



Welcome to Cintas

Cintas is pleased to provide a competitive benefits program to help ensure you're ready for your workday and whatever life brings your way. It starts with the base pay you receive — and possibly commissions, overtime, bonus and sales incentives. But that's just the beginning. Because the Company's success is dependent on the hard work of our partners, Cintas offers a lot more. We offer an array of benefits to help you protect your financial security and save for the future. In addition, Cintas provides resources and programs that encourage healthy behaviors and better habits to help you live well.

This kit provides detailed information about all of your benefits and explains how to use PartnerConnect when choosing and using your benefits. Read the materials carefully and keep them to refer to later when you have benefits questions.

To participate in Cintas' benefits program, it is critical that you enroll by the deadline that appears on the enclosed Enrollment Notice. If you do not make your benefits selections by the deadline, you will not have coverage and will not be eligible to enroll until the next Annual Open Enrollment period unless you experience a Qualified Status Change (such as a change in your legal marital status or the number of your dependents).

Your new hire benefits begin 30 days from your date of hire (see Policy C-128).*

*For rehired partners, if you are rehired within 13 weeks, you will be immediately eligible as of the rehire date. If you are rehired after 13 weeks or more, your benefits begin 30 days from rehire date.

HOW TO ENROLL AND MANAGE YOUR BENEFITS

Choose from one of three easy ways to enroll:

ONLINE

1. Log in to **PartnerConnect.cintas.com** with your individual user ID.
2. Click the **Enroll in your New Hire Benefits** banner.
3. Click the **Go to Enrollment** button to begin making your elections.

VIA APP

1. Download the Alight mobile app.
2. Log into the app with your individual user ID you use on PartnerConnect.
3. Click the **Enroll in your New Hire Benefits** banner.
4. Click the **Go to Enrollment** button to begin making your elections.



BY PHONE

Call the Cintas Service Center toll-free at **866.256.6559**, Monday through Friday between 7 am and 5 pm CST. Translators are also available for non-English-speaking partners.

Whether you enroll online or by phone, you will need to set up your user ID, password and phone PIN. More information can be found in this kit. To help you 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.

QUESTIONS?

Cintas Service Center representatives are available at **866.256.6559** to answer your benefits questions in a variety of languages. Representatives are available between 7 am and 5 pm CST, Monday through Friday. Your local Human Resources (HR) Manager is also a good resource.

There's no doubt about it — being a Cintas partner says something special about you. You are professional. You are confident. You are more capable, are more ambitious and have higher standards than most. Congratulations on your new career.

We are glad to have you as part of the team!