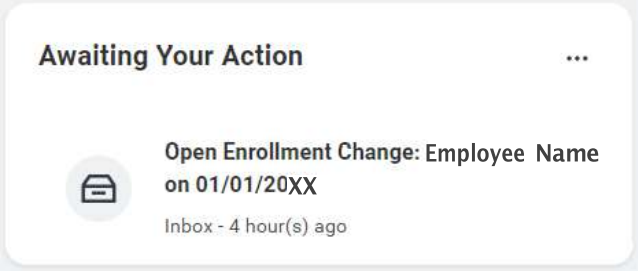
Navigating Open Enrollment in Workday

OPEN ENROLLMENT STEPS

This job aid serves as a resource guide only, and therefore, not every plan option or opportunity is detailed. This guide is also not a promise of benefits.

REVIEW, SELECT, AND CONFIRM YOUR BENEFITS – FROM YOUR WORKDAY HOME PAGE

1. Click the Open Enrollment Change item in Awaiting Your Action

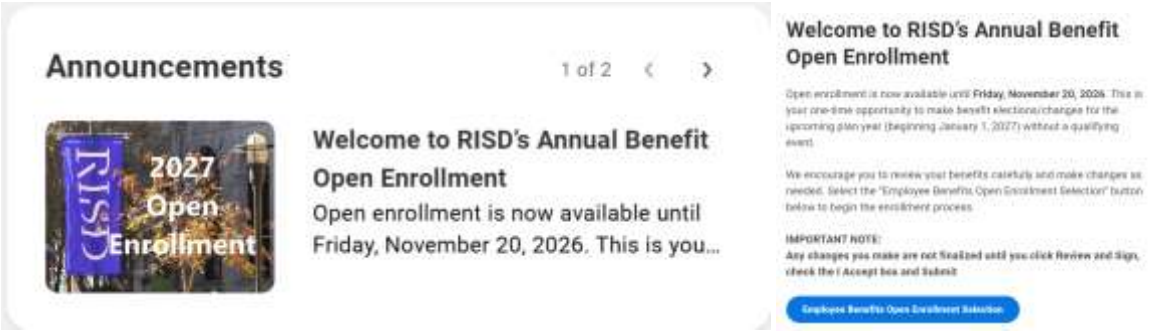


2. Then click the **Let's Get Started** button to access the main Open Enrollment page where you may review, edit, and confirm your benefit options, including Health Care and Accounts, Insurance, and additional benefits.

   or

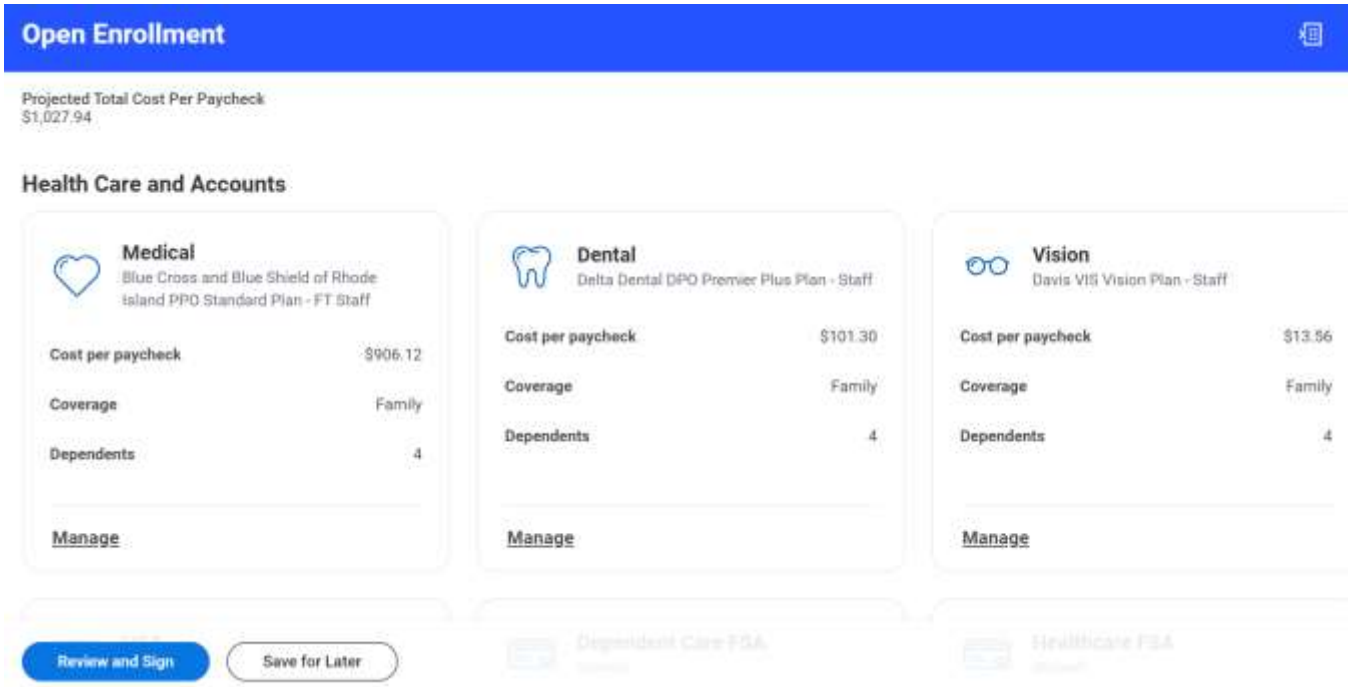
   Click the Benefit Open Enrollment Announcement as highlighted below.

3. Click the **Employee Benefits Open Enrollment Selection** link in the announcement that appears.



4. Then, click the **Continue** button to access the main Open Enrollment page where you may review, edit, and confirm your benefit options; including Health Care and Accounts, Insurance, and additional benefits.

   We encourage you to review each benefit section and option.



5. Click **Manage** to update your Heath Care and Account Elections, including, medical, dental etc.

   or

   Click **Enroll** if you are not currently enrolled in a plan

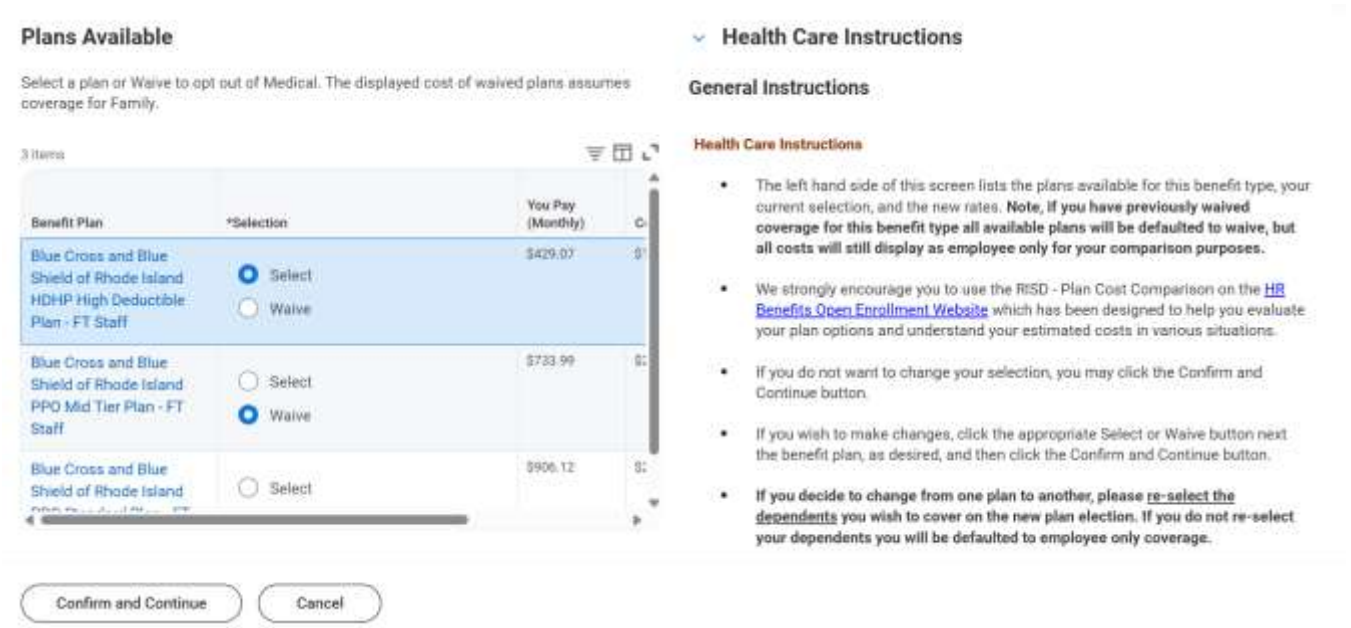
6. Choose **Select** or **Waive** for each Health Care and Account election choice.

   - Your current elections will default. However, you may use the select and waive buttons to modify your coverage as desired.

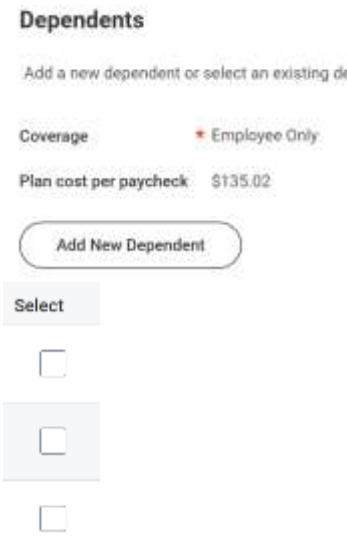
7. Click **Confirm and Continue**

DEPENDENTS

If you elect or modify a benefit plan during open enrollment, you can also add, edit, or remove dependents from your coverage(s).



8. Mange your dependents after clicking **Confirm and Continue** in the previous step
    - If a dependent already exists, check the box to select them.
9. Click **Add New Dependent** to enter a new dependent and complete all required information.
    - To remove a dependent from coverage, uncheck the box next to the dependent's name.
10. Click **Save** to continue



ADDING OR MODIFYING THE HEALTH SAVINGS ELECTION (REQUIRES ENROLLMENT IN HDHP MEDICAL PLAN)

11. Return to the Health Care and Accounts section.



12. Click **Enroll** to elect the Health Savings Account (HSA) for the first time or **Manage** to change your current contribution. Click **Select** for the HSA election and enter your contribution amount or zero if you do not wish to contribute.

13. Click **Confirm and Continue**.

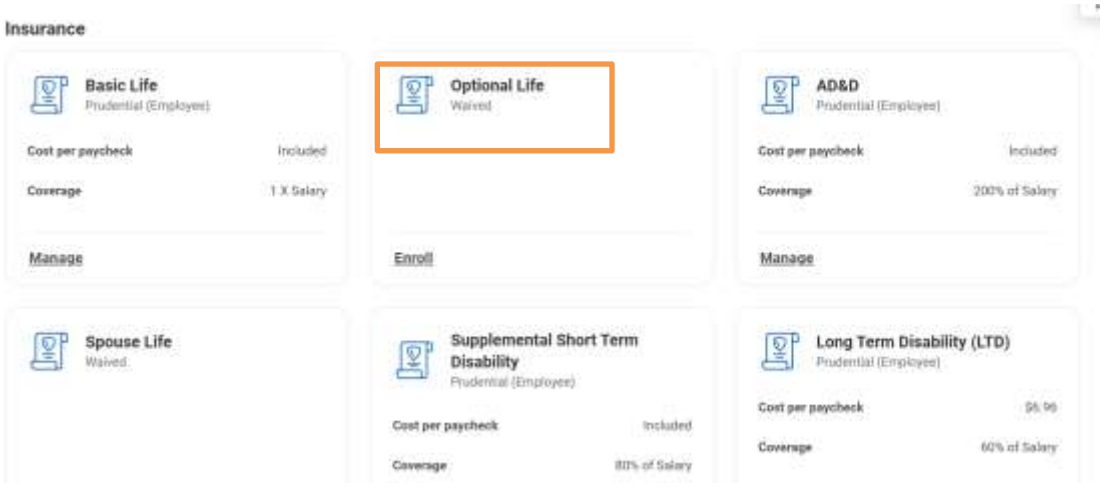
14. Enter the amount you want to contribute and click **Save**.

OPTIONAL LIFE INSURANCE

To qualify for optional life insurance during open enrollment, you may be required to complete Evidence of Insurability (EOI) and be approved by the carrier. You may begin the process by completing the steps below.

From the Insurance section:

15. Click **Manage** or **Enroll** under Optional Life insurance. Click the **Select** or **Waive** button as desired.



16. Click **Confirm and Continue**.

    If selected, elect your desired coverage amount, 1X, 2X, 3X, 4X, or 5X your base salary.



DESIGNATE LIFE INSURANCE BENEFICIARIES

The option to add primary and secondary beneficiaries will appear. This means that you can designate one or more beneficiaries for each plan.

From the Beneficiaries section:

17. Click the **Add Row** ⊕ icon to add a beneficiary.

- Click the **prompt** ☰ icon in the Beneficiary field to select from a list of existing beneficiaries.

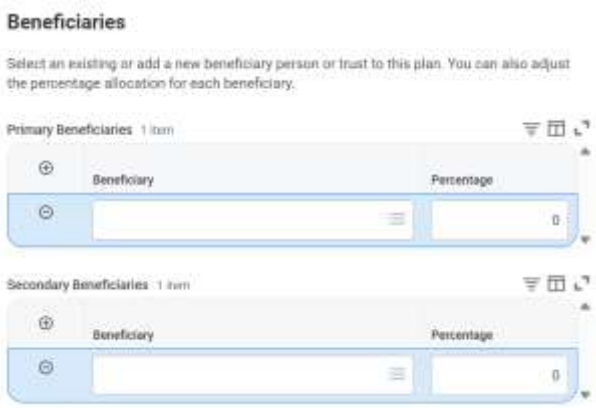
  or

  Select **Add New Beneficiary or Trust** to add a new beneficiary.

18. To remove a beneficiary, click the **Remove Row** ⊖ icon next to that beneficiary.

19. Enter the percentage of benefits for each beneficiary in the Percentage column.

20. Click **Save**.



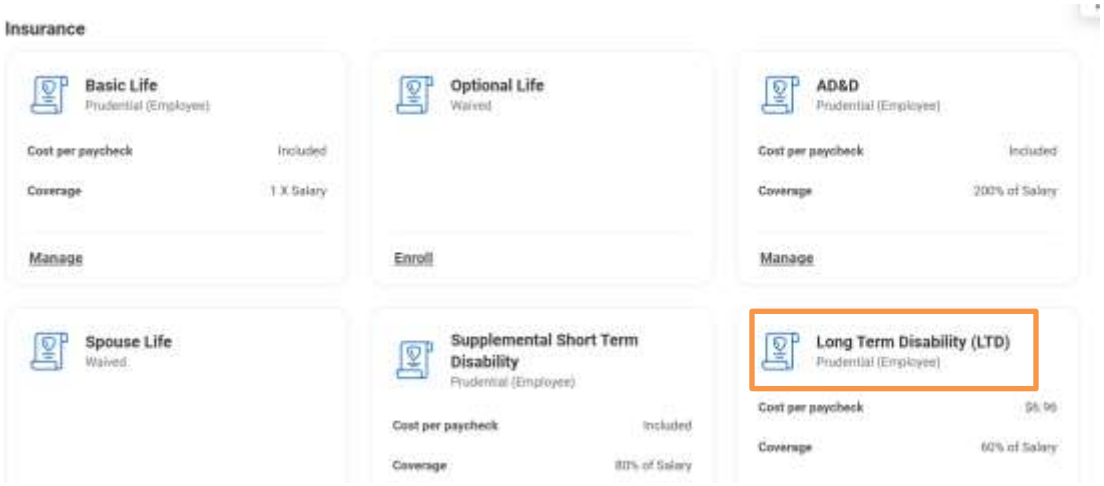
LONG-TERM DISABILITY INSURANCE (ELIGIBILITY-BASED)

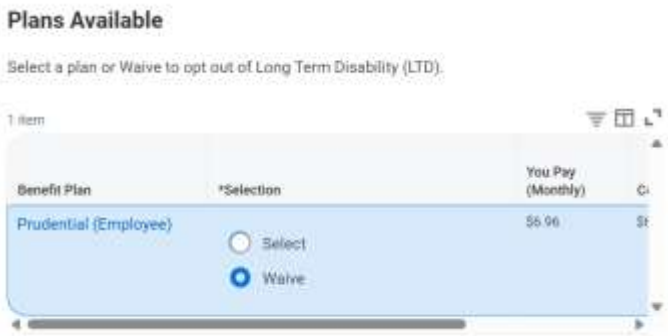
To qualify for long-term disability insurance during open enrollment, you may be required to complete Evidence of Insurability (EOI) and be approved by the carrier. You may begin the process by completing the steps below.

From the Insurance section:

21. Click **Manage** or **Enroll** under Long-Term Disability. Click the **Select** or **Waive** button as desired.

22. Click **Confirm and Continue**.





ADDITIONAL BENEFITS

The additional benefits section is where you will see your employee assistance coverage, since this is provided to you at no cost, you are automatically enrolled.

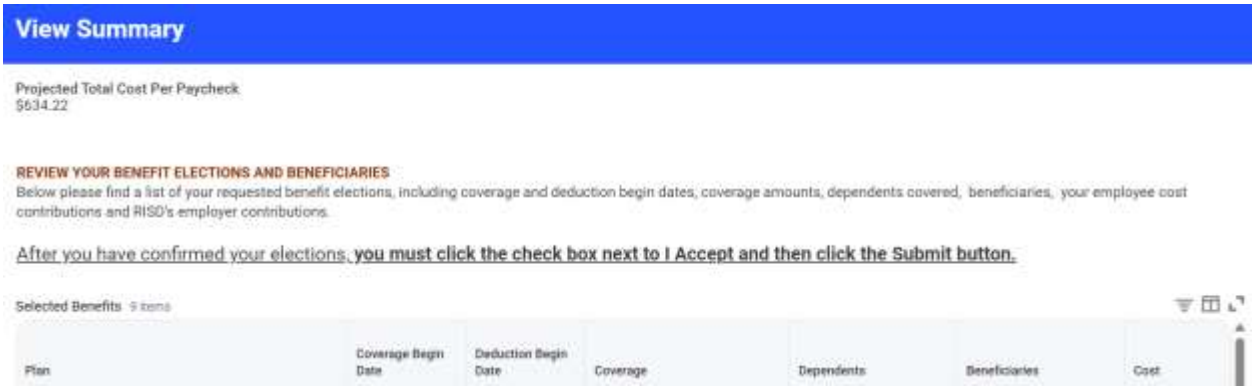
COMPLETE YOUR ENROLLMENT

To complete your enrollment:

23. Click the **Review and Sign** button at the bottom of the screen.

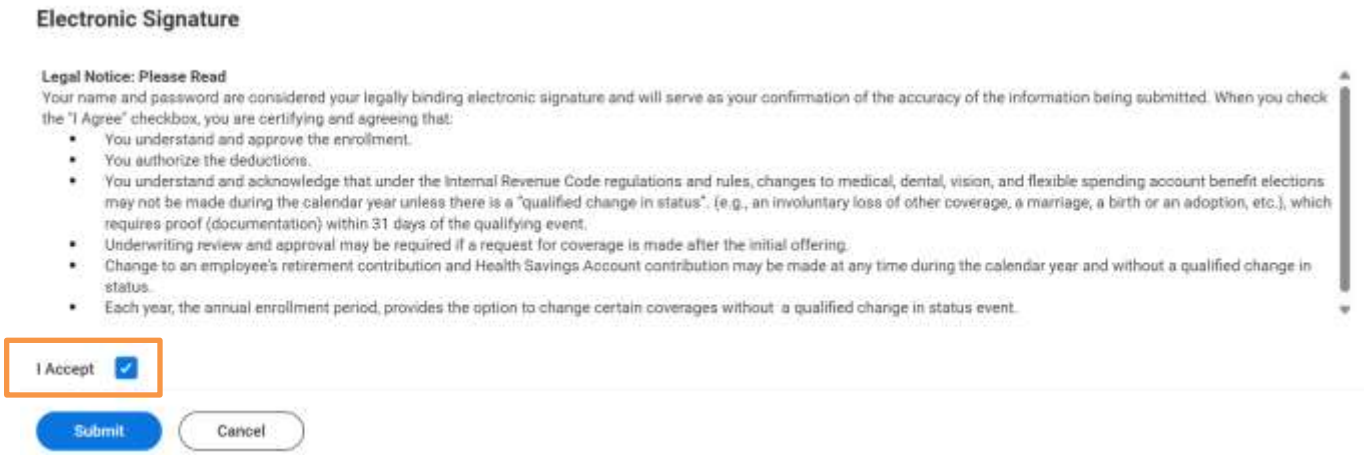


24. View Summary to review all elected and waived plans and named beneficiaries.



25. **Select the I Accept** checkbox to confirm your electronic signature.

26. Click **Submit**.



VIEW YOUR BENEFITS STATEMENT

Once submitted a confirmation page will display.

27. Click **View 20XX Benefits Statement** to view your benefits statement.



28. Click **Print** to generate a PDF version for your records or click Done to complete the task.