

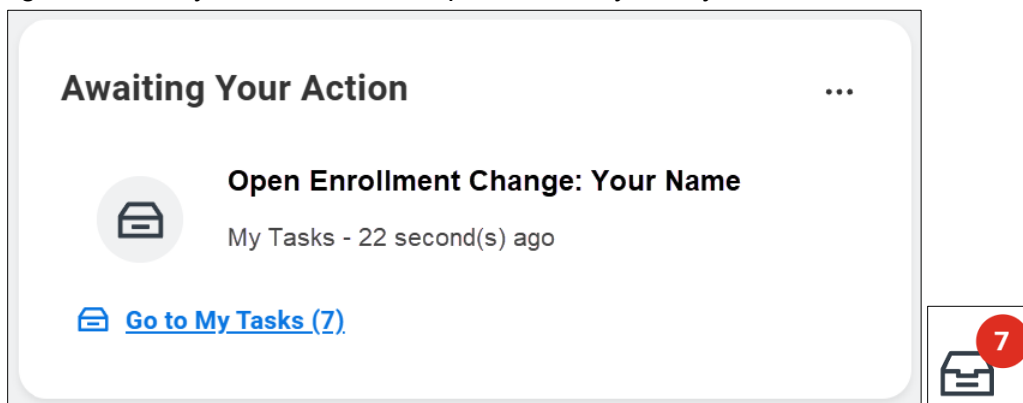
Complete Your Benefits Open Enrollment

Description

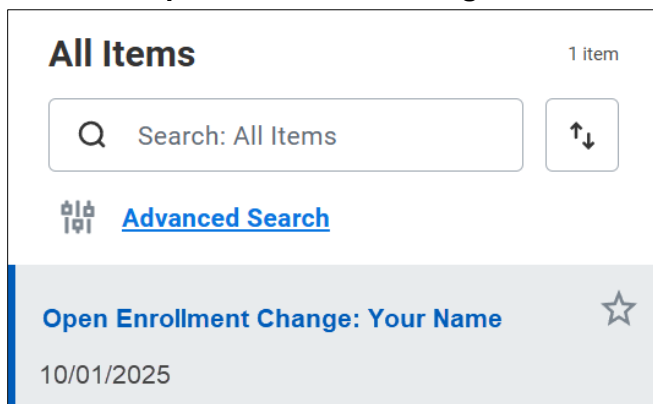
While using a computer, learn how to complete your benefits open enrollment task by choosing new plans or re-enrolling in the benefit plans you currently have. These enrollments/changes will go into effect on January 1.

Start the Process

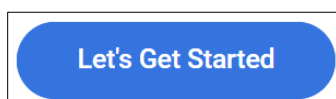
1. Log into your Workday account.
2. Select the **Open Enrollment Change** task in the *Awaiting Your Action* section of your Workday homepage. You can also navigate to your *My Tasks* (inbox) by selecting the **My Tasks** icon in the top right corner of your screen. Both options direct you to your inbox.



3. Select the **Open Enrollment Change** task in the *All Items* column. The task populates to the right.



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



- 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.

Continue

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



Medical
Wellmark PPO \$1500 Deductible Plan

Cost per paycheck \$4.05

Coverage Employee Only

Manage



Voluntary Accident
Waived

Enroll

- Follow the instructions within the [Manage Benefit](#) or [Enroll in Benefit](#) section below, depending on which action you're performing.

Manage Benefit

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



Medical
Wellmark PPO \$1500 Deductible Plan

Cost per paycheck \$4.05

Coverage Employee Only

Manage

2. In the *Selection* column, choose whether to **select** or **waive** the benefit plan. If no changes are needed for your current enrollment, skip this step and continue to step 3.

2 items

Benefit Plan	*Selection	You Pay (Weekly)	Company Contribution (Weekly)
Wellmark HDHP High Deductible Plan	☐ Select ☒ Waive	Included	\$193.76
Wellmark PPO \$1500 Deductible Plan	☒ Select ☐ Waive	\$4.05	\$198.72

3. Select **Confirm and Continue**.

Confirm and Continue

4. If you chose *Select* in step 2, you can **add new dependents** and/or select (or deselect) **an existing dependent**. If no changes are needed, skip this step and continue to step 4.a.

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
☒		Spouse	

- a. Select **Save**.

Save

- b. 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.

- 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.



REVIEWED
Medical
Wellmark PPO \$1500 Deductible Plan

Cost per paycheck	\$104.99
Coverage	Employee + Spouse
Dependents	1

[Manage](#)



UPDATED
Medical
Wellmark PPO \$1500 Deductible Plan

Cost per paycheck	\$104.99
Coverage	Employee + Spouse
Dependents	1

[Manage](#)

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



UPDATED
Medical
Waived

[Enroll](#)

6. Repeat for all other benefits you need to manage.



Enroll in Benefit

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



Vision
Waived

[Enroll](#)

- In the *Selection* column, choose to **select** the benefit plan.

1 item

Benefit Plan	*Selection	You Pay (Weekly)	Company Contribution (Weekly)
Delta Vision VIS	☒ Select ☐ Waive	\$1.51	\$0.00

- Select **Confirm and Continue**.

Confirm and Continue

- You can **add new dependents** and/or select **an existing dependent**. If you are not adding dependents to this benefit, skip to step 5.

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
☒		Spouse	

- Select **Save**.

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
Medical
 Wellmark PPO \$1500 Deductible Plan

Cost per paycheck	\$104.99
Coverage	Employee + Spouse
Dependents	1

[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](#)

- 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.

I Accept ☐

- 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.