



How to Enroll

Eligible employees will get an action in their **Workday Inbox** for completing their **Benefits Election**. This action will also be displayed at the top of your **Workday home page**.

TO COMPLETE OPEN ENROLLMENT ELECTIONS:

- 1 Select the **Open Enrollment Change** action from your Inbox or Workday home page.
- 2 Click **“Let’s Get Started”**.
- 3 You will see tiles for each benefit coverage available to you. Please click **Manage** within each tile to **Select** or **Waive** each benefit.
- 4 **Enrolling Dependents (if applicable):**
 - **Adding Dependents:** If the dependent does not already exist in Workday, click **Add New Dependent** and follow the prompts.
 - **Existing Dependents:** If the dependent already exists in Workday, **select** them to be added to your coverage as you manage each benefit. **Uncheck** dependents if you do not want them to be enrolled in the plan.
- 5 Click **Save**.
- 6 Repeat steps 3 and 4 for each benefit plan.
- 7 If you need additional time, click **Save for Later**. You can always return to your elections by repeating steps 1 and 2.
- 8 Once you’re ready to submit your elections, click **Review and Sign**.
- 9 Review the summary to ensure your elections have been properly captured.
- 10 Scroll down past the benefit elections summary to the **Electronic Signature** section. Check **I Accept** and then click **Submit**.
- 11 You can **View your 2024 Benefits Statement** and **print** a copy as a PDF.

Recommend checking the box **Use as Beneficiary**. This does not designate someone as a beneficiary, but it will save this person’s information for you to later designate a beneficiary.

Ensure you enter the dependent’s SSN in the **National ID** section.

Note: You can make changes to your open enrollment elections after submission up until **November 3**. After Open Enrollment closes, your elections will be final with no further changes allowed unless you have a qualifying life event.

How to re-submit your elections: from your Workday homepage, click the benefits icon then click **Change Open Enrollment** under the **Current Cost** section.