

Plan to participate

Check

Enrollment checklist
New hire 2011

As a new employee, you have the opportunity to participate in a range of BP benefit programs – known as **LifeBenefits** – that you may tailor to suit your individual and family's needs.

Making sure you get the most out of BP's benefit programs is a shared responsibility. While BP provides you with information and tools that enable you to learn about our programs, it's your responsibility to use these resources to make informed choices and take an active role in the issues that affect your health and financial well-being.

Welcome!

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Enrolling in your benefits... check!

To choose the benefits coverage that's right for you and your family you'll need to take a little time preparing and learning. This checklist highlights key benefits and eligibility information along with tips and tools regarding the decision-making process.

For more information about the benefits presented here, go to the **Life**Benefits website www.bp.com/lifebenefits and click on the **Benefits Handbook** tab. You can also find helpful tools and resources by clicking on the New Hires tab.

Is it automatic or optional?

In the following table, if a benefit is listed as "Automatic," you begin participating in this plan as soon as you're eligible, with no action required. If the benefit is listed as "Optional," you need to enroll by the deadline noted to receive coverage or participate in the benefit plan. The deadline listed is the number of days from your date of hire or the date you became eligible for these benefits, whichever is later.

This list of benefits isn't exhaustive; additional benefits may be available based on your grade/level. In addition, not all employees are eligible for all benefits. Check with the BP Benefits Center or view the **Benefits Handbook** online for more information.

Plan year – April 1 through March 31

Keep in mind, the plan year for the medical, dental, vision and spending account plans is April 1 through March 31. If you don't enroll by the enrollment deadline, you'll have to wait until the next annual enrollment (typically held each February) to change your elections (unless you have a qualifying status change, such as marriage, divorce, birth, adoption or placement for adoption, or loss of eligibility of you or your eligible dependents under a non-BP sponsored plan).

It's up to you

It's up to you to make sure you're enrolled in the plans and options you want. Use this checklist as a guide to help you through the decision-making process.

Your BP benefits checklist

Benefit plan	Description	Coverage levels	Automatic or Optional	Enrollment deadline* (from date of hire or eligibility)	If you don't enroll by the deadline*	Who pays the cost of my benefits?	Tips and tools
<input type="checkbox"/> Medical program	Medical coverage for preventive care and specific health problems; includes coverage for prescription drugs and behavioral health services	<ul style="list-style-type: none"> • You • You + spouse/ domestic partner • You + child(ren) • You + family • No coverage 	Optional	45 days	No coverage until next annual enrollment or qualifying status change	You and BP share the cost of coverage	<p>Choose the appropriate coverage and which eligible family members to cover. BP offers the following medical plan options:</p> <ul style="list-style-type: none"> • HealthPlus PPO or Out-of-Area Options (administered through Aetna), or • HMO, if available. <p>As a new hire or newly eligible employee, you're automatically eligible to participate in the HealthPlus medical plan options.</p> <p>However, for the next plan year, you and your spouse/domestic partner will need to complete a Health Questionnaire to continue to be eligible for the HealthPlus Options in the following year, and you'll need to earn at least 1,000 wellness points. See the new hire tab on the LifeBenefits website for more information.</p> <p>Use the online resources on the BP Benefits Center website at http://resources.hewitt.com/bpbenefits including the Health Plan Comparison Charts.</p>
<input type="checkbox"/> Dental program	Provides dental coverage for diagnostic and preventive services, as well as other basic and major care, including orthodontia treatment						<p>Choose the appropriate dental option and which eligible family members to cover. In some locations, you may have a choice between the BP Dental program and the Dental Health Maintenance Organization (DHMO).</p> <p>Before you elect the DHMO option, be sure to check if there is a provider in the DHMO network available in your area.</p> <p>Refer to the Benefits Handbook online for a schedule of Dental program benefits.</p>
<input type="checkbox"/> Vision plan	Provides coverage for regular eye exams, eyeglass frames and lenses, contact lenses and discounts on PRK and LASIK procedures					You pay for coverage	<p>Vision coverage is offered through Vision Service Providers – VSP.</p> <p>Decide if you want vision coverage and which eligible family members to cover.</p> <p>Refer to the Benefits Handbook online for a schedule of Vision plan benefits.</p>

Checklist continued

Benefit plan	Description	Coverage levels	Automatic or Optional	Enrollment deadline* (from date of hire or eligibility)	If you don't enroll by the deadline*	Who pays the cost of my benefits?	Tips and tools
<input type="checkbox"/> Health Care Spending Account (HCSA)	Allows you to use pre-tax dollars for eligible health care expenses	Not applicable	Optional	45 days	No participation until next annual enrollment or qualifying status change	You contribute to your account. BP will match 25% up to \$200 if you contribute to a health care spending account. (This company match does not apply to ABSC employees.)	Decide if you want to participate in one or both accounts and how much you want to contribute. Use the Spending Account Calculator on the BP Benefits Center website at http://resources.hewitt.com/bpbenefits to help you estimate your contribution amount. Note: If you don't incur sufficient reimbursable expenses to use up your account during the coverage period (April 1 through March 31), or if you don't submit claims for reimbursement by June 30 following the end of the plan year, you'll forfeit the remaining balance in the account. Note: If you're enrolling during January, February, or March, you'll need to call the BP Benefits Center to make your spending account election(s). Remember: Your spending account elections will be in effect through the end of the plan year (March 31). Spending account elections for a partial plan year aren't prorated. Also, for the dependent care spending account, the maximum tax exclusions are based on the tax year (January through December), so be careful not to contribute too much for the first partial year.
<input type="checkbox"/> Dependent Care Spending Account (DCSA)	Allows you to use pre-tax dollars for eligible dependent day care expenses	Not applicable					
<input type="checkbox"/> Commuter Benefit	Allows you to use pre-tax dollars for eligible work-related commuter expenses such as parking and transit	Not applicable	Optional	Not applicable (you can enroll at any time)	No participation until next annual enrollment or qualifying status change	You pay for eligible expenses via pre-tax payroll deductions up to \$230 per month	You may elect to contribute to one or both of the following options: Parking benefit <ul style="list-style-type: none"> • Parking expenses at or near your work-site. • Parking expenses at a location from which you commute to work, either by mass transit, or carpool. Transit benefit <ul style="list-style-type: none"> • Purchase passes or vouchers on a tax-free basis to cover the cost of traveling to work via mass transit, including subway, train or bus. • Vanpool costs are also eligible if the vehicle seats at least six passengers in addition to the driver, at least 80% of the vehicle mileage is used to transport to/from work and at least half of the vehicle is occupied by employees.

Checklist continued

Benefit plan	Description	Coverage levels	Automatic or Optional	Enrollment deadline* (from date of hire or eligibility)	If you don't enroll by the deadline*	Who pays the cost of my benefits?	Tips and tools
<input checked="" type="checkbox"/> BP Care – Employee Assistance Program	Offers 24-hour confidential counseling services and referrals for a wide array of services: <ul style="list-style-type: none"> • Life problems • Finding a clinician • Child care • Elder care • Work life balance • Legal & financial problems 	All household members	Automatic	Not applicable	Not applicable	BP pays the full cost	Not applicable
<input checked="" type="checkbox"/> Short-Term Disability (STD)	Provides up to 100% continuation of your base pay for up to a maximum of 26 weeks if you become disabled	You only	Automatic	Not applicable	Not applicable	BP pays the full cost	Not applicable
<input checked="" type="checkbox"/> Long-Term Disability (LTD) (basic coverage)	Provides a percentage of your eligible pay, generally up to age 65, or recovery, if you have a qualifying disability	You only	Automatic coverage of up to 50% of eligible pay	Not applicable for company-paid coverage	Not applicable for company-paid coverage	BP pays the full cost for the automatic coverage	Decide if you want to elect optional Long-Term Disability coverage
<input type="checkbox"/> Long-Term Disability (LTD) (buy-up coverage)	Provides a percentage of your eligible pay, generally up to age 65, or recovery, if you have a qualifying disability	You only	Optional coverage levels – up to 60% or 65% of eligible pay	45 days for optional coverage	No optional coverage. However, you may elect optional coverage anytime after the initial enrollment period subject to evidence of insurability.	You pay the cost for optional coverage on an after-tax basis. However, BP negotiates a discounted group rate on your behalf.	


Checklist continued

Benefit plan	Description	Coverage levels	Automatic or Optional	Enrollment deadline* (from date of hire or eligibility)	If you don't enroll by the deadline*	Who pays the cost of my benefits?	Tips and tools
<input checked="" type="checkbox"/> Basic Life & Accidental Death and Dismemberment (AD&D) insurance	Provides financial protection if you were to accidentally become dismembered or die	You only	Automatic	Not applicable	Not applicable	BP pays the full cost	Not applicable
<input type="checkbox"/> Group Universal Life (GUL) insurance	Provides additional financial protection if you or your covered dependents were to die	<ul style="list-style-type: none"> You Spouse/ domestic partner Child(ren) No coverage 	Optional <ul style="list-style-type: none"> 1 to 8 times eligible pay up to maximum Optional <ul style="list-style-type: none"> 1 to 4 times eligible pay up to maximum Optional <ul style="list-style-type: none"> \$10,000 	45 days Guaranteed issue for certain coverage levels if enrolled within 45 days.	You may have to provide evidence of insurability, depending on the coverage level you request or if you don't enroll within 45 days of the date your enrollment kit was mailed	You pay the cost for GUL coverage on an after-tax basis. However, BP negotiates a discounted group rate on your behalf.	Decide if you want to elect additional life insurance coverage for yourself, or coverage for your eligible dependents.
<input checked="" type="checkbox"/> Occupational Accidental Death (OAD)	Provides financial protection if you were to die or become disabled while at work, or traveling on authorized business	You only	1 times eligible pay, minimum death benefit equals \$500,000	Not applicable	Not applicable	BP pays the full cost	Not applicable
<input type="checkbox"/> Long-Term Care (LTC) insurance	Provides reimbursement of covered charges for the care of a person's needs at home, in a nursing home, or at an adult day care facility for an extended period of time	<ul style="list-style-type: none"> You Spouse/ domestic partner Parent Parent-in-law No coverage 	Several coverage options available	Anytime Statement of Health required for family member coverage or if you enroll after the initial 45-day enrollment period	No coverage	You pay the cost for optional coverage on an after-tax basis. However, BP negotiates a discounted group rate on your behalf.	Decide if you want to elect coverage for yourself or eligible family members. There are six coverage options to choose from. Note: You'll receive an enrollment postcard for Long-Term Care insurance, and you'll enroll in the plan directly with John Hancock, rather than through the BP Benefits Center.

Checklist continued

Benefit plan	Description	Coverage levels	Automatic or Optional	Enrollment deadline* (from date of hire or eligibility)	If you don't enroll by the deadline*	Who pays the cost of my benefits?	Tips and tools
<input checked="" type="checkbox"/> Pension Plan – BP Retirement Accumulation Plan (RAP)	<p>Provides a retirement benefit after you leave BP. Once vested, you can take this benefit with you.</p> <p>You'll become 100% vested when:</p> <ul style="list-style-type: none"> • You have completed at least three years of eligible service with BP; • You reach age 65 while still employed by BP; • You die while still employed by BP; or • You leave BP due to certain company actions (i.e., divestiture, outsourcing, or severance program). 	Not applicable	Automatic	Not applicable	Not applicable	BP pays the full cost	<p>Make your beneficiary designation by logging onto BP Retirement Services at Fidelity at www.netbenefits.fidelity.com or by calling BP Retirement Services at Fidelity at 1-877-272-3334.</p>

Checklist continued

Benefit plan	Description	Coverage levels	Automatic or Optional	Enrollment deadline* (from date of hire or eligibility)	If you don't enroll by the deadline*	Who pays the cost of my benefits?	Tips and tools
 401(k) – BP Employee Savings Plan (ESP)	<p>Provides you an opportunity to save for your retirement through a savings plan, which includes before-tax, Roth 401(k) and after-tax employee contributions and a BP company match.</p> <p>You're always 100% vested in your contributions.</p> <p>You'll become 100% vested in the company match when:</p> <ul style="list-style-type: none"> You have completed at least three years of eligible service with BP; You reach age 65 while still employed by BP; or You leave BP due to certain company actions (i.e., divestiture, outsourcing, or severance program). 	Not applicable	<p>Automatic</p> <p>You will be automatically enrolled at 7% on a before-tax basis in your savings plan as soon as administratively possible starting with your first paycheck on or after your 30th day of employment. If you do not want to participate, you can change your contribution rate to 0% within the first 30 days of your employment, or you can adjust your contribution rate to any whole percentage between 1% and 80%, as appropriate for you. If you do not log on to www.netbenefits.fidelity.com or call BP Retirement Services at Fidelity at 1-877-272-3334 and change your contribution rate, a 7% before-tax contribution will be deducted from your eligible compensation for each pay period. If within 90 days of being automatically enrolled you decide that you do not want to participate in the plan, you are allowed a one-time, penalty free permissible withdrawal.</p>	You can make changes to your contributions and investment elections at anytime. Keep in mind, you will automatically be enrolled in the savings plan as soon as administratively possible starting with your first paycheck on or after your 30 th day of employment.**	Not applicable	<p>You and BP contribute to your Savings Plan.</p> <p>BP will match your contributions dollar for dollar up to 7% of your eligible pay each pay period.</p>	<p>Review the information regarding the investment options available under the plan. The savings plan offers a range of investment options. Unless you choose a different investment option, your savings plan account will be invested in the Target Date Fund (TDF) nearest to your retirement date (assumed to be age 65). Remember that you – not the company – assume all investment risk. Determine if the Target Date Fund is the best option for your investment goals.</p> <p>Note: When you make your BP Employee Savings Plan elections, be sure to make your beneficiary designation.</p> <p>Use the following resources for answering your questions or help in choosing your investment allocations:</p> <ul style="list-style-type: none"> Fidelity NetBenefits website The <i>Ayco AnswerLine</i>[®] (1-888-434-3264) Morningstar's investment education web links Investment Options Guide any Updates <p>Access these resources through the LifeBenefits website at www.bp.com/lifebenefits.</p>

*If you're an existing BP employee who's transferring within the Group and you don't enroll within 45 days of becoming eligible for these benefits, your optional coverage may be different. Contact the BP Benefits Center to verify your coverage.

**If within 90 days of being automatically enrolled you decide that you do not want to participate in the plan, you are allowed a one-time, penalty-free withdrawal. However, if you have made any changes to your elections or investments, you are not eligible to take this penalty-free withdrawal. Please call BP Retirement Services at Fidelity at 1-877-272-3334 for any questions related to permissible withdrawals.



Take time to understand your benefit options, research them, go online and make the choice that's right for you.



Enroll today

You have 45 days from your date of hire to enroll in most of your health and protection benefit programs where coverage is not automatic.

Using the following enrollment instructions, you can customize your benefits package from the options and coverage levels available and enroll online right now.

Designate your beneficiary

You'll need to designate beneficiary(ies) for several of the BP benefit plans, as applicable. A beneficiary is the person(s) or entity named to receive a benefit in the event of your death. You should designate one or more beneficiaries for the following plans:

- Basic Life and Accidental Death & Dismemberment (AD&D) insurance
- Occupational Accidental Death (OAD)
- Group Universal Life (GUL) insurance
- Employee Savings Plan (ESP)*
- Retirement Accumulation Plan (RAP)*

*If you're married, your spouse is automatically your beneficiary unless you elect someone else and your spouse consents to the election.

Enroll in health care pre-tax programs...check!

Medical program, Dental program, Vision plan, spending accounts (health care and dependent care), as well as the commuter benefit

1. Online through the BP Benefits Center

Go to <http://resources.hewitt.com/bpbenefits>

- If this is your first time using the BP Benefits Center, you'll need to register as a new user. The website is available 24 hours a day Monday through Saturday, and after noon (Central time) on Sunday.
- If you're having problems enrolling online, call the BP Benefits Center at 1-800-890-4100 and a Representative can walk you through the online process.

Note: You can enroll online prior to your first day of employment with BP. However, in some instances, for example, if you're a re-hire, you'll need to wait until the BP Benefits Center can identify you as a BP employee (this may take one to two weeks).

2. Via phone through the BP Benefits Center

1-800-890-4100

- Representatives are available Monday through Friday, 8 a.m. to 8 p.m. (Central time). You can only enroll via phone after your data has been passed from Payroll to the BP Benefits Center. This is typically done weekly. However, depending on your hire and orientation dates, this may take up to two weeks.

While there are two ways to enroll, BP encourages you to use the online method. It's fast and easy.

You'll also have access to decision-making tools online and be able to print a confirmation page for your records.

If you're hired in January, February or March

If you're hired or become eligible for health and protection benefits during January, February or March you'll be asked to **enroll twice**:

1. The first time will be to select benefits for the remainder of the plan year through March 31. If you wish to enroll in a spending account for the remainder of the current plan year, you can only do so by calling the BP Benefits Center.
2. The second time you enroll will be for the plan year beginning April 1. At this time, you may make your spending account election online along with your other benefit elections. If you wish to participate in a spending account, you must make an affirmative election during annual enrollment; unlike enrollment elections for medical, dental or vision coverages, existing spending account elections **won't** roll forward from year to year.

Enroll in protection plans... check!

Group Universal Life, Long-Term Care, Optional Long-Term Disability coverage

You should enroll within your first 45 days of hire or eligibility to avoid or minimize paper work such as evidence of insurability.

Group Universal Life (GUL) insurance

You'll receive a separate enrollment kit for Group Universal Life (GUL) insurance.

1. Online through the BP Benefits Center

Go to <http://resources.hewitt.com/bpbenefits>

- If you haven't yet registered on the BP Benefits Center website, you'll need to follow the online instructions to complete the registration process.
- If you're having problems enrolling online, call the BP Benefits Center at 1-800-890-4100.

2. Via mail

- You'll automatically receive enrollment information in your GUL kit. Complete and mail the applicable forms.
- If you don't receive an enrollment kit, call the BP Benefits Center at 1-800-890-4100 to request one.

Long-Term Care (LTC) insurance

1. Online through John Hancock's website

Go to www.bp.jhancock.com and enter "bp" as the username and "mybenefit" as the password

- Select "apply now" to begin the enrollment process.
- If you have questions enrolling online, call John Hancock* at 1-800-793-3694, or 617-572-0048 outside the U.S. for assistance. (Hearing impaired, call 1-800-255-1808.)

2. Via mail

- You should receive enrollment materials by mail, but if you don't, contact John Hancock* at 1-800-793-3694 to request an enrollment kit.
- Complete and mail the applicable forms found in your enrollment kit.

***Note:** It may take at least two to three weeks after your date of hire before John Hancock's system can identify you as a BP employee. Until that time, you may only be able to acquire general information about Long-Term Care.

Optional Long-Term Disability (LTD) coverage

1. Online through the BP Benefits Center

Go to <http://resources.hewitt.com/bpbenefits>

Review your BP Employee Savings Plan account...check!

Employee Savings Plan (ESP)

1. Online through BP Retirement Services

Go to www.netbenefits.fidelity.com*

- The first time you access BP Retirement Services, the system will prompt you for personal information so you can establish your PIN. The personal information may include your Social Security Number, your birth date or your mailing address.

***Note:** If you already have a Fidelity PIN from a previous employer, or because you're a rehire, you can keep using it – there's no need to create a new one.

2. Via phone through BP Retirement Services

1-877-272-3334 to reach a Fidelity Customer Service Representative Monday through Friday, 7:30 a.m. to 11:00 p.m. (Central time).

- You can make changes to your savings plan account once Fidelity recognizes you as a BP employee. This may take one to two weeks from your hire date.
- You will be automatically enrolled at 7% on a before-tax basis in your savings plan as soon as administratively possible starting with your first paycheck on or after your 30th day of employment. If you do not want to participate, you can change your contribution rate to 0% within the first 30 days of your employment, or you can adjust your contribution rate to any whole percentage between 1% and 80%, as appropriate for you. If you do not log on to www.netbenefits.fidelity.com or call BP Retirement Services at Fidelity at 1-877-272-3334 and change your contribution rate, a 7% before-tax contribution will be deducted from your eligible compensation for each pay period. If within 90 days of being automatically enrolled you decide that you do not want to participate in the plan, you are allowed a one-time, penalty free permissible withdrawal.
- The savings plan offers a range of investment options. Unless you choose a different investment option, your savings plan account will be invested in the Target Date Fund (TDF) nearest to your retirement date (assumed to be age 65). Remember that you – not the company – assume all investment risk.

- Be sure to review the materials you receive from BP Retirement Services at Fidelity and review the materials on the Fidelity NetBenefits and BP **Life**Benefits websites.
- Review your Investment Options Guide and any updates before making changes to your automatic contributions and investments. The Investment Options Guide and any Updates are included in the information packet you will receive from BP Retirement Services at Fidelity and also posted on Fidelity's NetBenefits website. To view the Investment Options Guide online, go to www.netbenefits.fidelity.com

Get Answers – call the *Ayco AnswerLine*® at 1-888-434-3264. Representatives are available Monday through Friday from 8:00 a.m. to 4:00 p.m. (Central time).

The *Ayco AnswerLine*® provides financial education as well as answers about your BP benefits. This service is confidential and provided at no cost to you. You can call the *Ayco AnswerLine*® for answers to questions such as:

- Am I on the right track to retire when I want to?
- Considering the current market, are my allocations in line with my investment objectives?
- I'm in debt, can you help me develop a plan to get out of it?
- Can you explain the BP Medical program options?
- How can I earn wellness points to continue to be eligible for the HealthPlus medical plan options?



Where this document refers to a BP benefits program, the reference is generally to the BP program applicable to the majority of BP employees on U.S. dollar payrolls. In some cases, eligibility for a program may be limited based on employee classification (such as full- and part-time employees) or other criteria.

The new hire checklist for full-time U.S. employees is presented as a matter of information and as an expression of management policy. It isn't intended to constitute a promise or contractual commitment by the company. The company reserves the right to unilaterally change or terminate any or all of its employee benefit plans and programs at any time and without prior notice. Also, modifications may be necessary to comply with applicable legal requirements. In the event of any inconsistency between a statement contained in the new hire checklist for full-time U.S. employees and the relevant plan document, plan summary or prospectus, the plan document, plan summary or prospectus will control over the statement in the new hire checklist for full-time U.S. employees. Employees covered by collective bargaining agreements will be subject to these benefit plan provisions to the extent consistent with the terms of BP's policy and benefit programs, the applicable collective bargaining agreement and any applicable legal guidelines.

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MADE IN THE USA

