

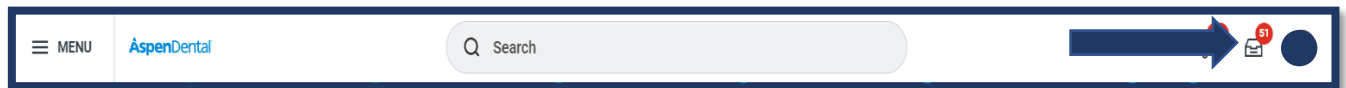
How to Enroll in Benefits

Before you get started with your Benefits Enrollment, make sure you have the following information for your dependents:

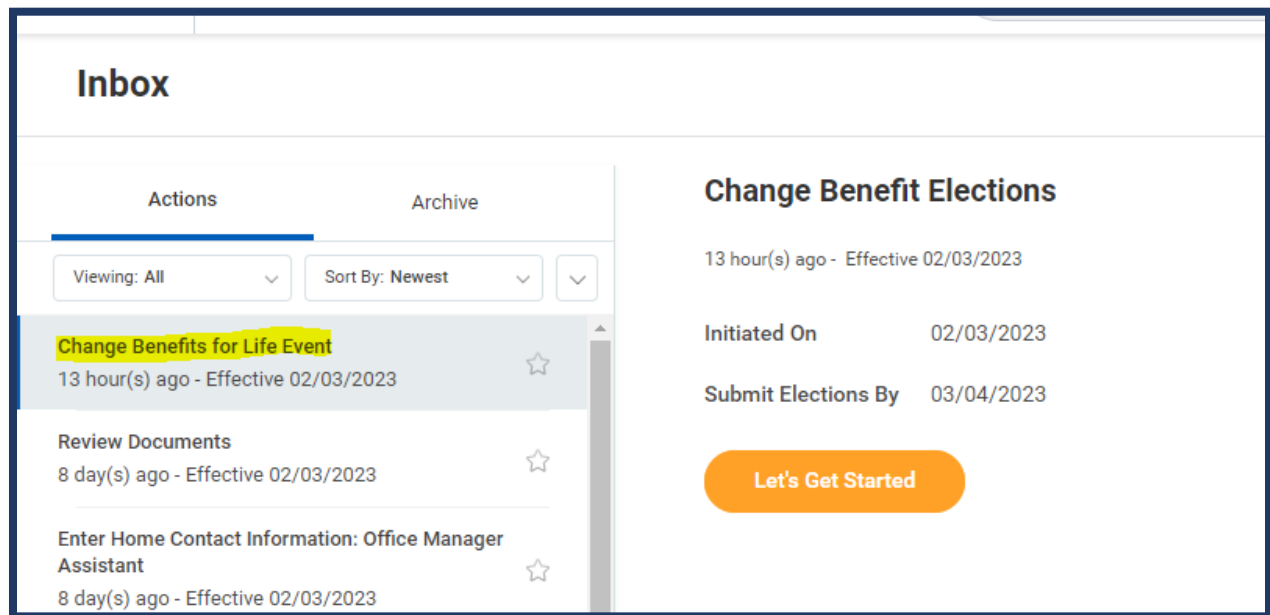
- Dates of Birth
- Social Security Numbers
- Home Addresses (if different from your address)

Getting Started

Step 1: Log into Workday using your Microsoft Account.



Step 2: In your Workday Inbox, you'll see a task called "Change Benefits for Life Event" – click that to get started!



Step 3: The first question will ask about your tobacco usage as this is used to determine the rates you get for your medical plan.

Step 4: The next step takes you to your Open Enrollment Summary page. Here's a little tour!

Hire

Projected Total Cost Per Paycheck \$0.00
Projected Total Credits \$0.00

This is how much you'll pay out of each paycheck for benefits based on what you've selected so far

Health Care and Accounts

Medical Waived
REVIEWED
Flags benefits you've already looked at so you know what's left to do
Enroll

Dental Waived
Click Enroll to make your elections for that benefit
Enroll

Vision Waived
REVIEWED
Enroll

Accident Waived
Enroll

Hospital Waived
Enroll

Health Savings Account Waived
Enroll

Health Care FSA Waived
Enroll

Dependent Care FSA Waived
Enroll

Limited Purpose FSA Waived
Enroll

Review and Sign Save for Later

Don't forget to submit when you're done!

Step 5: When you're ready to enroll in a benefit, click Enroll on the tile to go to the enrollment screen. Here you can 'Select' or 'Waive' each option available for that benefit.

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee Only.

3 items

*Selection	Benefit Plan Details	You Pay (Biweekly)	Company Contribution (Biweekly)	(B)
☐ Select ☒ Waive	BCBS HDHP \$2000	\$100.00	\$175.13	
☒ Select ☐ Waive	BCBS HDHP \$3000	\$54.30	\$179.16	
☐ Select ☒ Waive	BCBS PPO \$1500	\$213.78	\$97.72	

Step 6: Once you have made your selections, click 'Confirm and Continue' in the bottom left corner of the screen to move on to dependents.

Confirm and Continue

Step 7: On the next screen, you'll be able to add any dependents to your benefit (if applicable). If you need to add a dependent, click on 'Add New Dependent'.

Medical - BCBS HDHP \$3000

Projected Total Cost Per Paycheck \$54.30	Projected Total Credits \$11.54
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Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee Only

Plan cost per paycheck \$54.30

[Add New Dependent](#)

Step 8: On the 'Add My Dependent From Enrollment' screen, you'll need to answer the required fields below as well as add your dependent's SSN in the 'National ID' section. If their mailing address is different, you'll also have the option to adjust that on this screen. Once you're done, click 'Save'. You should then also be able to save your enrollment for that benefit.

Add My Dependent From Enrollment

Name

Country United States of America

Prefix

First Name * Test

Middle Name

Last Name * McTesterson

Personal Information

Relationship * Domestic Partner

Date of Birth * 01/01/1986

Age 36 years, 10 months, 0 days

Gender * Male

Citizenship Status

Tobacco Use Uses Tobacco

* ☐ Yes ☒ No

Full-time Student ☐

Student Status Start Date

Student Status End Date

Disabled ☐

Allow Duplicate Name ☐

Check this box only when there is more than one dependent with the same name.

National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

[Save](#) [Cancel](#)

Step 9: As you complete your enrollments, the tiles on the Open Enrollment summary screen will update showing that you've reviewed the benefit and it will display your elections. If you change your mind about an enrollment, simply click 'Manage' to make any adjustments.

Health Care and Accounts

REVIEWED



Medical

BCBS HDHP \$3000

Cost per paycheck

\$114.31

Coverage

Employee + DP

Dependents

Click if you'd like to revisit your elections

1

Manage

REVIEWED



Dental

MetLife DEN Enhanced

Cost per paycheck

\$24.85

Coverage

Employee + DP

Dependents

1

Manage

REVIEWED



Vision

Aetna VSN Enhanced

Cost per paycheck

\$4.08

Coverage

Employee Only

Manage

Step 10: Once you're done making changes, you can click 'Review and Sign' on the Enrollment summary screen. You'll be taken to a summary page showing all the benefits you've enrolled in, which ones you waived and the total costs per paycheck. NOTE: Your enrollment isn't finalized at this point, keep going!

View Summary

Projected Total Cost Per Paycheck

\$145.66

Projected Total Credits

\$11.54

Selected Benefits 7 items

Plan

Coverage Begin Date

Deduction Begin Date

Coverage

Dependents

Beneficiaries

Cost

Medical

01/02/2023

01/02/2023

Employee + DP

Test McTesterson

\$102.77

BCBS HDHP \$3000

Dental

01/02/2023

01/02/2023

Employee + DP

Test McTesterson

\$24.85

MetLife DEN Enhanced

Vision

04/01/2022

04/01/2022

Employee Only

\$4.08

Aetna VSN Enhanced

Basic Life

04/01/2022

04/01/2022

1 X Salary

Included

Prudential (Employee Only)

Basic AD&D

04/01/2022

04/01/2022

1 X Salary

Included

Prudential (Employee Only)

Critical Illness

01/02/2023

01/02/2023

\$15,000

\$2.42

Submit

Save for Later

Cancel

Step 11: After you've reviewed the summary and everything looks good, scroll down to electronically sign your enrollment (click the 'I Accept' checkbox) and hit 'Submit'.

Electronic Signature

Please Take a moment to review all of your benefit selections to ensure they are correct.

By enrolling in and confirming your elections, you agree to have premiums for elected benefits deducted from your bi-weekly pay effective with the pay check corresponding to the benefits effective date(s). The deduction amounts on your paycheck may vary slightly due to rounding.

If you are unable to pay the bi-weekly premium for any reason due to insufficient pay available, including but not limited to, being on a leave of absence, not working enough hours, etc., premiums owed will accrue in arrears and will be due on the next available paycheck. TAG is authorized, without notice, to take a percentage of the arrears balance, in addition to normal deductions, with each bi-weekly paycheck, until the arrears balance is paid in full.

I Accept ☒

Submit

Save for Later

Cancel

CONGRATS!! You've just completed your Benefits Enrollment!