	-	800-633-4227	www.tpsgroupbenefits.com
Retirement			
401(k) Retirement Plan	ADP	800-695-7526	www.mykplan.com
Spending & Savings			
Health Savings Account (HSA), Healthcare Flexible Spending Account (HCFSA), Dependent Care Flexible Spending Account (DCFSA)	Voya	833-232-4673	https://www.voya.com/accounts

the paper store[®]

gifts & more 
AT THE PAPER STORE

UNCHARTED[®]