



2024 U.S. Annual Enrollment Guide

Salaried and General Hourly Full-Time Colleagues*

Revised 11/6/2023

Unlock Your Benefits

You help us achieve our mission every day, and the benefits we offer aim to help support you and your family in making smart choices to keep your health care costs low. Review this guide to learn more about our benefits – especially health benefits – that give you cost-effective options and the freedom to manage your care in the way that is best for you.

Note: We have made changes to our benefits and, if you don't enroll, your coverage will be different than what you have today. That's why it's important to read this guide and actively enroll in benefits. By spending time now learning about each program, you can have confidence that you are making the best choices for you and your family.



Escanee este código QR con su teléfono inteligente para ver una copia de esta guía en español.

*Bargained hourly colleagues that are part of Buffalo Mill Loc 637 and Cedar Rapids Loc 142 are not eligible for the medical plans included in this guide.



Take Action!

PREPARE: Now

- Learn more on ADM's benefit programs and your enrollment options through the fliers, resource links and webinar recordings at ADMTotalRewards.ehr.com.
- Watch the 30-minute guided enrollment video for a clear understanding of your **NEW!** medical plan options at digital.alight.com/adm.
- Talk to your benefit partners! Contact information is included in the enrollment video and at the end of this guide. Representatives are available **now** to help you make the best decision.
- Check your dependents and determine who you need to add, remove or change during enrollment. And don't forget to have the necessary documents available, like marriage license, birth certificates, etc. for those dependents you may be adding to health coverage.
- Remember Annual Enrollment is your **one opportunity per year** to make changes (unless you experience a qualified life event like marriage or the birth of a child).
- Review and update your 401(k) elections and beneficiaries. Visit Fidelity at netbenefits.com.
- Confirm or reset your password for the ADM Total Rewards site. Remember, the ADM Total Rewards site uses multifactor authentication to secure your account and will send a verification code to your email when you log in.



ENROLL: November 6 – 17, 2023

- Choose which new medical plan meets the health care needs of your household.
- Determine if additional benefits such as the **NEW!** Health Savings Account, Commuter Benefits, Supplemental Life Insurance, Identity Theft Protection and Legal Services are right for you this year and take a moment to enroll.
- Elect contributions to a Health Care or Dependent Care Flexible Spending Account, if appropriate (**current elections will not carry over**).
- Designate your beneficiaries for your life and Accidental Death & Dismemberment coverage.

To view your current elections or to complete your enrollment November 6–17, visit digital.alight.com/adm or call **1-866-424-4222**. When you are on the ADM network you can access the enrollment site directly from ADM Total Rewards.



ADM reserves the right to amend its employee benefits plans at any time and for any reason. Your eligibility and benefits under these plans are determined under the legal documents and laws that apply to each plan. If there is a discrepancy between the information in these highlights and as determined under the official plan documents, the plan documents will govern. Please refer to the benefits booklets online at ADMTotalRewards.ehr.com for more detailed descriptions of the benefits.

What's new for 2024

Our health plans have changed. Be sure you understand how they work!



- **Two new medical plan options – both have lower deductibles and lower out-of-pocket maximums**

- A **High Deductible Health Plan (HDHP)** with a triple tax-advantaged **Health Savings Account (HSA)**
 - ADM will contribute \$250 for individual coverage and \$500 for families to HSA accounts available with the HDHP plan (*learn more on page 2*)
- One **Preferred Provider Organization (PPO)** option, now with copays for office visits and prescriptions (*learn more on page 5*)
- Preventive care, including certain health screenings and immunizations, are **covered at 100%** under both medical plans. Remember, the blood screening program ended in 2022 and discounts on medical premiums will be removed for 2024

garner

- New benefit partner **Garner** can help you find high-quality providers (*learn more on page 8*)

BANK OF AMERICA 

- New benefit partner Bank of America will administer a Health Savings Account, Flexible Spending Accounts and Commuter Benefits (*learn more on page 10*)
 - **Flexible Spending Account (FSA)** IRS maximum pre-tax colleague contribution **increases to \$3,050** from \$2,850. ADM will not match Health Care FSA contributions in 2024. Instead we'll support your out-of-pocket medical costs through the HSA (*see page 3*).
- Dependent Care ADM match **remains the same** at \$500 in 2024



- Vision coverage frame and contact lens allowance **increases to \$175** per year



- Tuition Assistance will be provided as **pre-payment** instead of reimbursement and **increased to 100%** paid, with the same annual maximum of \$10,000
- **New university partnerships** with zero-debt grants. Visit [ADMTotalRewards.ehr.com](https://digital.alight.com/adm) to learn how to earn a no cost education!

This year, you'll have a choice of two NEW medical plans. Your first option is our High Deductible Health Plan (HDHP) with Health Savings Account (HSA).

As health care evolves in the United States, we continually review our benefit offerings to ensure that they address the diverse needs of our workforce at a price that's sustainable for both our colleagues and ADM. That's why we're introducing a new, financially competitive HDHP with HSA plan in 2024. This new plan option gives you choice in how you manage your health care coverage and costs while providing access to a new, triple-tax-advantaged savings account (the HSA) to help you cover medical expenses today or in the future.

HDHPs and HSAs work together to help you manage the costs associated with medical care. Key differences from a traditional PPO plan include:

- Higher deductible
- Lower monthly premium
- You can use a tax-advantaged account (HSA) to pay for your out-of-pocket health care costs (see page 3)

In general, you pay more health care costs out of your pocket until your deductible is met. However, preventive care, like annual checkups and screenings, is always covered at 100%, even if you haven't yet met your combined medical and pharmacy deductible.

When you seek medical care under the HDHP, here's how the cost will be handled:



Before you meet your deductible:

You pay for 100% of services. (Remember: preventive care is always paid at 100%.) If you use an in-network provider, you will typically not be expected to pay at the time of service. Instead, you'll be billed later after discounts have been applied.



After you meet your deductible:

You'll generally pay 20% for in-network services (see page 6).

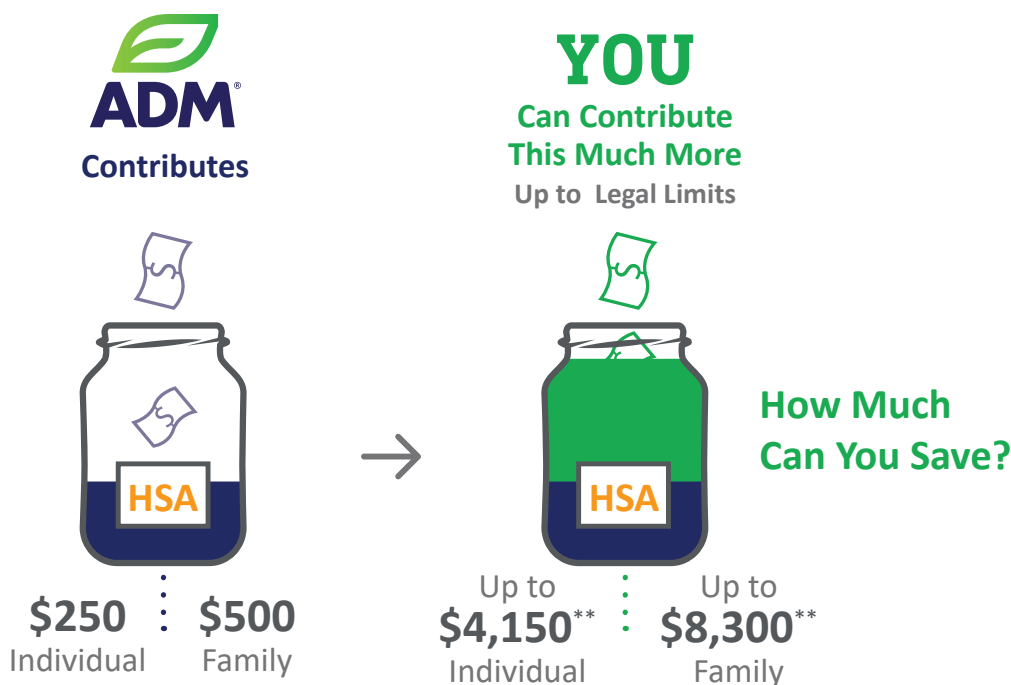
To view your current elections or to complete your enrollment November 6 – 17, visit digital.alight.com/adm or call **1-866-424-4222**.

NEW Health Savings Account (HSA)

An HSA is a special type of savings account that lets you set aside money on a pre-tax basis to pay for qualified medical expenses. You can only contribute to an HSA if you enroll in the HDHP plan. Bank of America will administer our new HSA.

Need more information? Here are a few key details on HSAs:

- **Both you and ADM can contribute:** ADM will contribute \$250 for Colleague Only coverage / \$500 for all other tiers, and you can contribute if you choose. For 2024, the IRS maximum contribution limit (including the contribution from ADM) is \$4,150 for individuals and \$8,300 for families.
- **It's your money:** The entire balance is yours. If you leave ADM, it goes with you. You can continue contributing to an HSA as long as you're enrolled in an eligible, high deductible health care plan. Even if you can no longer contribute (if you leave ADM or switch to a non-HSA eligible plan in the future) you can still use the funds for qualified expenses tax-free.
- **You can invest the balance:** Once your account value reaches \$1,000, you can begin to invest the money in your HSA to help it grow over time. You will have access to a lineup of funds through Bank of America.
- **It decreases your taxes in three ways:** Your payroll contributions are taken on a pre-tax basis, you don't pay federal taxes on any investment earnings – and you don't pay federal taxes on the money you use for qualified expenses. It's a three-way tax advantage for you!
- **It's another way to save for the future:** Because the money in your HSA is always yours to keep, you can contribute and invest HSA funds today to help pay for medical expenses in the future.



** Your total 2024 HSA contribution (ADM contribution plus your contribution) cannot exceed \$4,150 for individual coverage and \$8,300 for family coverage. If you are at least age 55, you can contribute an extra \$1,000 ("catch-up" contribution).

Need more information?

Visit <https://healthaccounts.bankofamerica.com/learn.shtml> to review HSA resources or call 1-866-791-0250 to speak with a customer service representative.

Revised 11/6/2023

To enroll visit digital.alight.com/adm or call 1-866-424-4222 3

Paying for medical care with the HDHP with HSA

To cover your out-of-pocket costs before and after meeting your deductible, you can use your HSA or a Limited Purpose FSA (dental and vision expenses only; see page 10).

What does this mean for you?

- If you don't typically use a lot of medical care, you may benefit from choosing the HDHP Plan because your monthly premium will be significantly lower. For example: if you enroll in Colleague Only coverage in the HDHP instead of the PPO, you save almost \$1,200 per year in premium costs – and you could choose to put that \$1,200 you save in an HSA and receive a tax benefit.
- If you do need more health care, you can benefit by using the tax-free money in your HSA to cover your medical costs.

The HDHP Plan and FSAs

If you choose the HDHP Plan and decide to contribute to an HSA, you won't be able to contribute to the Health Care FSA. However, the Limited Purpose FSA for eligible dental and vision expenses (see page 10) would still be available to you.

The Health Savings Account (HSA) is a great way to pay for medical expenses, but you aren't required to have an HSA. If you enroll in the HDHP Plan, you can decline the HSA and instead enroll in the Health Care FSA. Information on the HSA can be found on the prior page.



Not sure if the HDHP is right for you? Go to page 6 to compare the HDHP and the PPO.

Your second medical plan option is our enhanced Preferred Provider Organization (PPO) Plan.

ADM is excited to offer a refreshed PPO plan. Colleagues who elect the new PPO Plan will pay set, predictable copays for primary and specialty care physician office visits at the time of service. For other medical care, generally you'll pay 20% of covered, in-network services (see page 6 for the benefit schedule).

We've made some other enhancements to our PPO option for 2024, including:

- A lower deductible
- A lower out-of-pocket maximum
- Primary care and specialty care office visit copays
 - Copays do not count toward deductibles and still apply whether or not a deductible has been met. Copays do count toward out-of-pocket maximums.

Your prescription drug coverage

Both of ADM's medical plans continue to include prescription drug coverage through CVS Caremark, giving you access to a network of 68,000 pharmacies nationwide and retail and mail-order programs. Your coverage differs depending upon your medical plan enrollment.

If you enroll in ADM medical coverage, you'll also receive access to Rx Savings Solutions (RxSS), a free and confidential service that connects to your ADM medical plan to show you lower-cost medication options. RxSS doesn't replace your CVS Caremark prescription plan. It's a complimentary program designed to help you and your family save money on your prescriptions. Learn more at myrxss.com.

Comparing the NEW! PPO and HDHP: Coverage summary

Both medical plan options are offered through Blue Cross Blue Shield of Illinois (BCBSIL).

Medical Coverage*	PPO	HDHP with HSA
Deductible (single / family)	\$800 / \$1,600	\$4,500 / \$9,000
Colleague Coinsurance	20%	20%
Annual Out-of-Pocket (OOP) Maximum (single / family)	\$4,000 / \$8,000	\$7,500 / \$15,000
Preventive Care (i.e., annual check-ups, immunizations, flu shot)	\$0	\$0
Telemedicine through MDLIVE	\$48 for medical \$45–\$250 for Behavioral Health based on services received and physician seen	\$48 for medical \$45–\$250 for Behavioral Health based on services received and physician seen
Primary Care Physician Specialist Care Physician	\$30 copay \$50 copay	After deductible, you pay 20% coinsurance up to the OOP maximum
Urgent Care, Diagnostic Tests and Imaging, Inpatient/ Outpatient Hospital and Physician Services, Maternity Services	After deductible, you pay 20% coinsurance up to OOP maximum	After deductible, you pay 20% coinsurance up to OOP maximum
Emergency Room (facility only)	\$200 copay	After deductible, you pay 20% coinsurance up to the OOP maximum
Chiropractic Care	After deductible, you pay 50% coinsurance up to 15 visits per year	After deductible, you pay 50% coinsurance up to 15 visits per year
Speech, Physical and Occupational Therapy	After deductible, you pay 20% coinsurance up to 60 visits per year for combined therapies	After deductible, you pay 20% coinsurance up to 60 visits per year for combined therapies
Prescription Drug Coverage		
Generic (ACA Preventive which include aspirin, fluoride supplements, immunizations, etc.)	100% covered retail / mail order (not subject to deductible)	100% covered retail / mail order (not subject to deductible)
Generic	\$10 copay retail \$25 copay mail order	20% coinsurance for retail / mail order
Preferred Brand	\$35 copay retail \$87.50 copay mail order	
Non-Preferred Brand	50% coinsurance up to \$150 retail 50% coinsurance up to \$300 mail order	
Specialty	35% coinsurance up to \$200	

*In-network rates. If you use out-of-network providers, you'll pay more for care.

Note: Copays for prescriptions are not subject to your combined medical and pharmacy calendar-year deductible. All other eligible prescriptions (excluding Affordable Care Act Preventative prescriptions covered at 100%) are subject to your combined medical and pharmacy calendar-year deductible. All eligible prescriptions contribute to your out-of-pocket maximum.

Comparing the PPO and HDHP: How they work

The plans at a glance

	PPO	HDHP WITH HSA
PREMIUMS	Higher Monthly Premiums \$\$\$	Lower Monthly Premiums \$
DEDUCTIBLE	Lower	Higher
RX COVERAGE	Included through CVS Caremark	
PROVIDER NETWORK	Blue Cross Blue Shield of Illinois	
PREVENTIVE CARE	Covered at 100%	
HSA	Not available	Eligible to save, plus \$250 / \$500 contribution from ADM
FSA	Eligible to use Health Care or Dependent Care FSA	Eligible for Limited Purpose or Dependent Care only
IDEAL FOR THOSE...	<ul style="list-style-type: none"> Who are willing to pay higher premiums Who want predictable out-of-pocket costs at time of service 	<ul style="list-style-type: none"> Who want lower premiums out of their paycheck Who want to take advantage of the triple tax benefits and ADM contribution to the HSA Who can budget to pay the higher deductibles if needed

Colleague Monthly Contribution

	PPO plan	HDHP with HSA plan
Colleague Only	\$129.22	\$30.31
Colleague + Spouse/Domestic Partner ¹	\$301.16	\$101.92
Colleague + Child(ren)	\$259.48	\$80.58
Family	\$442.89	\$144.36

¹Domestic Partner coverage is fully taxable.

To view your current elections or to complete your enrollment November 6 – 17, visit digital.alight.com/adm or call 1-866-424-4222.



Need help understanding the PPO and HDHP with HSA plans and what's right for you? Watch this 30-minute video to learn more about the choices available to you.

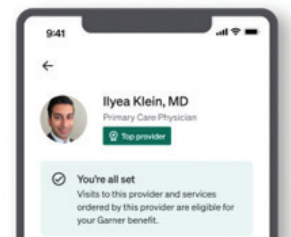
Introducing Garner

You want the best care for you and your family, so we've partnered with Garner to make it easy to find high quality doctors. All colleagues who enroll in a medical plan through ADM have access to Garner and can create a Garner account.

By performing searches on your Garner Account through the Garner website, app or by contacting the Garner Concierge service, Garner can help you identify the best-performing medical professionals in your health insurance network.

Finding your Top Providers

To receive your Garner benefits, you must first create your Garner account. Download the Garner Health iOS or Android mobile app or go to garner.guide/start. Your organization name to sign up is ADM. You can also reach a Garner Concierge by calling **1-866-761-9586**.



Same great dental and enhanced vision coverage

In 2024, choose from:

- **Dental insurance through Delta Dental of Illinois**, with coverage for preventive care, basic/major services and orthodontia
- **Vision insurance through VSP**, with access to quality eye doctors and eyewear at low out-of-pocket costs. Frame and contact lens allowance **enhanced to \$175 in 2024!**

You do not need to elect ADM medical coverage to enroll in dental and/or vision coverage.

Dental	In-Network Coverage*
Annual Deductible (single / family)	\$50 / \$100
Preventive Care (exams, cleanings, x-rays)	100% with no deductible
Major Services	20%
Orthodontia (dependent children only between ages 3-18)	20% up to a \$2,000 lifetime maximum
Calendar Year Maximum	\$1,500 per individual

Vision	In-Network Coverage*
Eye Exams (once per calendar year)	100%
Frames (once every other calendar year)	\$175 allowance, then a 20% discount on any excess
Eye Glass Lenses (once per calendar year)	100%
Elective Contact Lenses	\$175 allowance

**In-network rates. If you use out-of-network providers, you'll pay more for care.*

Monthly dental and vision contributions

Coverage Tier	Dental	Vision
Colleague Only	\$5 .60	\$7.38
Colleague + Spouse / Domestic Partner ²	\$12 .60	\$14.75
Colleague + Child(ren)	\$12 .60	\$15.79
Family	\$19 .60	\$23.60

To view your current elections or to complete your enrollment November 6 – 17, visit digital.alight.com/adm or call **1-866-424-4222**.

Flexible Spending Accounts (FSAs) and Commuter Benefits

Taking advantage of the ADM FSAs or Commuter Benefits program can help you save on eligible health care, dependent care or commuter expenses. You can only elect FSA contributions during Annual Enrollment, but you can enroll in Commuter Benefits or change your contribution at any time of year.

Starting in 2024, Bank of America will administer all of our savings accounts. Here's what you need to know:

- You can make pre-tax contributions through automatic payroll deductions and use the funds to pay or reimburse yourself tax-free for eligible health care, dependent care or commuter expenses.
- ADM will make contributions to a Dependent Care FSA and Commuter Benefits. ADM no longer makes contributions to a Health Care FSA.

	Health Care FSA (HCFA)	Limited Purpose FSA (LPFA)	Dependent Care FSA (DCFA)	Commuter Benefits
Pays for...	Eligible out-of-pocket health care expenses (i.e., copays or prescription drug costs)	Eligible out-of-pocket dental and vision expenses	Eligible dependent care expenses like day care, after-school care or home care	Eligible work-related mass transit and qualified parking expenses
You Contribute...	\$150 – \$3,050	\$150 – \$3,050	\$150 – \$4,500	Up to one-half the IRS maximum, expected to be \$315 in 2024
ADM Contributes...	N/A	N/A	\$500 (if you contribute \$150 or more)	ADM matches dollar for dollar, up to IRS limits
Deadline to incur eligible expenses	March 15, 2025	March 15, 2025	December 31, 2024	N/A
Available to...	Those enrolled in the PPO plan	Those enrolled in the HDHP with HSA plan	All colleagues	All colleagues
"Use it or lose it" funding?	Yes	Yes	Yes	No

If you have FSA or Commuter Benefit funds remaining at the end of 2023, Consociate, our current vendor, will manage your account for 2023 plan year claims through early 2024. **If you enroll in the HDHP with HSA plan and have unused FSA funds as of December 31, 2023, those funds will be converted into a Limited Purpose FSA through Consociate and can be used for expenses through March 15, 2024.** Colleagues are encouraged to spend down their 2023 FSA funds by December 31, 2023. Don't lose your money! Spend down your FSA dollars before end of year by visiting fsastore.com.

Protection

Company-Paid Life and Disability Insurance

As an ADM colleague, you receive financial protection automatically at no cost to you:

- **Basic life insurance** of up to 1x your base annual salary (up to \$1 million)
- **Accidental Death and Dismemberment (AD&D) Insurance** of up to 1x your base annual salary (up to \$1 million)
- **Business travel accident** coverage of up to 4x your base annual salary (minimum of \$250,000 and a maximum of \$4 million)
- **Short-term disability (STD)**, which provides up to 26 weeks of income protection if you can't work due to an illness or injury
- **Long-term disability (LTD)**, which provides additional protection if your illness or injury extends beyond the 26 weeks of STD

Optional Coverages

During Annual Enrollment, you can elect additional protection for yourself and your family beyond the Company-paid coverages:

- **Supplemental life insurance** of 1 to 8x your annual base salary (up to \$3 million)
- **Spouse/domestic partner life insurance** of up to \$100,000
- **Child life insurance** of up to \$25,000
- **Supplemental AD&D** of 1 to 8x your annual base salary (up to \$2 million). You can also cover your spouse/domestic partner or children through supplemental AD&D

Additional benefits you can enroll in include*:

- **LifeLock Identity Theft Protection:** Reduce your risk of identity theft and monitor your credit with a discounted rate for LifeLock
- **MetLife Legal Services:** Access a large network of experienced attorneys for a wide range of legal services covering most personal matters

**You can enroll in Identity Theft protection at any time.*



Glossary

Accidental Death & Dismemberment (AD&D) Insurance

An insurance plan that pays a benefit to you or your beneficiary if you suffer from loss of a limb, speech, sight or hearing, or if you have a fatal accident.

Claim

A request for payment that you or your health care provider submits to your health care plan after you receive services that may be covered.

Coinsurance

Percentage of the cost of a covered expense that your benefit plan pays once you meet your deductible.

Contribution

What you pay out of your paycheck for your benefits.

Copay

Fixed cost you pay at the time you receive care, like at the pharmacy for a generic drug.

Deductible

The amount you must pay first before your plan pays for a covered service.

Eligible Expense

A service or product that is covered by your plan. Your plan will not cover any of the cost if the expense is not eligible.

Flexible Spending Accounts (FSAs)

Accounts that let you pay for certain health care or dependent care expenses with tax-free dollars.

High Deductible Health Plan (HDHP)

A medical plan with a higher deductible than a traditional insurance plan. Your monthly contribution is usually lower, but you pay higher deductibles before the insurance company pays its share.

Health Savings Account (HSA)

A triple tax-advantaged account used to pay for eligible medical, prescription drug, dental and vision expenses; both you and ADM may contribute to this account.

In-Network

In-network providers and services contract with your health care plan and will usually be the lowest cost option. It's best to check your plan's website to see which doctors, hospitals, labs, and pharmacies are in-network. Out-of-network services will cost more or may not be covered.

Out-of-Network

Providers and facilities who do not have a contract with a carrier, which generally results in higher costs for you.

Out-of-Pocket Cost

The portion of your medical expenses that you pay yourself, like a copay for a doctor's visit or coinsurance on a procedure. You can cover out-of-pocket costs via an FSA, HSA and your regular income.

Preferred Provider Organization (PPO)

A medical plan that has a lower deductible, coinsurance and out-of-pocket cost, but you'll pay more out of each paycheck for higher premiums.

Telemedicine

A virtual visit to a doctor using video chat on a computer, tablet or smartphone.

Contact information

ADM's Benefit Partners are your best resource to help guide you.

For Help With...	Contact	Phone	Website / Email
Benefits	ADM Benefits Center/ Alight Work Life	1-866-424-4222 8 a.m. – 5 p.m. CT Monday – Friday	ADMTotalRewards.ehr.com To enroll or view elections: digital.alight.com/adm
Dental	Delta Dental of Illinois	1-800-323-1743	deltadentalil.com
Disability	MetLife	1-833-622-0135	metlife.com Requesting Time Off: metlife.com/mybenefits
Discount Center	Perks at Work		perksatwork.com
Employee Assistance Program (EAP)	TELUS Health (formerly Lifeworks)	1-800-433-7916	one.telushealth.com Username: ADMUSA Password: wellness
401(k) Employee Stock Purchase Plan (ESPP)	Fidelity	401(k): 1-800-835-5095 ESPP: 1-800-544-9354	netbenefits.com
Flexible Spending Accounts (FSA), Health Savings Account (HSA) and Commuter Benefit	Bank of America	1-866-791-0250	myhealth.bankofamerica.com
Health Care Concierge	Garner Health	1-866-761-9586	getgarner.com
Identity Theft	LifeLock	Enroll: 1-866-424-4222 Learn more: 1-855-423-4787	lifelock.com
Legal	MetLife Legal Plans	Enroll: 1-866-424-4222 Learn more: 1-800-438-6388	To Enroll: digital.alight.com/adm About the Plan: https://info.legalplans.com/Home
Life Insurance, AD&D and Business Travel Accident Coverage	Minnesota Life Insurance Company, an affiliate of Securian	1-866-293-6047	securian.com
Medical	Blue Cross Blue Shield of Illinois	1-866-219-8511	bcbsil.com
Pension	ADM Pension Service Center	1-844-831-5543 8 a.m. – 6 p.m. CT Monday – Friday	Access through ADMTotalRewards.ehr.com
Prescription Drug	CVS Caremark	1-844-910-1545	caremark.com
Prescription Drug Savings	RxSS	1-800-268-4476	myrxss.com
Smoking Cessation	Optum	1-866-784-8454	quitnow.net
Telemedicine	MDLIVE	1-888-676-4204	MDLIVE.com/bcbsil
Tuition Assistance	ISTS	1-855-670-4787	contactus@applyISTS.com
Vision	VSP Vision Care	1-800-877-7195	vsp.com



Archer Daniels Midland Company
North America Headquarters
4666 Faries Parkway
Decatur, IL 62526



Enroll in your 2024 benefits November 6 – 17, 2023

Changes are coming to your benefits for 2024 — this guide will help you decide what's best for you

What's Inside

- Your **NEW!** medical plan options
- Helping you decide: Comparing your medical plan options
- Introducing a **NEW!** way to find top tier providers through Garner
- Prescription drug coverage
- Dental and vision coverage
- **NEW!** Health Savings Account (HSA)
- New administrator for Flexible Spending Accounts (FSAs), Commuter Benefits and HSA
- Protection benefits
- Contact information