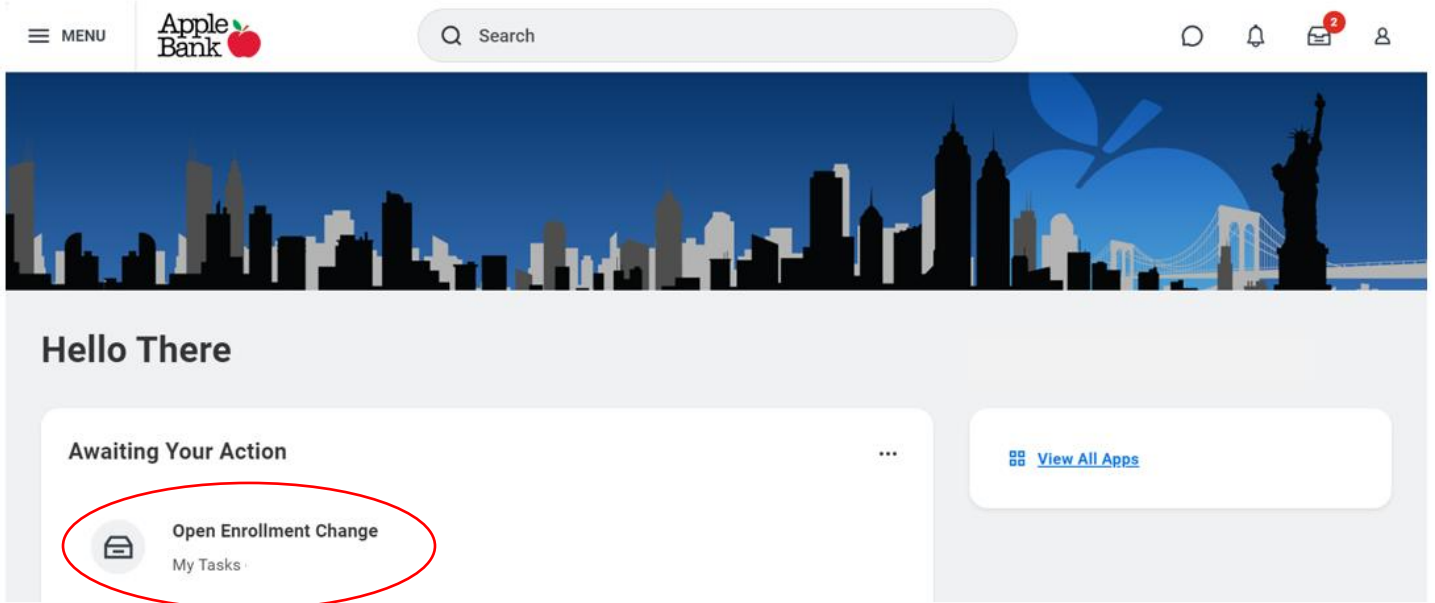
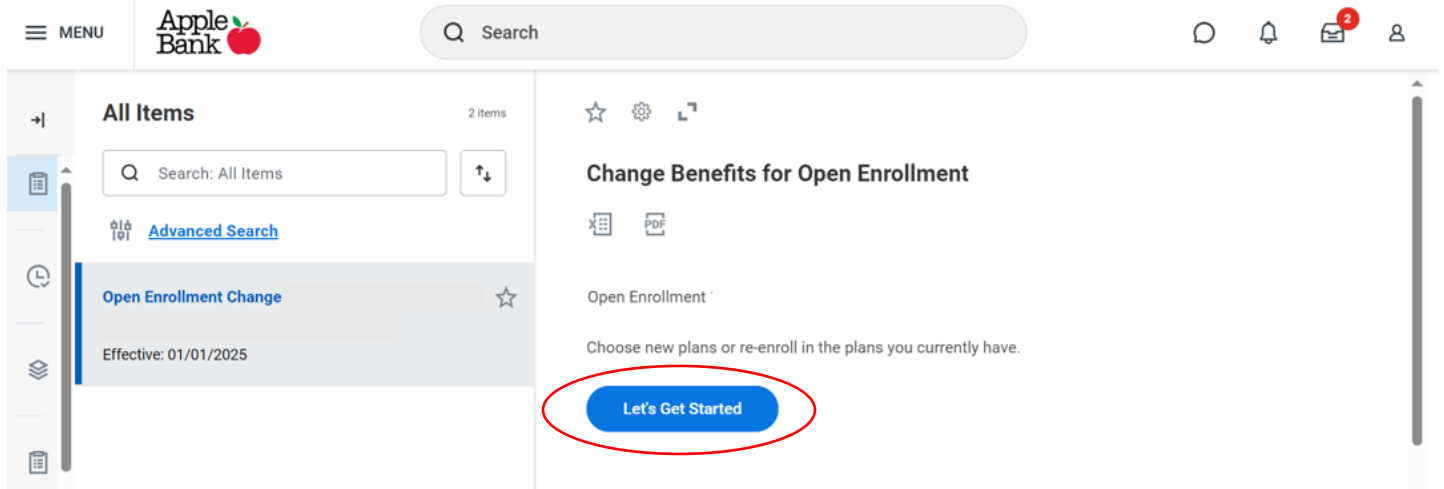


## Workday Open Enrollment Steps


On the Workday homepage, under “Awaiting Your Action,” select the “Open Enrollment Change,” task.



Click on “Let’s Get Started”



Review **each** benefit card and select “Enroll” if you wish to enroll for the first time or “Manage” to review/make changes to that particular benefit. Follow the instructions and prompts on each screen.

MENU  Search

### Open Enrollment

**Health Care and Accounts**

- Medical** Waived [Enroll](#)
- Dental** Waived [Enroll](#)
- Vision** Waived [Enroll](#)
- Health Savings Account** Waived [Enroll](#)
- Healthcare FSA** Waived [Enroll](#)

**Insurance**

- Basic Life & Accn** Reliance Standan [Manage](#)
- Voluntary Life** Waived [Enroll](#)
- Voluntary AD&D** Waived [Enroll](#)
- Spouse Life** Waived [Enroll](#)
- Child Life** Waived [Enroll](#)

**Additional Benefits**

- Commuter** BRT Transit (First two paychecks of each month) Contribution per paycheck [Manage](#)
- Legal** Waived [Enroll](#)

[Review and Sign](#) [Save for Later](#)

\*If you are adding **new** dependents to the medical/dental/vision plan(s), select “Add New Dependent.”

## Medical - Aetna

Projected Total Cost Per Paycheck

### Dependents

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

Coverage

Plan cost per paycheck

[Add New Dependent](#)

You can choose an existing beneficiary or emergency contact or create a new dependent. Select your option and click “OK.” If you are creating a dependent, you can opt to designate them as a beneficiary for your life products.

### Add My Dependent From Enrollment ✕

---

Use an Existing Beneficiary or Emergency Contact

Create Dependent

Use as Beneficiary

Instructional Text  
Click OK to add dependents.

---

Enter all required (\*) information, including National ID and Address and select “Save.”

### Add My Dependent From Enrollment 9/9 10/1

---

<p><b>Name</b></p> <p>Country <input type="text" value="United States of America"/></p> <p>Prefix <input type="text"/></p> <p>First Name * <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Suffix <input type="text"/></p> <p>Allow Duplicate Name <input type="checkbox"/></p> <p><small>Check this box only when there is more than one dependent with the same name.</small></p> <p><b>National IDs</b></p> <p><small>Click the Add button to enter one or more National Identifiers for this dependent.</small></p> <p style="text-align: center;"><input type="button" value="Add"/></p> <hr/> <p><b>Address</b></p> <p>Use Existing Address <input type="text"/></p> <p>Country * <input type="text" value="United States of America"/></p> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>City <input type="text"/></p> <p style="text-align: center;"><input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/></p>	<p><b>Personal Information</b></p> <p>Relationship * <input type="text"/></p> <p>Date of Birth * <input type="text" value="MM/DD/YYYY"/></p> <p>Age (empty)</p> <p>Gender * <input type="text"/></p> <p>Full-time Student <input type="checkbox"/></p> <p>Student Status Start Date <input type="text"/></p> <p>Student Status End Date <input type="text"/></p> <p>Disabled <input type="checkbox"/></p> <hr/> <p><b>Phone &amp; Email</b></p> <p>Country Phone Code <input type="text" value="United States of America (+1)"/></p> <p>Phone Number <input type="text"/></p> <p>Phone Extension <input type="text"/></p> <p>Email Address <input type="text"/></p>
--	---

**\*If you are adding new dependents, you are required to upload the following dependent documentation:**

- **Spouse: a copy of the marriage certificate or page 1 of your most recent tax return with the financial information removed**
- **Child(ren): a copy of the birth certificate**

Once you add your dependent(s), you can add them to your benefits by selecting the checkbox next to their name and selecting “Save.”

### Dental - Aetna

Projected Total Cost Per Paycheck

#### Dependents

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

Coverage

Plan cost per paycheck

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	Test Test		

Save Cancel

**Note: Workday requires you to add a primary beneficiary to your Basic Life plan. Select Manage on the Basic Life plan card and select the plus (+) sign to add a beneficiary. Be sure the total percentage for your beneficiary(ies) equals 100.**

When you are finished making your changes, review each card and select “Review and Sign.”

### Open Enrollment

Projected Total Cost Per Paycheck

#### Health Care and Accounts

- Medical Waived **Enroll**
- Dental **Manage**
- Vision Waived **Enroll**
- Health Savings Account Waived **Enroll**
- Healthcare FSA Waived **Enroll**

#### Insurance

- UPDATED Basic Life & AD&D **Manage**
- Voluntary Life Waived **Enroll**
- Voluntary AD&D Waived **Enroll**
- Spouse Life Waived **Enroll**
- Child Life Waived **Enroll**
- Long Term Disability (LTD) Raliance Standard (Employee) **Enroll**
- Spouse AD&D Waived **Enroll**

Review and Sign Save for Later

Carefully review the summary page and legal notice and select the “I accept,” checkbox as this is your electronic signature for your enrollment. Select “Submit,” when finished.

### Electronic Signature

Legal Notice: Please Read

Your name and Password are considered your “Electronic Signature” and will serve as your confirmation of the accuracy of the information being submitted. When you check the “I Agree” checkbox, you are certifying that:

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit options elected above.
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the calendar year unless you experience a qualified change in status.
- You understand that you will not pay income tax or FICA tax on my medical, dental, vision, and Flexible Spending Account contributions. These benefits are paid through the Flexible Benefits Plan on a pre-tax basis.
- Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
- Each year, during the annual enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar year.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided you request enrollment within 31 days after your other coverage ends. In addition, if you have a new spouse or dependent as a result of marriage, birth, or adoption, you may be able to enroll yourself, your spouse and your dependents, provided you request enrollment within 31 days after the marriage, birth or adoption.

I Accept

Submit

Cancel

If you have submitted your Open Enrollment elections, but wish to make changes, go to Menu > Benefits and Pay.

### Menu

Apps Shortcuts

Your Saved Order

Learning

Personal Information

My Team Management

Benefits and Pay

Under “Needs Attention,” you can access your Open Enrollment task by selecting “Edit.”

The screenshot shows the Apple Bank user interface. At the top, there is a navigation bar with a menu icon, the Apple Bank logo, and a search bar. Below the navigation bar, the main content area is divided into two columns. The left column contains a sidebar menu with the following items: "Benefits and Pay" (selected), "Overview", "Benefits", "Pay", and "Compensation". The right column contains a "Tasks and Reports" section with buttons for "Payment Elections", "Change Benefits", and "My Tax Documents". Below this is a "Needs Attention" section, which is circled in red. It contains a notification card for a "SUBMITTED Benefit Event: Open Enrollment" with the text "Submit elections by October 31, 2024." and an "Edit" button.