WORKDAY | BENEFITS: OPEN ENROLLMENT

Use this process to **select your Benefits** elections during the Open Enrollment period:

What do I need to know about Benefits Enrollment?

Open enrollment is an annual Benefits enrollment period, launched in October, for all eligible employees to enroll in benefits for the next calendar year (January 1)—during this time Employees can enroll in programs such as health insurance, dental and vision coverage.

Key points:

- **Act quickly**: Eligible Employees can only enroll during the scheduled enrollment period. If an Employee does not enroll in benefits during this time, the Employee and their dependents will not receive benefits for the next calendar year.
- **Choose from available options**: Employees can choose benefits that best meet their needs and those of their families. Pricing is available for each option during enrollment.
- **Add dependents**: Employees can include eligible family members in their coverage. Dependent verification is required for any new dependents added to benefits and required documentation must be submitted as part of the annual open enrollment process.
- **Make timely decisions**: After the enrollment window closes, employees can only make changes if they experience a Qualifying Life Event.

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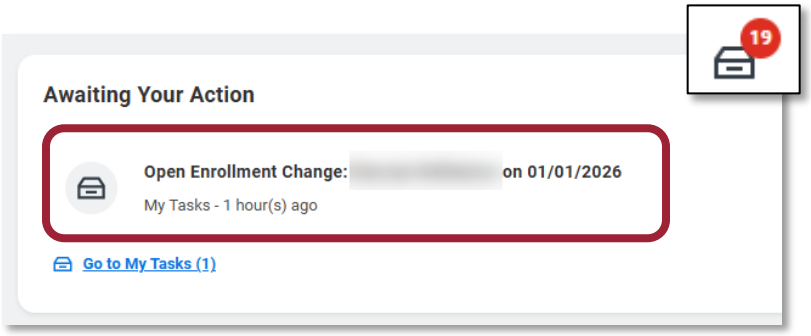
1 All eligible Employees will be assigned an **Open Enrollment Change** task in Workday at the start of the Open Enrollment period. Click to open the task from Awaiting Your Action or your task inbox.



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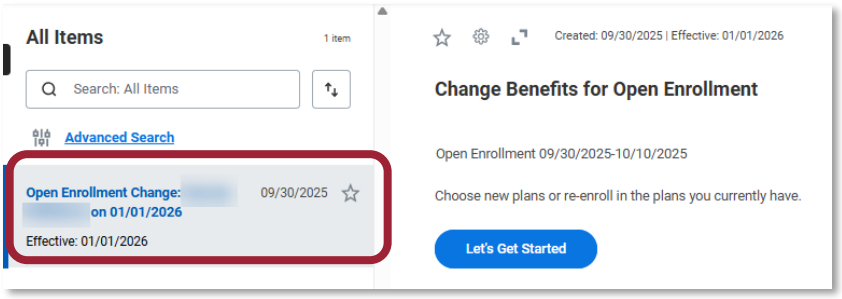
2 Review the **Change Benefits for Open Enrollment** task.



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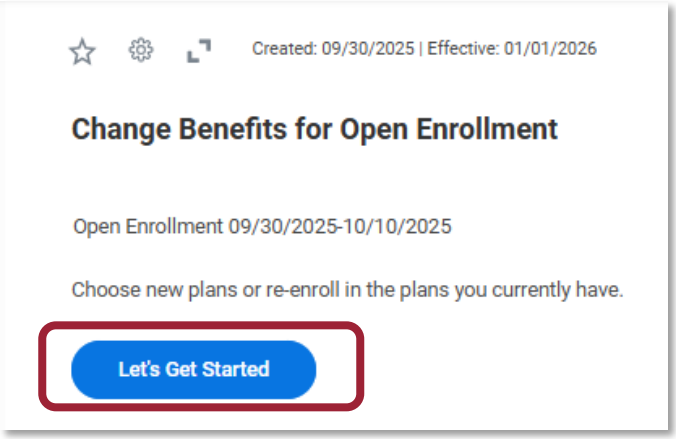
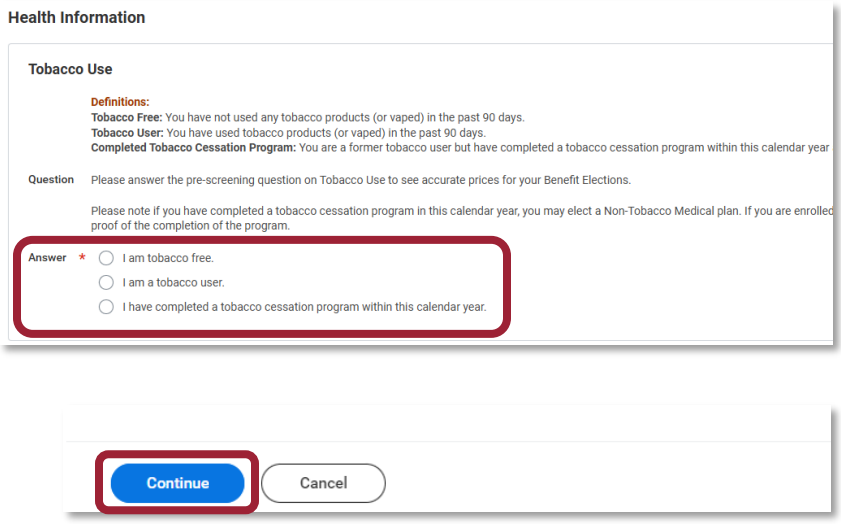
3 Click **Let's Get Started**.

*Clicking **Let's Get Started** will initiate an enrollment process. If you choose not to complete your enrollment, you must **submit a ticket** to the **HR Service Desk** for a Home Office Benefits member to **cancel the task**.*

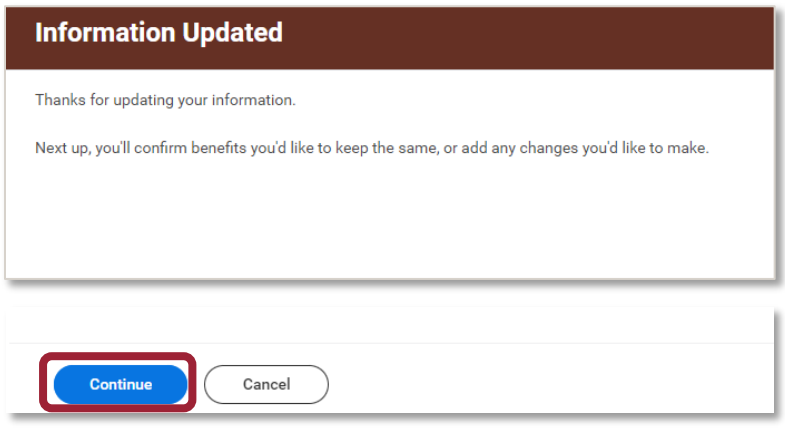


4 Answer the pre-screening question on **Tobacco Use** to see accurate prices for your Benefit Elections.

Click **Continue**.

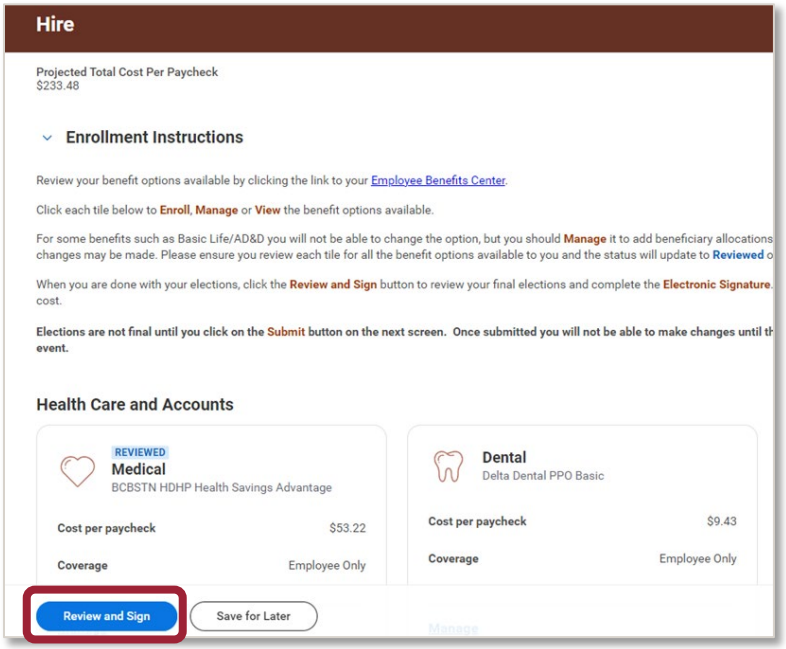


5 Click **Continue**.



6 Carefully review all onscreen Enrollment Instructions.

Click each tile to View, Enroll, or Manage your Benefit Elections.

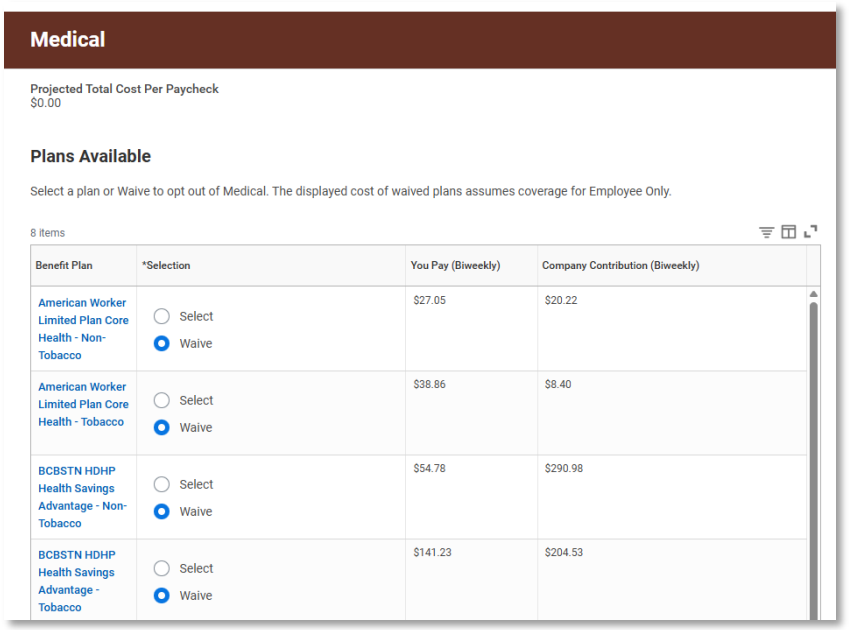


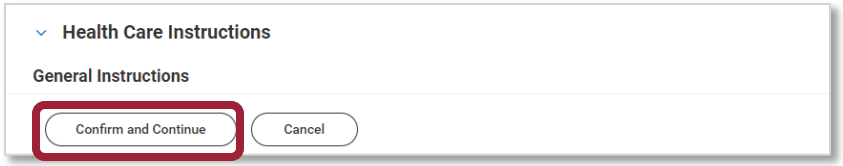
7 For each tile, select the coverage that best fits your situation. If your updated coverage involves a **Dependent** or **Spouse**, you will be prompted to enter their information and complete **Dependent Verification** on subsequent screens.

When selecting Life Coverage, you will need to choose a Beneficiary.

For full details on each available plan, please review your Benefits Enrollment Guide.

After each plan selection, click **Confirm and Continue**.

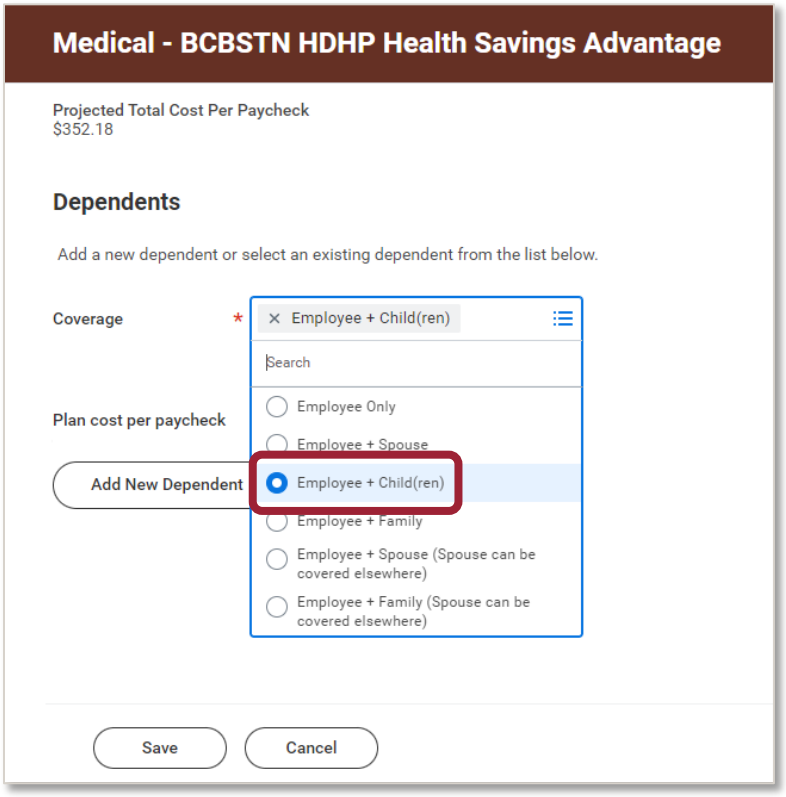




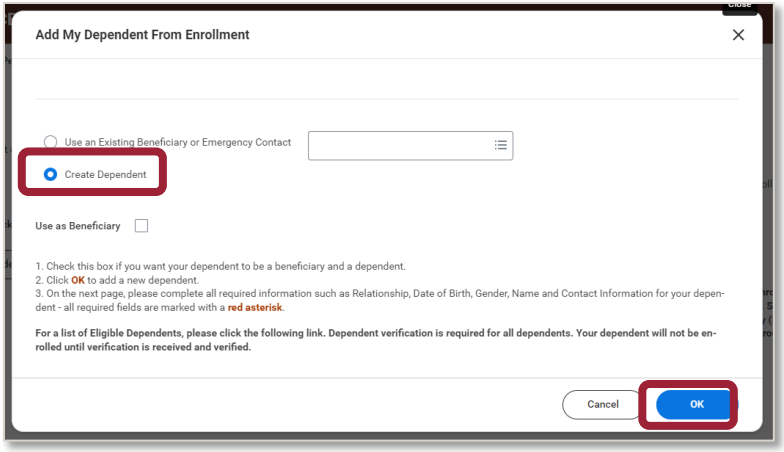
8 *If not adding a Dependent, skip to **Step 12**.*

TO ADD A DEPENDENT DURING ENROLLMENT:

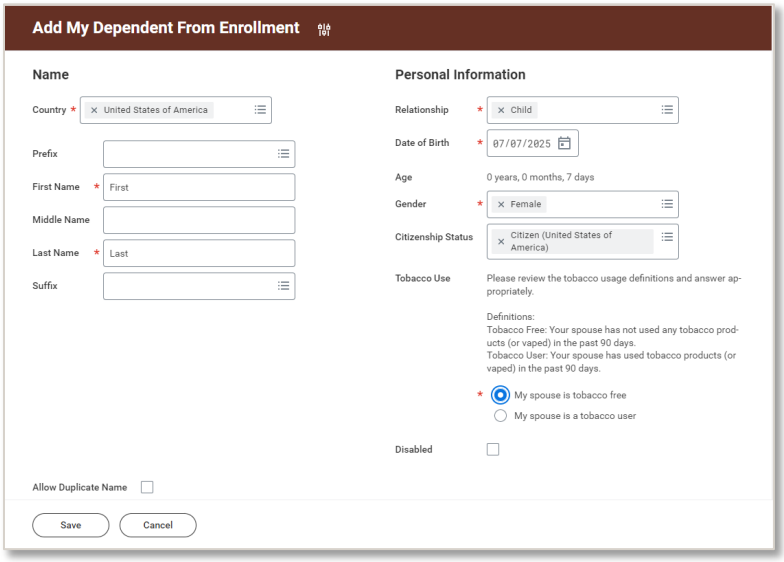
Click **Add New Dependent**.



9 Choose to **Create Dependent** or use an existing Beneficiary or Emergency Contact, then click **OK**.

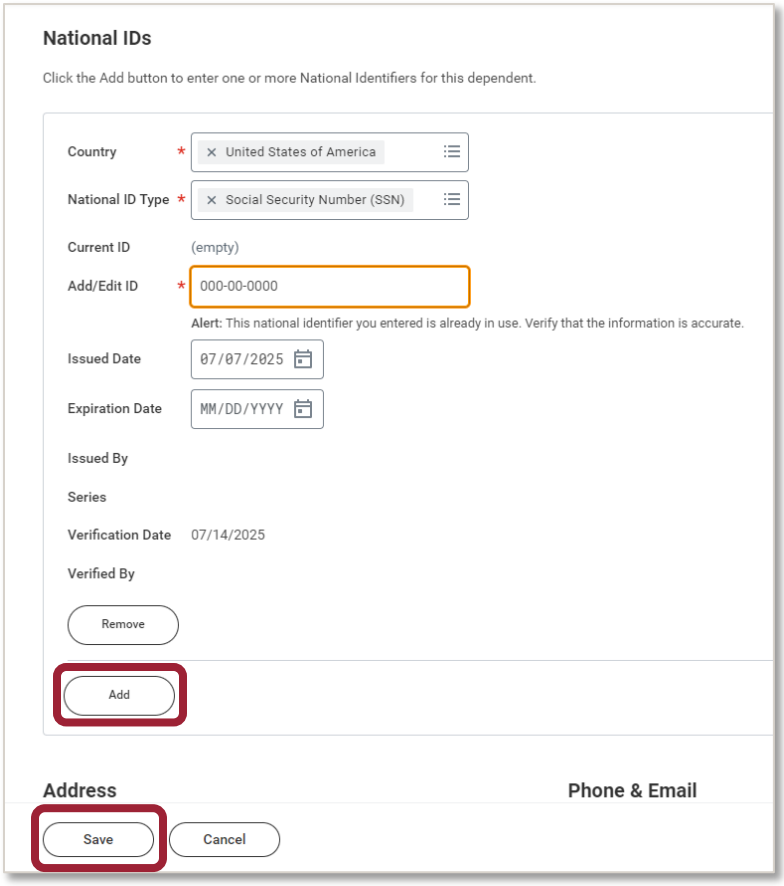


10 Enter all required information in the form, then *scroll down* to add a **National ID**.

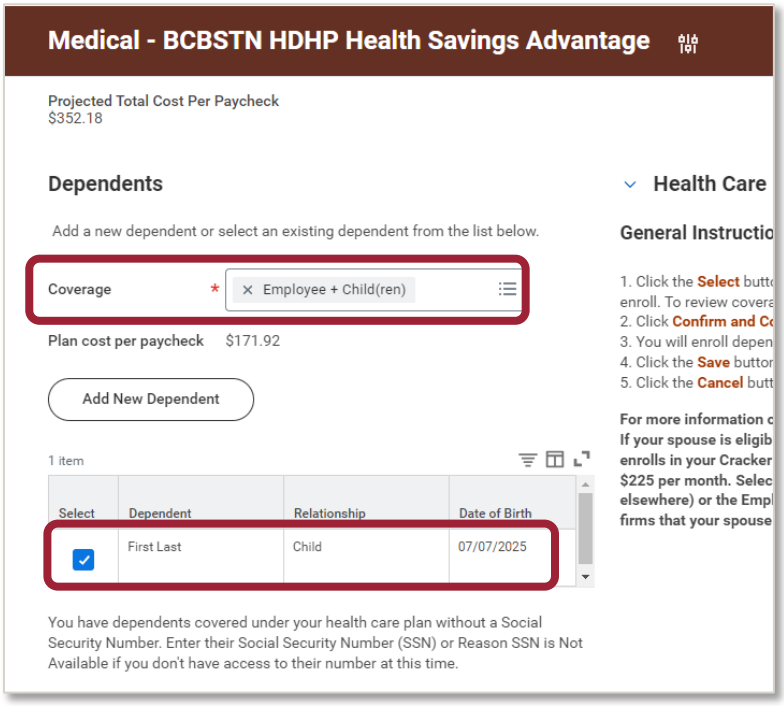


11 Click **Add**, then enter all required information for your Dependent.

Then, click **Save**.

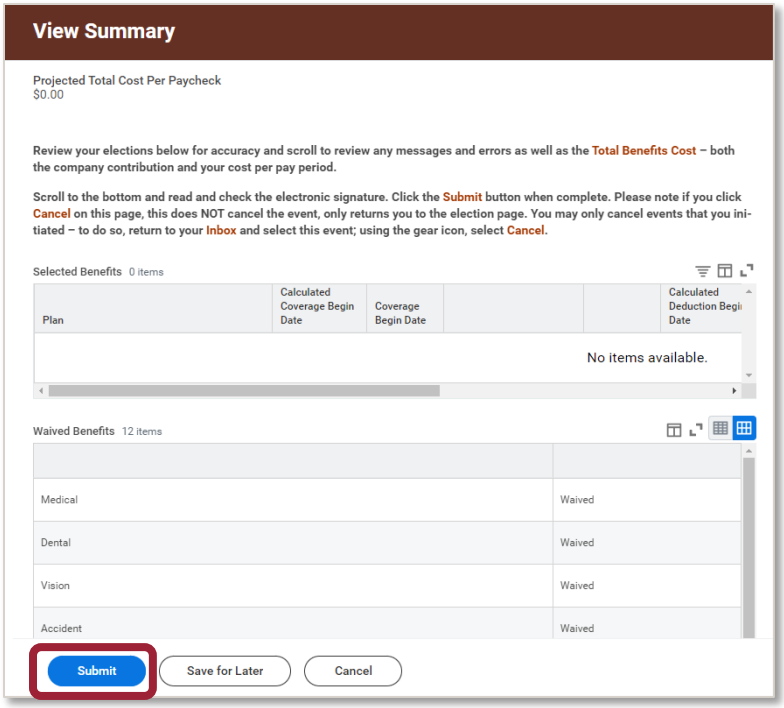


12 Ensure your desired Coverage is selected and the Dependent(s) you would like covered are checked off.

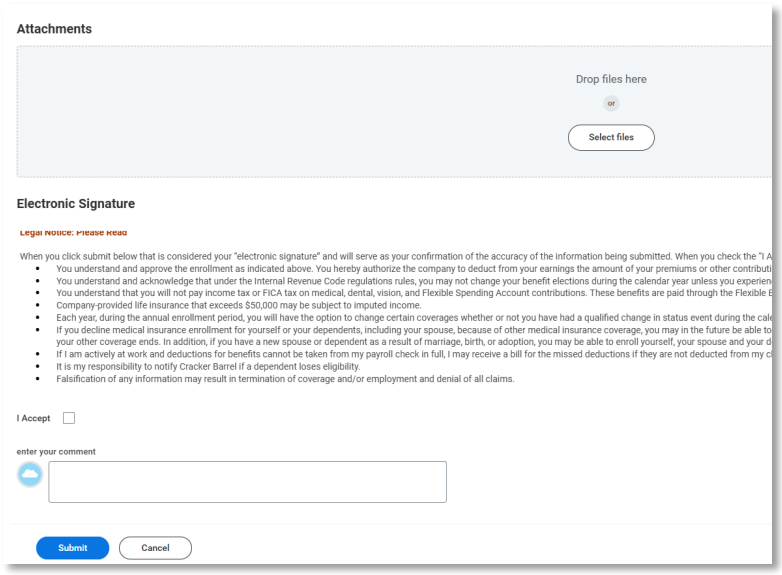


13 Review the summary of all your Elections, then click **Submit**.

Once your election is submitted you will not be able to change it without a Qualifying Life Event or until annual Open Enrollment.



14 ***Important****: Dependent documentation for newly added dependents must be attached to submit enrollment. Any enrollment submitted without appropriate documentation will receive a red error message preventing completion of the enrollment.*



14 Click **Done**.

The Benefits Team will review your documentation and reach out if they need further information.