



Identity Theft Protection

You can enroll yourself and your immediately family in this benefit at any time during the year. To enroll, please follow the instructions below.

INITIATE A BENEFIT CHANGE IN WORKDAY

- 1 From your **Workday** home page, in the **Applications** section, select **Benefits**.
- 2 In the **Change** section, select **Benefits**.
- 3 From the drop-down list, select **Change ID Theft Protection**.
- 4 Enter the **Benefit Event Date** using the **Calendar** icon (you can use today's date).
- 5 Click **Submit**.
- 6 You will be prompted by a pop up to make elections. Click **Open**.
- 7 Click **Let's Get Started**.
- 8 Click **Enroll** and select the plan you want and whether you'd like to enroll any family members.
- 9 Click **Review and Sign**. Check the **I Accept** checkbox and press **Submit**.

HOW TO REVIEW DEPENDENT INFORMATION

- 1 From your **Workday** home page, in the **Applications** section, select **Benefits**.
- 2 In the **Change** section, select **Dependents**.
- 3 **Adding Dependent Information** (if applicable):
 - Click **Add**.
 - Use the pencil icon to update your dependent's information.
 - For identity theft coverage, ensure that you complete the **National IDs** section to add your dependent's social security number.
- 4 **Updating Dependent Information** (if applicable):
 - For each dependent, click **Edit**.
 - Use the pencil icon to update your dependent's information.
 - For identity theft coverage, ensure that you complete the **National IDs** section to update your dependent's social security number.
- 5 Click **Submit**.
- 6 You will be prompted with a pop up. You can click **To Do** and then click **Submit**.
- 7 Once your dependents are all updated, follow the steps to the left.

REMINDER:

Due to the nature of this benefit, if you want to enroll your family members on your plan, you must have valid social security numbers and dates of birth for spouses, domestic partners, and children.