

Complete Your Benefits Open Enrollment

Description

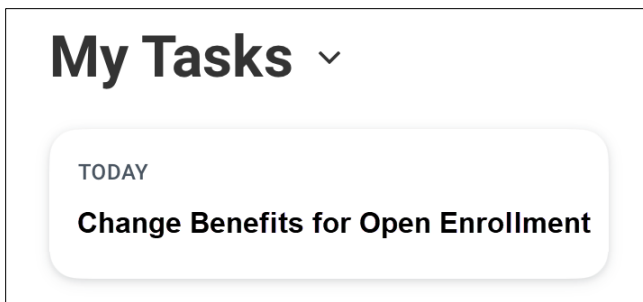
While using a mobile device, learn how to complete your benefits open enrollment task by choosing new plans or re-enrolling in the benefit plans you currently have. These enrollments/changes will go into effect January 1.

Start the Process

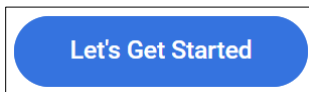
1. Log into your Workday account.
2. Select your **My Tasks** icon at the bottom of your screen.



3. Select the **Change Benefits for Open Enrollment** task.



4. Select **Let's Get Started**.



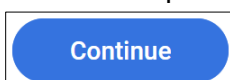
5. Answer the **Tobacco Use** question and then select **Continue** at the bottom of your screen.

Tobacco Use

Question Have you used tobacco in any form in the past 12 months?

Answer * ☐ Yes
☒ No

Thanks for updating your information. Select **Continue** again.



- This page lists the benefits available to you. The benefits you are currently enrolled in have a **Manage** button at the bottom of the tile. The benefits you are not currently enrolled in have an **Enroll** button at the bottom of the tile.

 Medical Wellmark HMO WHPI Network - \$1500 Deductible Plan Cost per paycheck \$15.40 Coverage Employee Only Manage	 Voluntary Accident Waived Enroll
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- Follow the instructions within the [Manage Benefit](#) or [Enroll in Benefit](#) section below, depending on which action you're performing.

Manage Benefit

- Select the **Manage** button at the bottom of the benefit's tile.



Medical
Wellmark HMO WHPI Network - \$1500 Deductible Plan

Cost per paycheck \$15.40

Coverage Employee Only

[Manage](#)

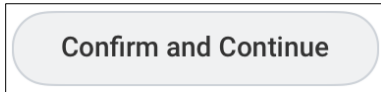
- Select the **Edit** (pencil) icon next to the specific plan and then choose to **select** or **waive** the benefit. If no changes are needed for your current enrollment, skip this step and continue to step 3.

 Wellmark HDHP WHPI Network - High Deductible Plan Waived Included	Select / Waive * ☒ Select ☐ Waive
 Wellmark HMO WHPI Network - \$1500 Deductible Plan Selected \$15.40	

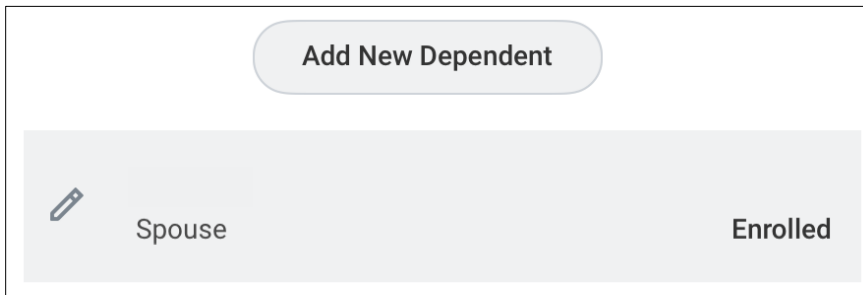
- Select **Done** at the bottom of this page.

[Done](#)

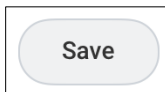
4. Select **Confirm and Continue** at the bottom of the page.



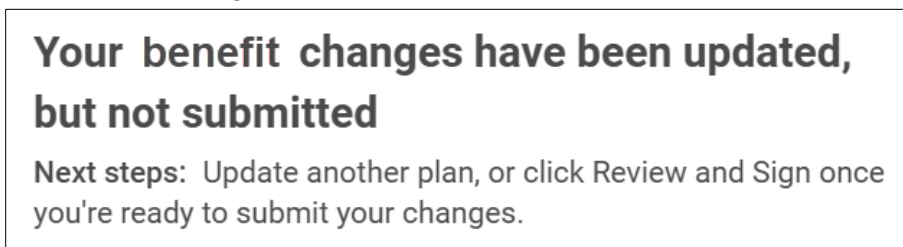
5. If you chose *Select* in step 2, you can **add new dependents** and/or select (or deselect) **an existing dependent** by selecting the **Edit** (pencil) icon next to your dependent. If no changes are needed, skip this step and continue to step 5.a.



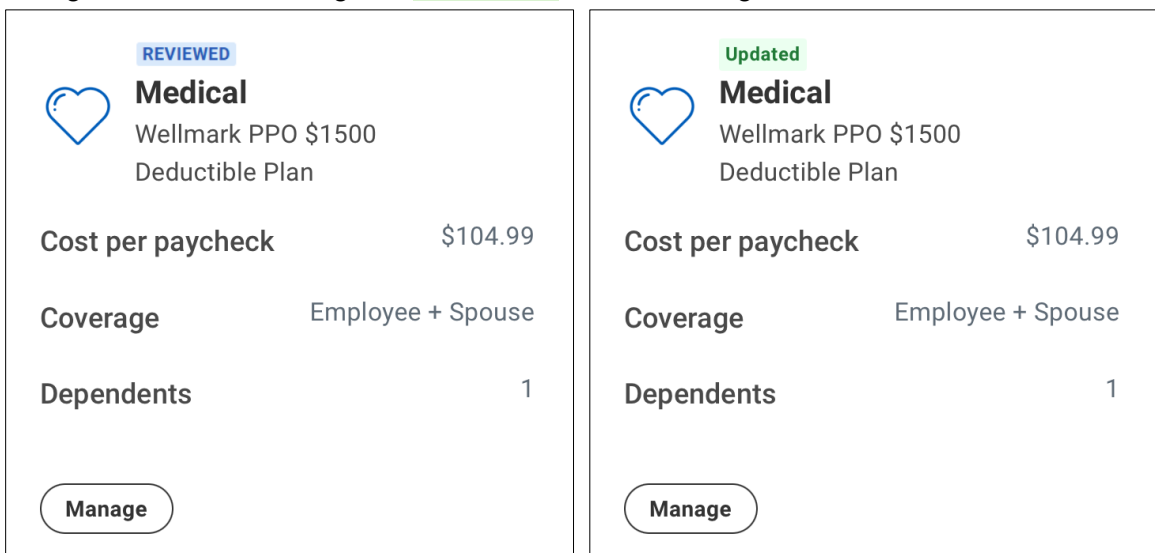
- a. Select **Save** at the bottom of your screen.



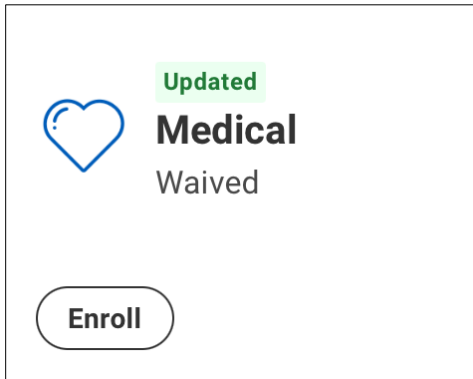
- b. Your benefit changes have been updated but not submitted.



- c. You'll return to the main page, and the benefit tile now either has a blue **REVIEWED** status if no changes were made or a green **UPDATED** status if changes were made.



- If you chose *Waive* in step 2, you'll return to the main page, and the benefit tile now has a green **UPDATED** status.

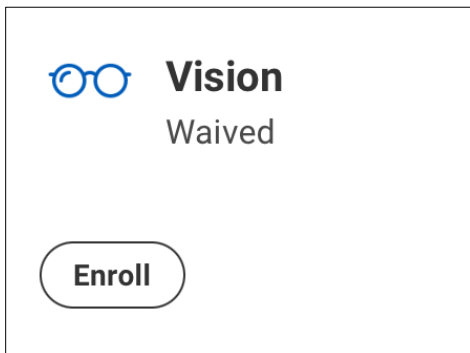


- Repeat for all other benefits you need to manage.

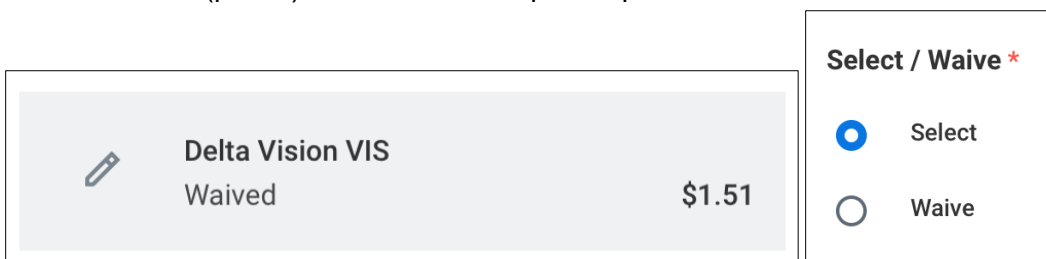


Enroll in Benefit

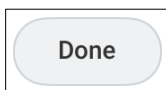
- Select the **Enroll** button at the bottom of the benefit's tile.



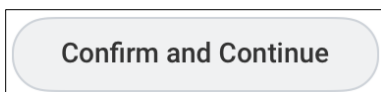
- Select the **Edit** (pencil) icon next to the specific plan and then choose to **select** the benefit.



- Select **Done** at the bottom of this page.



- Select **Confirm and Continue** at the bottom of the page.



- You can **add new dependents** and/or select (or deselect) **an existing dependent** by selecting the **Edit** (pencil) icon next to your dependent. If you are not adding dependents to this benefit, skip to step 6.

Add New Dependent


Spouse

Enrolled

- Select **Save** at the bottom of your screen.

Save

- Your benefit changes have been updated but not submitted.

Your benefit changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

- You'll return to the main page, and the benefit tile now has a green **UPDATED** status.

Updated



Vision

Cost per paycheck \$4.05

Coverage Employee Only

Manage

- Repeat for all other benefits you need to enroll in.



Review and Sign

Now that you've either chosen new plans or re-enrolled in the benefit plans you currently have, you can review your enrollment(s) and submit this task.

- Once complete, select **Review and Sign** at the bottom of your screen.

Review and Sign

2. Review the summary of your benefit elections and then scroll down to select the **I Accept** checkbox at the bottom of the page to provide your electronic signature.

Electronic Signature

Legal Notice: Please Read

Your name and Password are considered your "Electronic Signature"

☐ I Accept

3. Select **Submit** to continue. You've submitted your benefit elections. Select **Done** at the bottom of your screen to complete this task.

Submit

These enrollments/changes will go into effect on January 1.