

OPEN ENROLLMENT

Employees in the US will make their 2021 benefit elections during open enrollment which takes place October 19 – 30. This guide provides a walkthrough of how they can make their elections.

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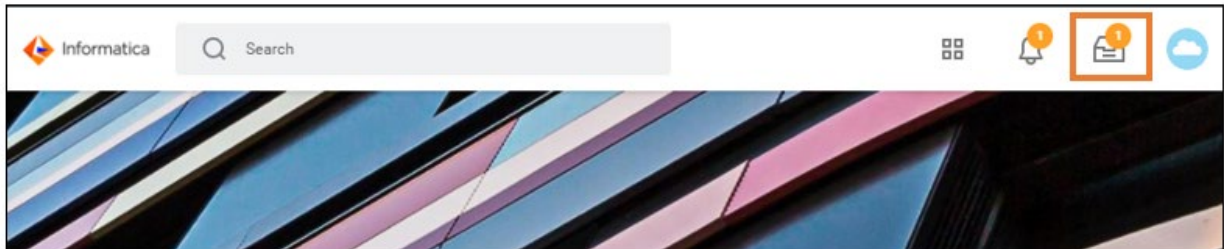
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STEP 1 – BEGIN OPEN ENROLLMENT PROCESS

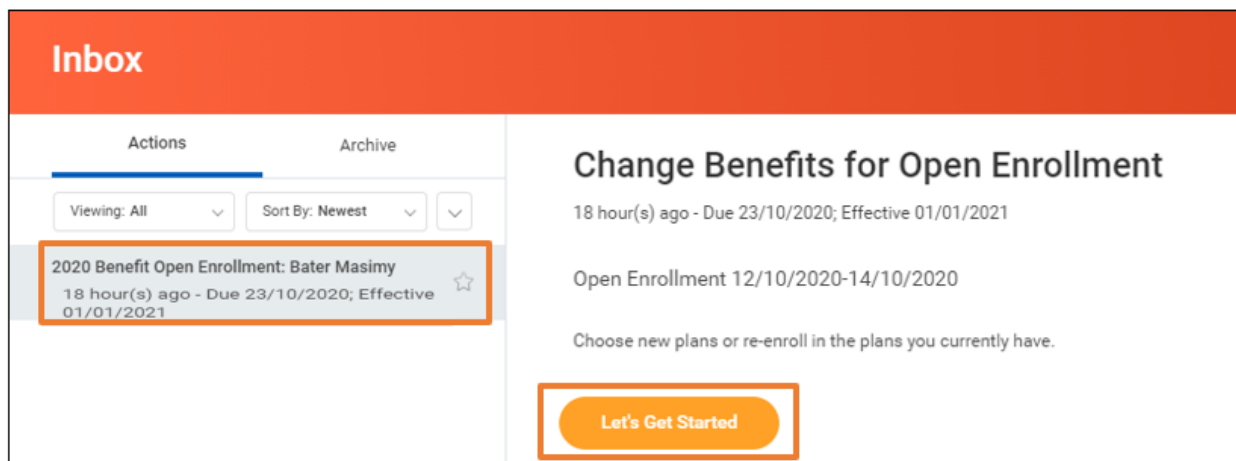
You can access the enrollment process either through (a) your Workday inbox or (b) by clicking the link on your Workday homepage.

a. Workday Inbox

- Click the Workday inbox in the top right corner of the screen

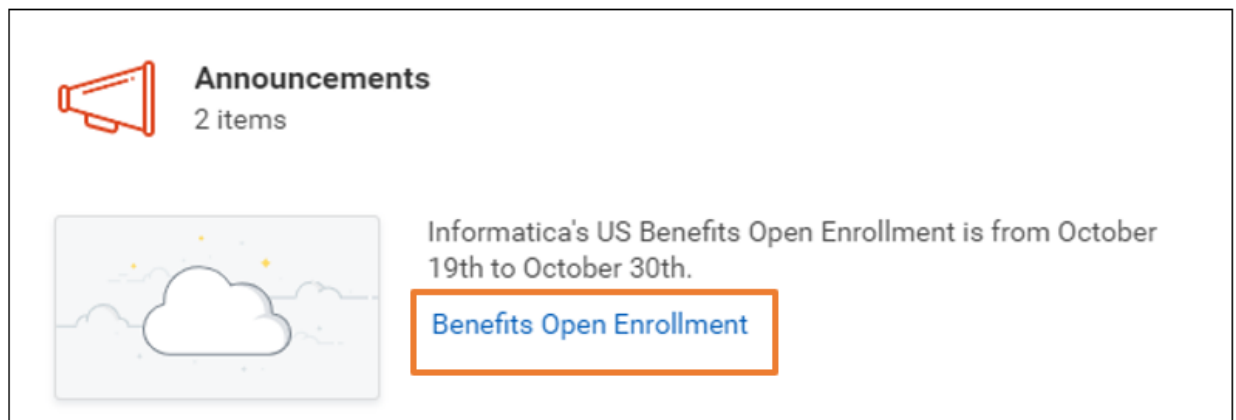


- Select the Benefits Enrollment Task and then select **Let's Get Started**



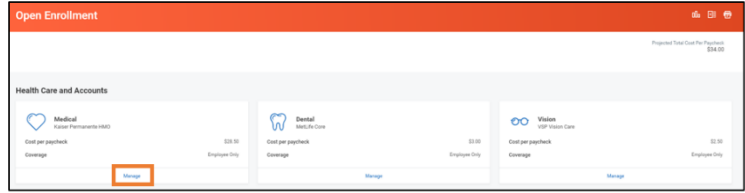
b. Home page

- In the Announcements section, click **Benefits Open Enrollment**



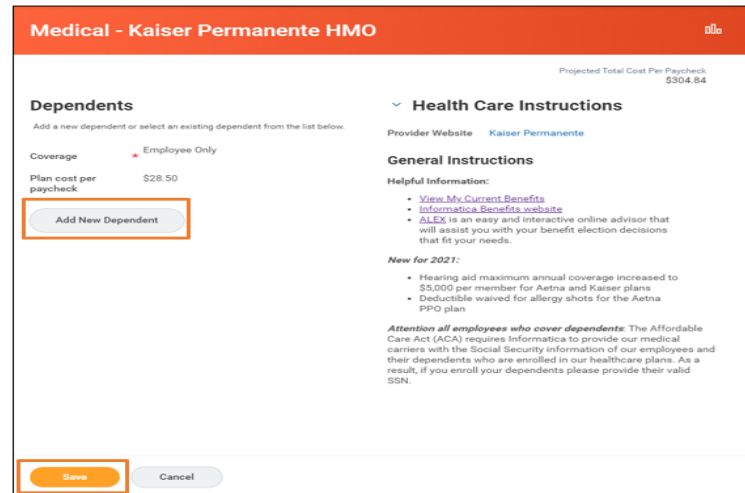
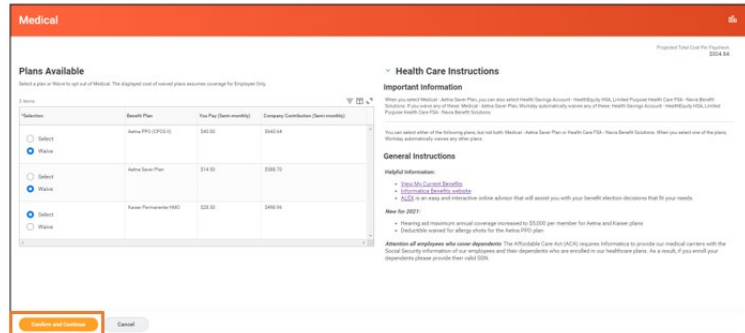
STEP 2 – MANAGE ELECTIONS

- The elections will be defaulted to the previous year.
- For any elections you want to change, select **Manage**.
- For elections you wish to enroll into, Select **Enroll**



STEP 3 – MEDICAL

- Click **Manage/Enroll**
- Make election
- Click **Confirm and Continue**
- Click **Add New Dependents** to add new dependents to a benefit plan **OR** to add an existing Dependents, tick **Select** beside their name
- Once completed, Click **Save**



STEP 4 – REPEAT

- Repeat step 3 for any benefit plans you want to update.
- Elections will default to your 2020 elections.

STEP 5 – SUBMIT ELECTIONS

- When you are done making updates, submit your elections.
- Click **Review and Sign**
- Click **Submit**

