

## PartnerConnect Tips



As a Cintas partner, you can enroll in and manage your benefits through PartnerConnect anytime — day or night — from any computer, tablet or mobile phone with internet access by visiting **PartnerConnect.cintas.com**. The site offers easy-to-use tools and is your best and quickest way to access your benefits. We also provide general benefits information online that doesn't require the use of an ID or password.

### CREATE YOUR ACCOUNT

The first time you visit PartnerConnect, you will need to set up your User ID and password. To create your User ID and password, apply the following rules:

- **User IDs are a minimum of eight alpha numeric characters.**
- **Passwords require three of these four elements:**
  - Upper case letter,
  - Lower case letter,
  - Number, or
  - Special character.



You'll need your User ID and password each time you log in to PartnerConnect. Your User ID and password should remain confidential — don't share them with anyone and be sure to store this information in a safe place.

You will also be asked to create a PIN that you will use when calling the Cintas Benefits Center. **The PIN must be at least six numbers.**

To get started:

1. Go to **PartnerConnect.cintas.com**.
2. Click **Log On to PartnerConnect**.
3. Click **New User?**.
4. Follow the instructions to create your User ID, password and phone PIN.

#### **Important! Passwords expire in 90 days and resets can only be done via text.**

If there is no cell phone listed on PartnerConnect, you must call the Cintas Service Center at **866.256.6559** to request a password reset. A PIN will be mailed to your home which may take several days for you to receive. To add your cell phone number, log in to **PartnerConnect.cintas.com**, click on the "PartnerConnect Dashboard" quick link, select "View My Profile," and scroll down to the "Contact Information" section.

### ENROLL IN YOUR BENEFITS!

When you log on to PartnerConnect, you'll see an action alert that details what you need to do as a newly hired partner, including enrolling in your benefits.

To enroll in your Health and Insurance Benefits:

1. Click **Enroll in your New Hire Benefits**.
2. Then, click **Go to Enrollment**.

Follow the steps and take advantage of the many tools and resources that Cintas provides to help you make smart decisions. When you are finished, click **Complete Enrollment**. You will see the Completed Successfully page — print this page for your records.

### PARTNERS' PLAN 401(K)

Cintas automatically enrolls all partners in the Partners' Plan 401(k) after three months of service. At that time, 3% of your eligible pay will be deducted on a before-tax basis from each paycheck and invested entirely in the Target Date Fund that is designed for someone your age. No action is required!

If you want to change either your contribution or investment funds, click **Partners' Plan 401(k) Automatic Enrollment** in the Action Needed box. At the bottom of the page, click **Make Changes or Decline Enrollment**.

If you want to opt out of automatic enrollment, you must do so prior to your Partners' Plan 401(k) eligibility date. You may enroll on your own at any time once you become eligible.

## MANAGE YOUR BENEFITS THROUGHOUT THE YEAR

To find detailed information about your benefits, go to PartnerConnect and select the appropriate tab at the top of the page. You can do many things, including:

- See your current coverage.
- Get plan details.
- Add or change your beneficiaries.
- Manage your Flexible Spending Account or Health Savings Account.
- Make changes to your Partners' Plan 401(k) Account, including how much you contribute and how the account is invested.

There is also a helpful tab titled, Change your coverage. The checklists on this page help guide you through life changes and events, such as getting married or having a baby, that cause you to want to make changes to your benefits.

## PROTECT YOUR PERSONAL INFORMATION

We all need to be diligent and take steps to protect ourselves from computer hacking and fraud. If someone fraudulently gains access to your User ID and password, they could access your PartnerConnect account, take out a 401(k) loan, change your direct deposit, etc. **It is your responsibility to safeguard your account.** You are responsible if there is any fraudulent activity and any losses to your account.

At work, we follow policies C-204 Information Systems and Data Security Compliance and C-43 Information Security to protect confidential Cintas information. To help you safeguard your personal information and follow good information security practices outside of work, here are best practices you can use:

- Protect your home computer, mobile devices and personal information.
- Run a security application on your computer and your smartphone and keep them updated.
- Keep your passwords private and confidential.
- Create a unique password you'll remember — the longer and more complex (uppercase, lowercase, numbers, special characters) the password, the better.
- Don't use familiar names or numbers in your passwords.
- Be cautious about opening email attachments or clicking on links sent to your inbox.
- Don't reply to text, e-mail or pop-up messages that request personal information such as a User ID, Social Security number or financial account information.
- Change your passwords regularly, even if an application or website doesn't require it.
- Don't manage personal accounts from public computers or Wi-Fi connections — you cannot be sure whether the connection is secure.
- Verify your retirement account information and direct deposit information is current and correct each time you update your PartnerConnect password.
  - **Note:** If your password is changed in PartnerConnect, you will receive a letter and/or email in the mail from Cintas to your listed (or home) address.
- Review your annual Total Rewards Statement and your online benefit elections. Know what your benefits are and follow up on any questions you have if you think there is an inaccuracy.

You can find more information on identity theft, privacy and security at **FTC.gov**.

