

Enrollment Instructions

How to Complete Your Benefits Enrollment

Before You Enroll

Review Your Options & Make Your Choices

Take time to review the information on the different plans offered. The Resource link at the top of the Alight Worklife page will link you to benefit information. It will help you understand your benefit choices. Discuss it with your family, too!

Steps to Complete Your Enrollment

Step 1: Access Alight Worklife System

On the Exyte network, or Cato VPN: From [Career Compass](#), click the Alight Worklife – My Benefits tile, then click the Login with Exyte SSO button.

OR

On your personal device: Log on to <https://worklife.alight.com/exyte> and enter your Username (Person ID number from your Career Compass profile) and Password (1 + eight-digit date of birth, MMDDYYYY format).

Example Username: 100099988

Example Password: 106101964 for date of birth June 10, 1964

Step 2: Access Your Enrollment Type

On the home page, your applicable type of enrollment (new hire, life event, or annual enrollment) can be accessed as follows:

- **New Hire or Acquisition:** Under To-Dos, select “Enroll in your new benefits”. Note the due date to complete your new hire enrollment.
 - Select the type of enrollment to be completed (Directional or Traditional)
 - If Directional is selected answer the questions to start the enrollment process
- **Qualifying Life Event:** Select “Change current benefits” from the left-hand side navigation menu
 - Select the applicable life event type to expand and select the applicable life event reason
 - Enter the date of the event and select “I agree”. Select “Continue”

- On the Required documents screen, you may select “Add Document” to submit the documentation required to certify the reason for the change.
- Select “Continue” to move to enrollment
- **Annual Enrollment:** Under To-Dos, select “Start Annual Enrollment”. Note the due date to complete your annual enrollment.
 - Select the type of enrollment to be completed (Directional or Traditional)
 - If Directional is selected answer the questions to start the enrollment process

Step 3: Choose Your Benefits

Start enrollment from the Benefit Summary page:

- The Benefit Summary page lists all benefits you are eligible to enroll in. To enroll or make changes to a benefit, click the view/change button on each benefit you wish to update.
- Once you select a benefit to update, you will first need to select what coverage tier you want (who will be covered). Once your coverage tier is selected then select which option you want to enroll in and click the blue Continue button.
- Based on your selected coverage tier, you may be required to assign a spouse/dependent/beneficiary. If the person already exist, select them to assign them to the benefit. If your dependent or beneficiary isn't displayed, click the Add a person button to add them so they can be assigned to your elected benefit.
- Once all requirements for the benefit have been updated, select the blue **Continue** button.

Dependents and Beneficiaries: This is where your dependent and beneficiary information is stored. Adding people into this section **DOES NOT** assign them to coverage. You will assign your spouse, dependents, and beneficiaries in the enrollment process. To return to the enrollment and assign your newly added dependent to coverage, simply click *Continue* at the top right of the screen.

- Once all your elections are complete, each benefit will be marked with a green thumbs up and be listed under completed benefits. To proceed to the next step, click the blue **Continue** button.

Step 4: Confirm Your Elections

Examine your elections thoroughly, including dependent and beneficiary assignments, and enter your initials/PIN/checkbox at the top of the page to acknowledge your agreement. Once reviewed click the blue **Complete Enrollment** button.

You have successfully completed the enrollment process!

- Select the **View** button for a copy of your elections which will open in a new tab.
- If you have any dependents that need to have their eligibility verified click the **Verify Now** button. The document uploader will open in a new tab.
- Click the Return to Home button to navigate back to your home page as your enrollment is complete.

If you need assistance at anytime during your enrollment, click the Need Help? Icon:

