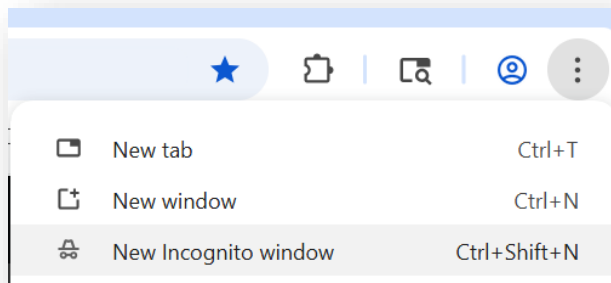


Rich's Associate Access Guide



Step 1: Open Chrome

Open Google Chrome browser

Click the **three dots** at the top right corner of the screen

Select '**New Incognito Window**' from the dropdown menu to ensure a secure, private browsing session for registration

A screenshot of the Rich's login page. The page features the Rich's logo at the top. Below it are fields for 'User ID' and 'Password'. There is a 'Login with Alight Mobile' button and a 'Show Password' checkbox. A 'Log On' button is prominently displayed. At the bottom, there is a link for 'Forgot User ID or Password?' and a link for 'New User?' which is highlighted with a red rectangle. A note states 'All fields are required, unless they are noted as optional.' and a 'Help' link is at the bottom right.

Step 2: Navigate to Login Page

Paste the web address in the new incognito window:
benefits.rich.com

Locate and select '**New User**' on the login screen

This initiates the new user registration process

A screenshot of the 'New User?' registration page. The page title is 'New User?' with a 'Help' link. A message states: 'You'll need to set up your login information. First, though, enter these details to confirm your identity.' There is a field for 'Last 4 Digits of SSN'. Below that is a 'Birth Date' section with dropdown menus for month (April), day (24), and year (2026). A checkbox is present with the text 'To continue, check here to acknowledge the Alight Privacy Policy.' At the bottom are 'Continue' and 'Cancel' buttons.

Step 3: Enter Personal Information

Enter all requested personal information in the provided fields

Review the Alight Privacy Policy and **click the checkbox** to acknowledge review.

Select '**Continue**' to proceed to the next step

The screenshot shows a white card with a light gray border. At the top, it says 'Provide Additional Information' with a blue question mark icon and the word 'Help' in red. Below this is the label 'Zip Code' and a white input field. At the bottom are two buttons: a red 'Continue' button and a gray 'Cancel' button.

Step 4: Enter Zip Code

Enter your **zip code**, confirm it is correct, and select **Continue**.

The system will validate the zip code to ensure it matches your current location.

Step 5: Create Login Credentials

The screenshot shows a white card with a light gray border. At the top, it says 'Verify It's You' with a blue question mark icon and the word 'Help' in red. Below this is the title 'Choose Your Credentials' and a small paragraph explaining the need for a user ID, password, and PIN. A note states 'All fields are required unless indicated as optional.' The 'User ID' section includes tips for creating a strong user ID and a text input field. The 'Password' section includes tips for creating a strong password, a text input field, a 'Re-enter Password' field, a 'Show Password' checkbox, and a list of password requirements: 10 to 64 characters, an uppercase letter, a lowercase letter, a special character, and a number.

Create a unique User ID following the displayed requirements. Create a strong Password that meets all security requirements. Create a Service Center PIN for additional security. Carefully review all requirements listed on the screen.

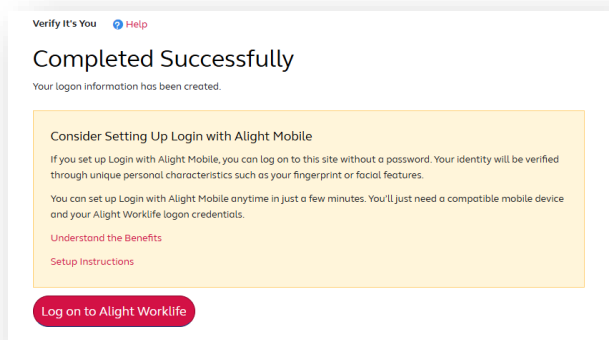
User ID and Password

Create a unique User ID that meets the on-screen requirements, then create a Password following the security guidelines shown. The system will validate each field as you enter it to ensure it meets security standards.

The screenshot shows a white card with a light gray border. At the top, it says 'Service Center PIN'. Below this is a paragraph explaining the need for a PIN to verify identity. A note states 'Follow these tips to create a Service Center PIN.' The 'Service Center PIN' section includes a text input field and a list of requirements: 6 to 20 numbers, within 6-20 numbers, and reentry must match. There is also a 'Re-enter Service Center PIN' field and a 'Show Service Center PIN' checkbox. At the bottom are 'Continue' and 'Cancel' buttons.

Service Center PIN

The Service Center PIN adds an extra layer of security for phone-based account access. **Create a numeric PIN** that meets the on-screen requirements, as it will be used when contacting customer service or completing certain account actions by phone. Review all credentials to ensure they meet the listed requirements, then select **Continue** to proceed.



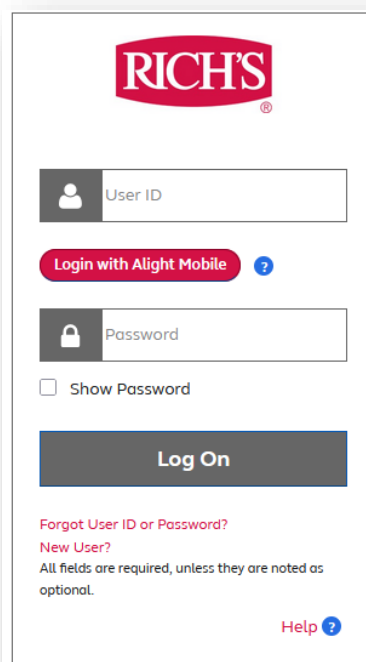
Step 6: Registration Completion

Review the Completed Successfully confirmation message to confirm your registration. Click the **Log on to Alight Worklife** link to continue, which will redirect you to the main login screen.

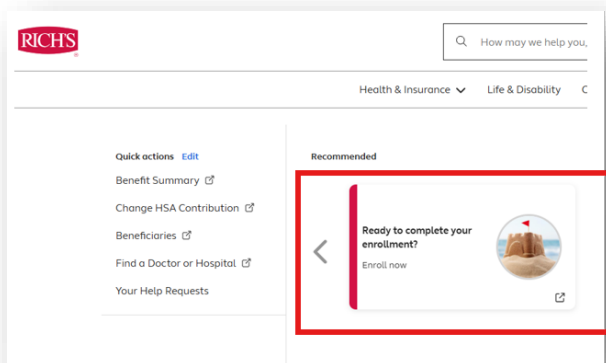
Step 7: Log In to Your Account

You will be returned to the main Log On screen. Enter your newly created **User ID** in the designated field. Enter your **Password** in the password field. Select '**Log On**' to access your account.

Once you have successfully logged in, you will be directed to your account dashboard where you can begin using the system's features and services.



Step 8: Begin Enrollment Process

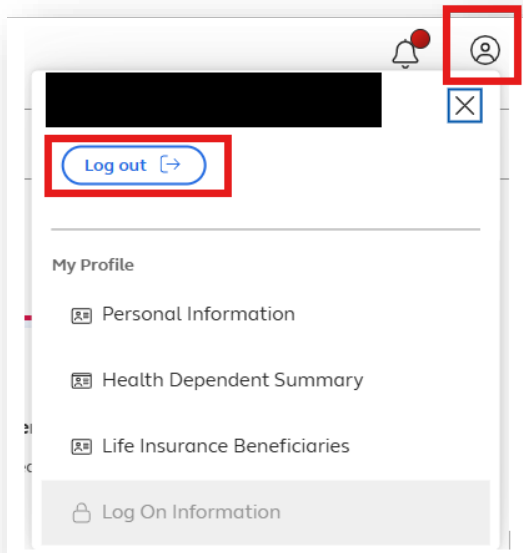


Review the Alight Worklife homepage and select the **enrollment tile** to begin your benefits enrollment and complete the process following the on-screen instructions.

Step 9: Log Out Securely

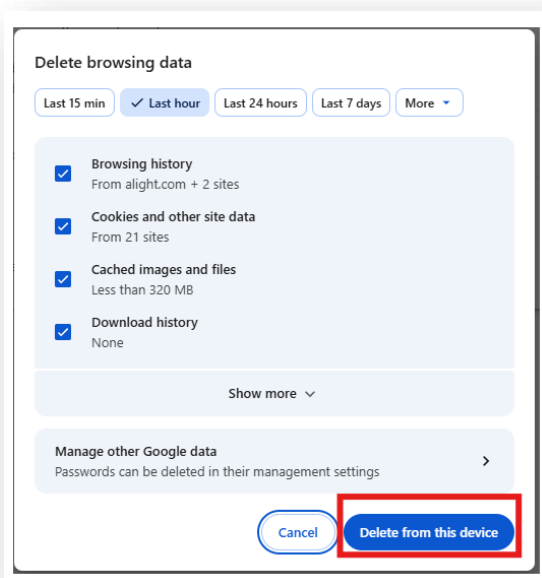
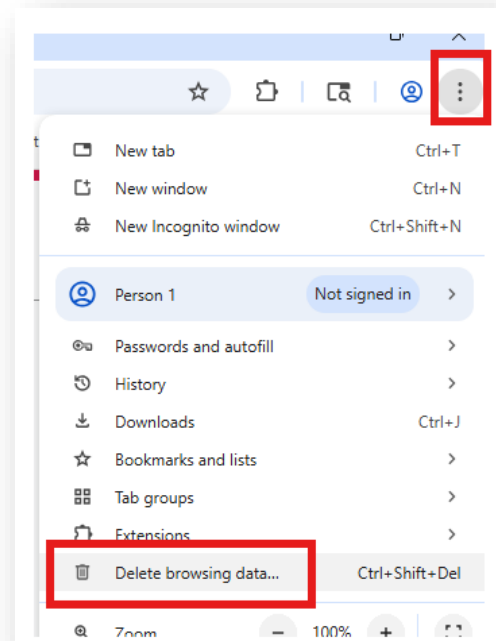
Once enrollment is complete, locate the Employee Icon in the upper right corner of the screen. The icon is positioned to the right of the Alarm Bell notification icon.

Click on the **Employee Icon** to open the account menu. Select '**Log out**' from the dropdown menu.



Step 10: Delete Browsing Data

Click on the **three dots** in the upper right corner of the Chrome browser. Locate 'Delete browsing data' in the dropdown menu. Select '**Delete browsing data**' to proceed. This ensures your personal information is removed from the browser.



Step 11: Confirm Data Deletion

Review the browsing data deletion confirmation screen. Click '**Delete from this device**' to remove your data. This action will clear your login information and browsing history from the device. Your registration and enrollment are complete and secure.