

Teammate Resources

DAI

DATA ANALYSIS
INCORPORATED



Web
daicompanies.com

Phone
1.310.448.6800



DATA ANALYSIS
INCORPORATED

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Welcome from our CEO



W. Scott O'Neil
Chief Executive Officer

"We want people that want to build a career, thrive on adding value, that want to be part of something larger than themselves, want to accomplish something big, and ultimately, make their family proud."

Congratulations on your new job, and welcome to DAI and our family of companies. Bill O'Neil founded our organization 60 years ago, and it has since grown into the international business you joined today. While some things have changed over the years, who we are and what we stand for remain the same.

One of the most important actions to take as a new teammate is to familiarize yourself with our Guiding Principles. They are an essential part of our company culture, and they guide everything we do. Understanding and embracing them are critical components to your success here. The Guiding Principles reinforce our entrepreneurial spirit and drive our decisions.

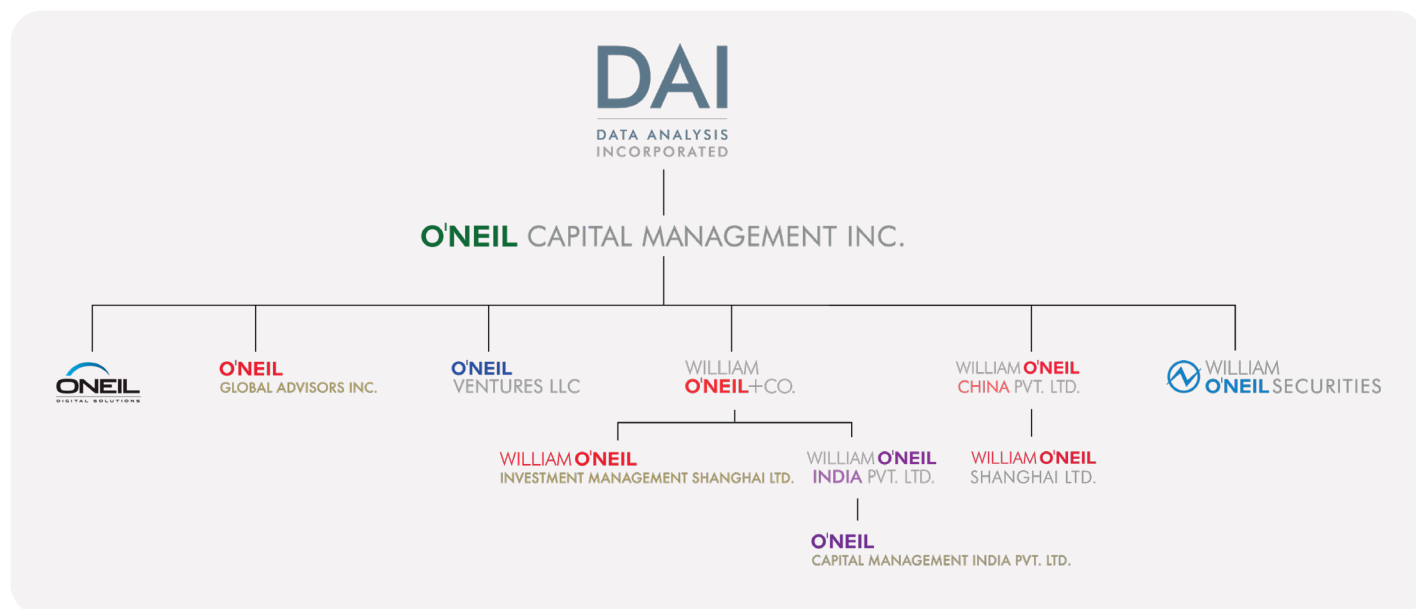
Additionally, I understand how daunting it can be to start a new role. If you have any questions, please reach out to your teammates. They are available to offer guidance when needed. Moreover, everyone here understands the importance of collaboration and realizes that strong teams are built with strong individuals that support one another. Your unique skills and knowledge will undoubtedly enrich our team, which is why you were selected.

Once again, we are thrilled to have you on our team, and I am excited to see how you will impact and shape our company moving forward.

Scott O'Neil

DAI Companies

This is a brief introduction to our family of companies. For more information, see their websites.



DAI | DATA ANALYSIS INCORPORATED

Data Analysis Incorporated (DAI) is the controlling entity of the O'Neil family of businesses, providing strategic direction and guidance to its divisions. Additionally, they provide shared services such as Human Resources, Learning and Accounting. Their footprint allows teams to be responsive to customer needs in a timely and efficient manner, using technology and innovation to bring change and growth.

O'NEIL CAPITAL MANAGEMENT, INC.

O'Neil Capital Management (OCM) manages investments in real estate, printing, digital media, newspaper, brokerage, investment advisory, and information technology services. The firm also invests in global equities, provides financial guidance, and provides funding for entities under the O'Neil family of businesses.



In business for over 45 years, O'Neil Digital Solutions (ODS) specializes in Customer Communication Management and provides solutions for Customer Experience Management for the Healthcare and Financial Services industries. O'Neil is also one of the largest digital printing companies in the U.S., but it's their omni-channel delivery solutions that helps their clients deliver marketing and compliance-related communications in every delivery channel and media.

| DAI Companies *cont'd*

This is a brief introduction to our family of companies. For more information, see their website.

| **O'NEIL GLOBAL ADVISORS INC.**

O'Neil Global Advisors (OGA) is an investment advisor that develops systematic equity trading strategies using quantitative modeling and algorithms. O'Neil Global Advisors' data scientists and engineers utilize a data lake containing more than 100 years of stock market information to build proprietary strategies that employ market timing models to identify stocks poised to generate alpha.

| **O'NEIL VENTURES LLC**

O'Neil Ventures LLC makes investments in promising new and developing businesses seeking alternative sources of capital funding. O'Neil Ventures will, in the right circumstances, provide start-up financing, expansion financing, or a combination of both.

| **WILLIAM O'NEIL+CO.**

For more than 50 years William O'Neil + Company has been perfecting their own unique method of stock analysis, the O'Neil Methodology (OM), which uncovers stocks with the most potential to generate alpha. Before the opening bell rings each morning on the U.S. Exchanges, their research analysts, experts in the OM, are meeting to select stocks that deserve our clients' immediate attention.

WILLIAM O'NEIL INVESTMENT MANAGEMENT SHANGHAI LTD.

WILLIAM O'NEIL CHINA PVT. LTD.

WILLIAM O'NEIL INDIA PVT. LTD.

O'NEIL CAPITAL MANAGEMENT INDIA PVT. LTD.

| **WILLIAM O'NEIL SECURITIES**

William O'Neil Securities (ONS) is a broker/dealer providing trading services to institutional clients, including pension funds, mutual funds, hedge funds, insurance companies, and corporations. The firm's mission is to assist its clients in maximizing their performance through its trading expertise and providing the anonymity its clients expect.

| Guiding Principles *Introduction*

Our Guiding Principles outline the values, behaviors and actions that will help make you successful within DAI and our family of companies.



Powered by people always doing the right thing.

Bill O'Neil built the company's reputation on integrity – it is our responsibility to continue that legacy.



We are constantly evolving.

Our business has evolved for the last six decades through innovation, and we are ready for more.



We embrace complexity.

Data is messy. We cut through the chaos instead of retreating from it.



We succeed by building powerful teams where everyone can realize their full potential.

Everyone has something to contribute and should feel welcome and included in their team.



Our approach is intentional, flexible, and biased toward action.

We think strategically and pivot intelligently to achieve our goals.



We carve our own way and have since the beginning.

Our ability to innovate and seize opportunities has made us a market leader.

Guiding Principles *In Action*

Our Guiding Principles outline the values, behaviors and actions that will help make you successful within DAI and our family of companies.



**Powered by
people always
doing the right thing**



**We are
constantly
evolving.**



**We embrace
complexity.**

Teammate Behaviors:

- Acts with integrity, even when no one is looking
- Communicates honestly and transparently
- Demonstrates accountability

- Embraces change, despite discomfort
- Seeks out incremental improvements
- Sets developmental goals and is committed to lifelong learning

- Is resourceful and focused on problem-solving
- Pursues the right answer, not the easy answer
- Brings up difficult or complex topics diplomatically

Manager Behaviors:

- Holds team accountable for ethical conduct
- Creates an open environment where teammates can express concerns
- Leads with humility and an awareness of their own limitations

- Drives continuous improvement on the team
- Supports and encourages development and learning
- Champions change throughout the organization

- Coaches teammates through success or failure to help them move forward
- Helps the team navigate complex problems
- Guides the team when taking calculated risks

Guiding Principles *In Action*

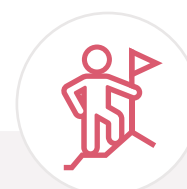
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We succeed by building powerful teams where everyone can realize their full potential.



Our approach is intentional, flexible, and biased toward action.



We carve our own way and have since the beginning.

Teammate Behaviors:

- Has a “we” not “me” mentality
- Treats people with respect and humility
- Learns from their teammates and offers to help them when needed

- Takes ownership of their work, both the process and the results
- Considers the best way to accomplish a task before reacting to requests
- Recognizes when their approach does not work and changes it

- Has the courage to bring up new ideas
- Develops creative ways to solve problems
- Demonstrates curiosity

Manager Behaviors:

- Communicates clear expectations
- Maintains team development and coaching as a priority
- Embrace the variety of personalities on their team and treats them equally

- Encourages the team to reflect on how they do their work
- Thoughtfully manages the priorities of the team
- Drives accountability and follow-up

- Advocates for great ideas, even if they are surprising or different
- Fosters an inclusive environment so teammates can bring their best ideas forward
- Is responsive to the needs of their team and removes obstacles from their path

| Your People Partner



Think of this teammate as your inside person and guide to all things DAI.

If they don't have the answer, they know all the right people and resources to help you.

My People Partner is: _____

How they can help:

- ☐ Assistance with People systems (ADP, SF etc.)
- ☐ Establishing workplace accommodations
- ☐ Connection to retirement resources
- ☐ Assistance with DAI career path planning
- ☐ Answering questions about policies and procedures
- ☐ Support during a workplace conflict
- ☐ Planning for leave of absence or parental leave

How to connect:

Please use this note section to capture your People Partner's contact information. If you need help, please contact the People Department: PeopleDepartment@daicompanies.com

| Teammate Checklist

Welcome aboard! Use this checklist as a guide to help you get settled in so you can eventually take the world by storm.

First Week:

- | | |
|----------------------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Sign into SuccessFactors
See page 13 | <input type="checkbox"/> Complete Required Training |
| <input type="checkbox"/> Add Personal Info & Emergency Contact | <input type="checkbox"/> Explore our Wellness Program |
| <input type="checkbox"/> Sign up Direct Deposit | |
| <input type="checkbox"/> Sign into ADP
See page 15 | <input type="checkbox"/> Find Fire Escape Route |
| <input type="checkbox"/> Sign up for Benefits | |
| <input type="checkbox"/> Get your Mobile Apps | |

Ask your Manager about:

- | | |
|----------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> My schedule | <input type="checkbox"/> General procedures
(parking, breaks, etc.) |
| <input type="checkbox"/> My role and responsibilities | <input type="checkbox"/> How to request time off |
| <input type="checkbox"/> Messaging tools used in my department | <input type="checkbox"/> General expectations |
| <input type="checkbox"/> Objective/Goal Setting | |

Acronym Cheat Sheet

You name it, we have an acronym for it. Please feel free to ask any teammate if you are unclear.

BOMs	Business Operations Managers. Used in ODS as liaisons between ODS clients and our programmers.
BSA	Business Systems Analyst (study workflows and employee jobs to see what's working, what can be cut or restructured, et cetera).
ERP	Enterprise Resource Planning. (e.g., NetSuite software)
SLA	Service Level Agreement
SSO	Single sign-on experience. One login gives access to multiple products.
NOC	Network Operations Center
SF	SuccessFactors
EOB	Explanation of Benefits
AEP	Annual Enrollment Period
LOA	Leave of Absence
HSA/FSA	Health/Flexible Savings Account
EOD/COB	End of Day/Close of Business
B2B	Business to Business
YTD	Year to Date
ROI	Return on Investment

| Technology Overview

The following are a snapshot of our most frequent software tools. Depending on your company, division, and role, your go-to's may vary.

SuccessFactors

- Update personal information
- Log Your Objectives
- Access Org Charts
- Complete Performance Reviews



- Sign up for health insurance
- Request employment verification
- Change W-4 tax exemptions and view pay stubs



- Emailing
- Meeting scheduling



- Online file sharing and collaboration
- Project documentation



Learning Exchange

- Complete required learning
- Access 6,000 courses to help you develop your skills
- Share articles, podcasts, and videos with your team to learn together



- Video and audio meetings
- Company webinars and training



- Instant messaging
- Group conversations

| SuccessFactors Access Guide

This platform houses our employee information across the family of companies.

First Steps:

1. Make sure you can access SuccessFactors.

Submit a ticket if you have access issues:
<https://jira1.daicompanies.com/servicedesk/customer/portal/4>

2. Bookmark the SuccessFactors homepage!

You will use this often.

3. Ensure your personal information is up to date:

- Go to **My Profile** from the home screen
- Go to the **Personal Information** section
 - Check home address
 - Check the listed cell phone number
 - Review/update emergency contact
- Edit any fields using the pencil icon

How to Access:



USA & China Teammates

Use this Single-Sign-On Link:

<https://performancemanager4.successfactors.com/sf/login?company=dataanalys&loginMethod=SSO#Shell-home>



India Teammates

Ensure you are connected to VPN.

Username: SuccessFactors will send in an automated email.

Password: Use your computer password.

Go to this link to log in:

<https://performancemanager4.successfactors.com/login?company=dataanalys&loginMethod=PWD-/login>

Learning Exchange Guide

This platform boosts your knowledge! With over 6000 courses, and a built-in social platform, you'll uplevel your skills and have a transcript to prove it.


1.

Choose Your Skills

Go to **SuccessFactors** and click on:



Learning Exchange

- Select "Login," enter your WORK email address and click "Continue SSO."
- Follow the onboarding tour to choose your role, add skills, and rate your skill level.
- Add your previous learning achievements with the  in the top right corner.

2.

Set up Your Profile

- Click on the **Profile** tab at the top of the Home page. Click on **Settings** in the top right corner.
- Change your picture and add a short bio. Make sure to click **Save Changes** at the bottom of the screen!

3.

Discover Learning

- Scroll through your home feed to see system-generated recommendations from any source, and in a variety of formats.
- Click on the **Browse** tab to look for specific content, or simply search using the top right search bar from the Home page. You can always filter content by type or provider.
- No time to learn now? Click on the bookmark icon to Save for Later.
- Mark Complete content as you go to earn points.
- Say hi to your team! Access your group by clicking on Groups on the side panel of your home page.

Save For Later

✓ Mark Complete



Need Help?

Contact NOC for SSO problems



Click on the bottom right of Learning Exchange to see FAQs

For technical problems, reach out to info@degreed.com

Issue with your transcript? Email the L&D team

ADP Self-Service Portal

This platform allows employees to record work time, access pay records and enroll in benefits.

1.

Click "Create Account"

2.

Click "I Have a Registration Code"

3.

Enter Registration Code

Welcome to ADP®

User ID

☐ Remember My User ID ?

NEXT

FORGOT YOUR USER ID?

New user? [CREATE ACCOUNT](#)

Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

FIND ME

I HAVE A REGISTRATION CODE

Enter registration code

Registration code ?

CONTINUE

What's next? *Use the drop-down menu navigation instructions below.*

ENROLL IN BENEFITS	RECORD WORK TIME	PAYROLL RECORDS	TAX WITHHOLDING
<div style="background-color: #92d050; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> MYSELF ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Benefits ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Enrollments ▼ </div>	<div style="background-color: #92d050; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> MYSELF ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Time & Attendance ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> My Time Entry ▼ </div>	<div style="background-color: #92d050; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> MYSELF ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Pay ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Pay Statements ▼ </div>	<div style="background-color: #92d050; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> MYSELF ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; display: flex; justify-content: space-between; align-items: center;"> Pay ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Tax Withholdings ▼ </div>



To download the mobile app, **SEARCH "ADP Mobile Solutions"** in the Apple App Store or Google Play or **SCAN QR code**.

Essential Contacts

Need Help? Reach out! We are at your service.



If you...	Go to:	How to reach out:
<ul style="list-style-type: none"> • Have questions about payroll • Want to talk to someone about benefits 	The People Department	PeopleDepartment@daicompanies.com
<ul style="list-style-type: none"> • Want to discuss safety concerns • Need to report an injury • Have questions about environmental health and safety policies or procedures • Want to discuss Covid-19 procedures 	Alex Garcia	Alex.Garcia@daicompanies.com (310) 448-6828 Safety Suggestion Box
<ul style="list-style-type: none"> • Want to anonymously report compliance concerns or incidents 	Compliance Hotline	www.hotline-services.com (855) 252-7606
<ul style="list-style-type: none"> • Have concerns about on-site security • Need a replacement badge 	Local Security Office	Los Angeles, CA (310) 448-6111 Ext. 6111 Plano, TX (310) 448-6130 Monroe, NC (704) 238-2010 Ext. 6210

Essential Contacts *cont'd*

Need Help? Reach out! We are at your service.



If you...	Go to:	How to reach out:
<ul style="list-style-type: none"> • Need to view employment details • Want to view/update your address or other personal information • Need to set up direct deposit 	SuccessFactors platform	See SuccessFactors Access page 13 in this guide
<ul style="list-style-type: none"> • Need to enroll in health coverage 	ADP Benefits Solution Center	(855) 547-8508 or See ADP Access page 15 in this guide
<ul style="list-style-type: none"> • Need to enroll and set up your 401K 	Voya	www.enroll.voya.com Plan number: 774170 Verification number: 77417099 (888) 311-9487
<ul style="list-style-type: none"> • Need employment verification 	ADP	www.theworknumber.com (800) 367-5690 Employer Code: 3062780
<ul style="list-style-type: none"> • Need course recommendations • Need help with your learning transcript 	Learning & Development	learninganddevelopment@daicompanies.com
<ul style="list-style-type: none"> • Are having computer problems • Can't access SuccessFactors or VPN • Need new software 	Network Operation Center (NOC)	nocjira@daicompanies.com (310) 448-6946

| 2022 Holiday Calendar

Holiday	Calendar Date	Date Observed
Martin Luther King Day	Jan 17th	Monday, Jan 17th
Presidents Day	Feb 21st	Monday, Feb 21st
Good Friday	April 15th	Friday, April 15th
Memorial Day	May 30th	Monday, May 30th
Juneteenth	June 19th	Monday, June 20th
Independence Day	July 4th	Monday, July 4th
Labor Day	Sept 5th	Monday, Sept 5th
Thanksgiving Day	Nov 24th	Thursday, Nov 24th
Christmas Day	Dec 25th	Monday, Dec 26th



Tips for Plant Teammates

Dependent on your department, shift or schedule, your observed holiday dates may be different than what is listed here. Please talk to your manager for specifics.

US Payroll Calendar

2022 US PAYROLL CALENDAR

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			
April							May							June						
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					1	2	1	2	3	4	5	6	7			1	2	3	4	5
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	31
31																				
October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5				1	2	3	4
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

Legend

For Bi-weekly Payroll:

- Bold Blue** = Pay Period Start Date (Monday)
- Blue Outline** = Pay Day (Friday following Pay Period End Date)

For Weekly Payroll:

- Bold Orange** = Pay Period Start Date (Sunday)
- Orange Highlight** = Pay Day (Friday following Pay Period End Date)

- Bold Red** = Bonus and Commission Pay Date
- Grey Highlight** = Company Holidays

Company Holidays

Martin Luther King Jr. Day	1/17/2022
President's Day	2/21/2022
Good Friday	4/15/2022
Memorial Day	5/30/2022
Juneteenth	6/20/2022
Independence Day	7/4/2022
Labor Day	9/5/2022
Thanksgiving	11/24/2022
Christmas	12/26/2022

US Payroll: Payroll requests (with required approvals) are due by **MONDAY 10 am PST**. Teammates should contact their manager for any corrections.

UK Payroll: Is processed once a month and paid at the end of each month. Payroll requests (with required approvals) are due to Payroll latest by the 10th of the payroll month to be processed in time.

Questions or Concerns? Email daipayrolldept@daicompanies.com

Benefits Timeline

Our benefits package is designed to support your health, your family and your way of life.

Benefits Sign-up Timeline

Earn 50 points just
by activating your
account! Use code
Wellbeing2022

Register to select your
investment options
and communication
preferences.

Don't forget to waive
elections if you're
NOT enrolling in DAI
benefits.

Depending on when you
finalized enrollment elections,
info from various insurance
companies will be headed
your way!



| Company Paid Benefits

From our wellness program to teammate exclusive perks, we want you to know how much we truly appreciate having you on the team.



Life and AD&D Insurance by Unum

- DAI provides Basic Life and AD&D insurance equal to **1x your annual base salary up to \$500,000**, with a **minimum of \$50,000**.
- Dependent life insurance at no cost to you *if you add your dependent(s) to your medical plan*
 - Spouse/Domestic Partner: \$10,000
 - Child(ren): \$1,000 per child under 6 months, \$5,000 per child over 6 months



Teammate Wellness Program

Offered at no cost to all benefit eligible teammates.



Short-Term Disability (STD) & Long-Term Disability (LTD) by Unum

- DAI provides paid STD at 60% of your pre-disability earnings*
- DAI also provides paid LTD at 60% of your pre-disability earnings
- * California employees are eligible for California State Disability (SDI) plan



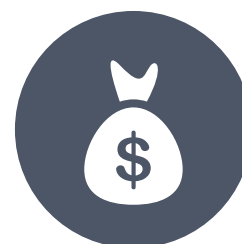
Learning Exchange

- This platform boosts **your knowledge!** With over 6000 courses, and a built-in social platform, you'll uplevel your skills and have a transcript to prove it.



Employee Assistance Program (EAP)

- Help with the everyday challenges of life that may affect your health, family life and desire to excel at work.
- **3 FREE** In-person Counseling Sessions
- 24 - Hour Hotline (800) 854-1446
- www.unum.com/lifebalance



HaysPerks Discount Program

- Your discount program is a one-stop-shop for exclusive discounts at hundreds of national and local merchants. Go to: www.hays.perkspot.com

Beneficiary Designation

There are many places to update, add and edit beneficiary information; let us help you in the process.

For Life Insurance

Log into ADP Self-Service Portal

<https://workforcenow.adp.com/>

1. Navigate to MYSELF>Personal Information>Dependents & Beneficiaries
2. Navigate to MYSELF>Benefits>Enrollments and select "View Benefits" under the Your Benefits option.
 - Scroll down and find your Life Benefits*
 - Select the pencil icon next to the life insurance you would like to add/change the beneficiary

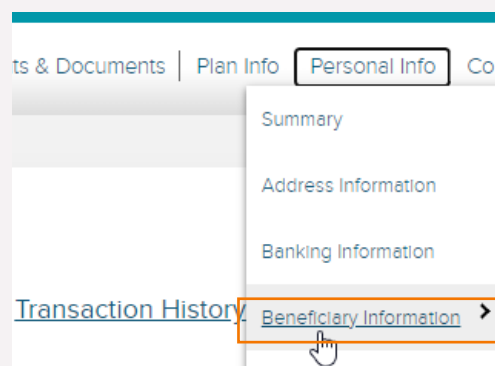
* You must designate beneficiaries for each life insurance coverage you have.

For 401(k) Plan

Log into VOYA

<https://my.voya.com>

- Select Go To My Account
- Select Personal Info>Beneficiary Information> Add/Edit Beneficiary

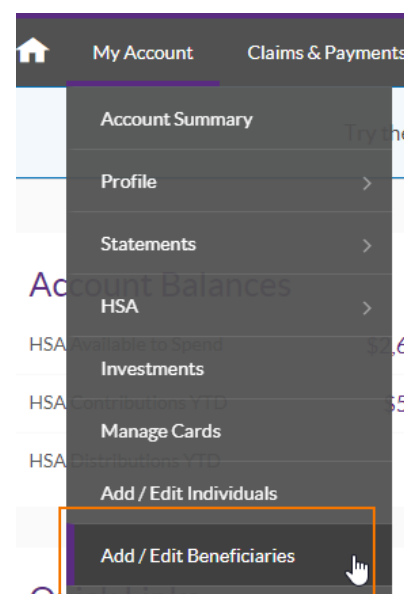


For Health Savings Account (HSA)

Log into Health Equity

<https://healthequity.com/>

- Navigate to My Account>Add/Edit Beneficiaries



| Benefits Guide & App

Take a moment to review the benefits guide carefully and evaluate the choices that best meet your health and financial needs.

Benefits Guide

You may find the Benefits Guide in several ways:

- **Printed:** Your *Teammate Resources binder* includes a printed copy. You may also request a copy from your People Partner
- **Online:** in the Benefits App in the Benefit Basics tile
<https://daicompanies.mybenefitsapp.com>



Company Intranet

Under Health Benefits. Navigate to DAI> Human Resources> Health Benefits

or Scan the QR Code



DAI Benefits App

Direct Link

<https://daicompanies.mybenefitsapp.com/>

or Scan the QR Code



ADP Self-Service Portal

This platform allows employees to enroll in benefits, designate beneficiaries and more.

1.

Click "Create Account"

Welcome to ADP®

User ID

☐ Remember My User ID ?

NEXT

[FORGOT YOUR USER ID?](#)

New user? [CREATE ACCOUNT](#)

2.

Click "I Have a Registration Code"

Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

FIND ME

I HAVE A REGISTRATION CODE

3.

Enter Registration Code

Enter registration code

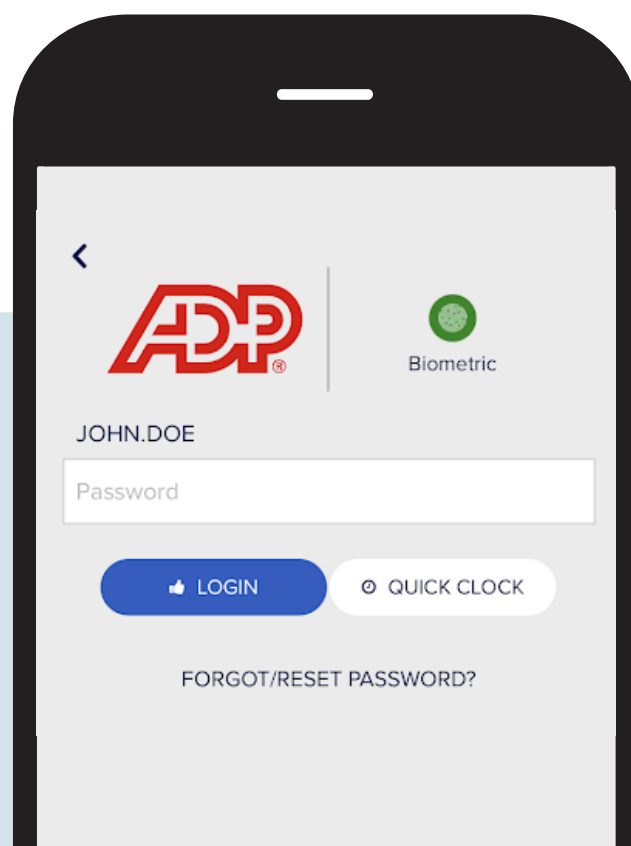
Registration code ?

MYDAI-ADP

CONTINUE

or Just Get the App

To download the mobile app, **SEARCH "ADP Mobile Solutions"** in the Apple App Store or Google Play or **SCAN QR code**.



| 401(K) Plan *by VOYA*

DAI's 401(k) Plan provides a convenient and flexible way to save and invest for your retirement.

Enroll to access your 401(k) account

1. After you receive your first paycheck, Go to: enroll.voya.com
 - Enter plan number: 774170
 - Enter verification number: 77417099
 - Click "Let's Go" and follow the prompts
2. After you enroll, you will receive a confirmation and your **Personal Identification Number (PIN)** via mail. You will need your PIN to use Voya's phone services and to register for online account access.

You can also call (888) 311-9487
Hours: Mon- Fri 8 AM – 9 PM EST

You are eligible to participate in DAI's 401(k) plan on the first day of the month following your first month of employment.

Company Match

Company match is .30 cents/dollar up to 4% of eligible earnings and is vested immediately. For full match, you must contribute at least 4% of your eligible earnings.

Auto Enrollment

You are automatically enrolled in DAI's 401(k) plan with a 4% pre-tax contribution & auto rate escalator to maximize company match*

1 Month

Your contribution and company match will begin on the first payroll check of the month following 1 month of employment.

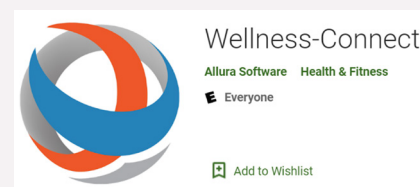
**You can opt out of the auto enrollment and rate escalator or make changes to your contributions any time during the year.*

Wellness Program *by Wellness Connect*

DAI has a holistic wellness program aimed to support your mental and physical well-being. Participate in wellness activities throughout the year and earn points.

Activate your account and earn points:

1. Go to:
<https://dai.wellness-connect.net>
or Download the Wellness Connect app to your phone
2. Click on "First time logging in?"
 - Select the "Activate by using your username and date of birth" option
 - Enter username and date of birth.
 - Username: first initial of your name + last name + last two digits of year of birth (i.e. jsmith75)
3. Use code Wellbeing2022 and earn 50 points by simply activating your account.
 - Go to Earn Points
 - Scroll down and locate the "Welcome to Wellness" tile
 - Enter code.



Health and
Lifestyle
Coaches

Incentive
Dollars*

Challenges,
Workshops &
Webinars

Rewards
Mall

- Earn points by completing activities. Redeem points for eGift cards for up to \$100. Unlock the Rewards Mall with 300 points.

- Get rewarded for well-being activities you may already be doing. Connect and sync your fitness activity tracker/ device to your account, such as Fitbit, Apple watch, Google fit and more!



* Wellness incentive dollars dependent on active enrollment in one of DAI's medical plans

| Benefit Contacts



www.aetna.com
Plan #836997
Member Services:
Medical 888-478-9498
Pharmacy 888-792-3862
Dental 877-238-6200



www.kp.org
Plan #235584
Member Services:
Medical 800-464-4000
Pharmacy



dai.wellness-connect.net
Plan#433641
Program Support Line:
877-931-8005
support@wellness-connect.net
Get the App



www.eyemed.com
Plan #1031142 -1001
Member Services:
866-939-3633



<https://my.voya.com/>
Plan #774170
Member Services:
800-584-6001



<https://online.metlife.com/>
Employer: Data Analysis, Inc.
Plan #092245
Member Services:
800-438-6388



www.petbenefits.com
Plan #4430
Member Services:
800-891-2565



www.legaleaseplan.com/dai
Plan #2000549
Member Services:
888-416-4313



<https://portal.allstateidentityprotection.com/>
Plan #5478
Member Services:
800-789-2720
CustomerCare@AIP.com



www.healthequity.com
FSA Plan#43262
HSA Plan#93180
Member Services:
866-346-5800



PERK UP YOUR WORK!™



<https://hays.perkspot.com/login>

<https://www.greatworkperks.com>



www.unum.com
www.unum.com/lifebalance
Plan #433640
Member Services:
Life 800-275-8686
Disability 866-779-1054
EAP 800-662-0000
Leave of Absence:
866-779-1054



