

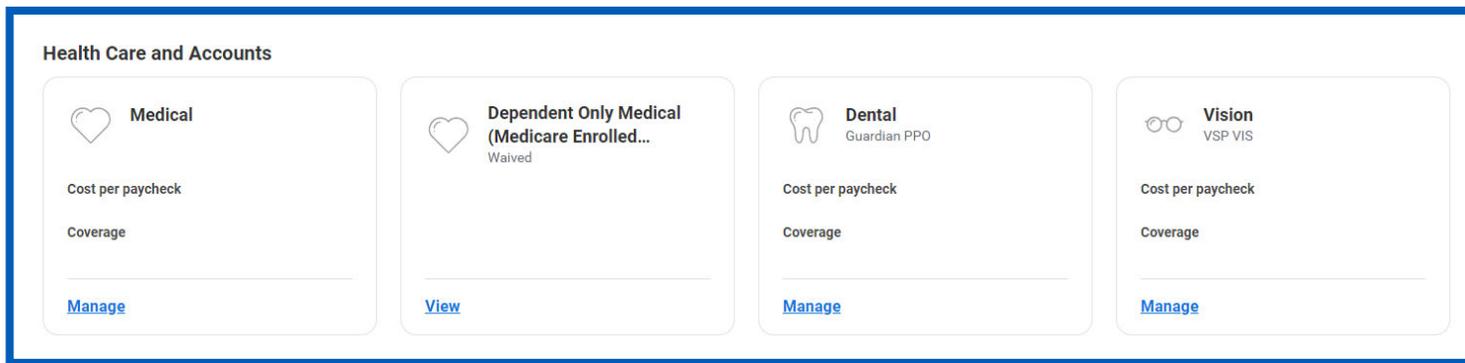
OPEN ENROLLMENT STEPS

Once a year, open enrollment allows you to update your benefit elections. During this period, you will receive a task in your Inbox. Review this job aid for steps on completing your open enrollment.

SELECT YOUR BENEFITS

From your Home page:

1. Under **Awaiting Your Action**,
2. Click the **Open Enrollment Change** task.
3. Click **Let's Get Started**.
4. Click **Manage** to update your medical election. Or, click **Enroll** to enroll in a new benefit plan.



5. Choose **Select** or **Waive** for each benefit election. Your current elections default.
6. Modify your coverage, if needed.
7. Click **Confirm and Continue**.

ADD DEPENDENTS

If you select or modify a benefit plan during open enrollment, you can also add dependents.

After clicking **Confirm and Continue** in the previous step:

Medical

Projected Total Cost Per Paycheck

Dependents

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

Coverage

Plan cost per paycheck

2 items

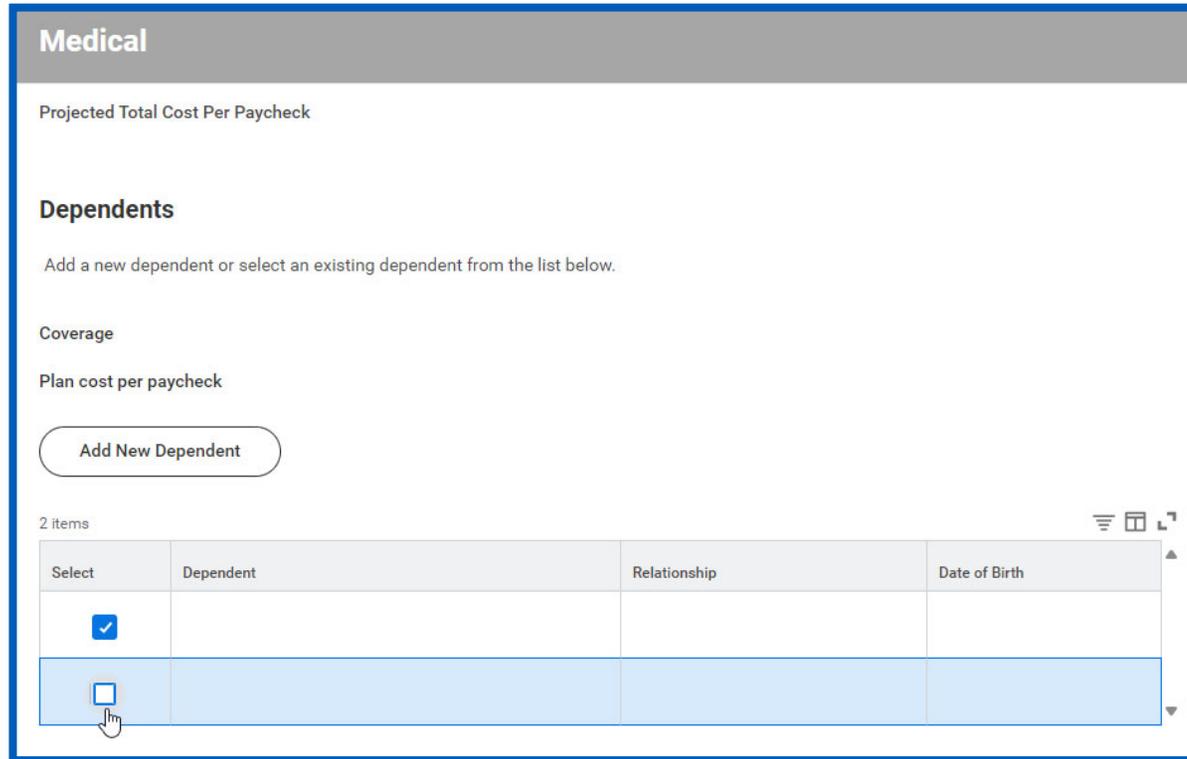
Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			

1. If a dependent already exists, they will be listed. Make sure to select the dependents you want to cover and that the coverage level has changed at the top of the page.
2. Click the **Add New Dependent** button to add a new dependent.
3. Make sure to select the **“Use as Beneficiary”** checkbox and click **OK**.
4. Complete all required information and click **Save**.

REMOVE DEPENDENTS

From the Dependents section for medical elections:

1. Next to the name of your dependents, click the **checkbox** of the dependent you wish to unenroll.
2. Click **Save**.



Medical

Projected Total Cost Per Paycheck

Dependents

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

Coverage

Plan cost per paycheck

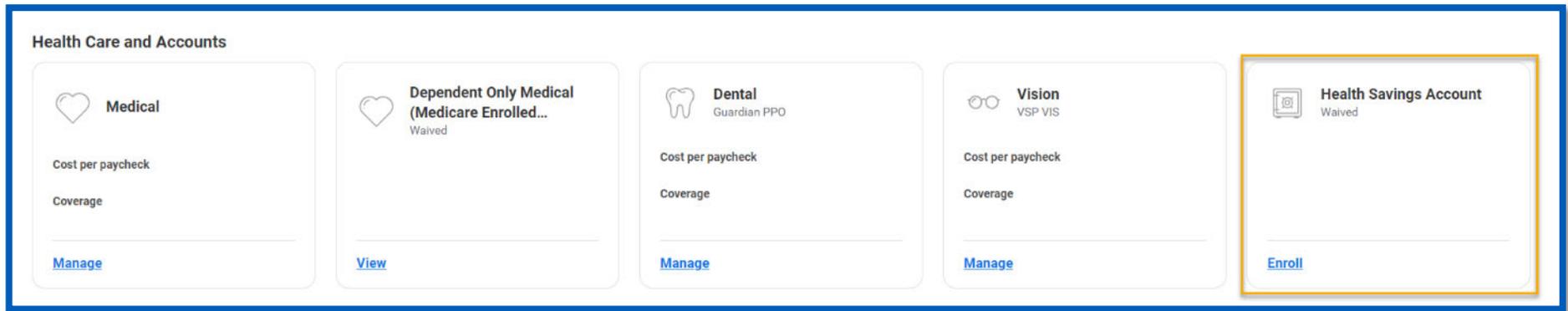
Add New Dependent

2 items

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

HEALTH SAVINGS ACCOUNT ELECTIONS (If applicable)

Please note that the **Health Savings Account (“HSA”)** option is only for individuals enrolling in the **Aetna HDHP**. If you are not enrolling in the Aetna HDHP, you are ineligible to enroll in an HSA.

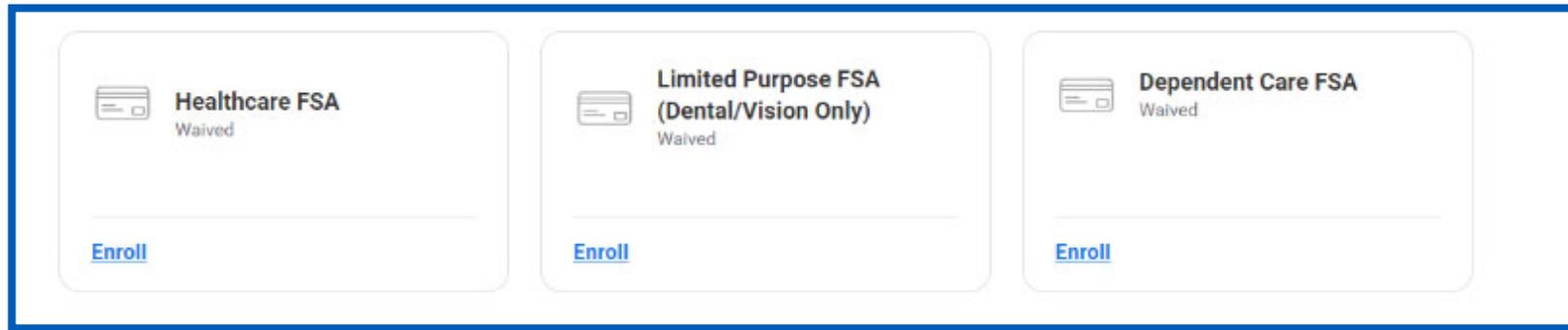


If you have not yet elected your HSA contribution for 2026, please complete the following steps:

1. Return to the Health Care and Accounts section.
2. Click **Manage** or **Enroll** to make a Health Savings Account election if you are enrolled in the Aetna HDHP.
3. Choose **Select** for the Health Savings Account election.
4. Click **Confirm and Continue**.
5. Enter the amount you want to contribute.
6. Click **Save**.

ADD FSA, LIMITED FSA, OR DEPENDENT CARE FSA

1. Click **Enroll** for each additional benefit in which you would like to enroll.
2. Click **Select** in the desired FSA.
3. Click **Confirm and Continue**.
4. Enter the amount you would like to contribute.
5. Click **Save**.



ADD ADDITIONAL BENEFITS

1. If you wish to stop your Parking and Transit elections, set your election to \$0; do **not** waive enrollment.
2. If you wish to enroll in Supplemental Long Term Disability, please note there is a special biannual enrollment to elect the benefit (*cannot enroll during open enrollment*).

ADD VOLUNTARY LIFE INSURANCE

You will be required to submit of Evidence of Insurability and await underwriting approval from Unum.

From the Insurance section:

1. Click **Manage** or **Enroll** to update or add Voluntary and/or Spouse Life insurance.

The screenshot shows the 'Insurance' section of a benefits portal. It contains three cards, each with a shield icon and a title. The first card is 'Basic Life and Accident' by Unum (Employee), with fields for 'Cost per paycheck' and 'Coverage', and a 'Manage' button. The second card is 'Voluntary Employee Life' by Unum (Employee), with fields for 'Cost per paycheck' and 'Coverage', and a 'Manage' button. The third card is 'Voluntary Spouse Life', which is 'Waived', and has an 'Enroll' button.

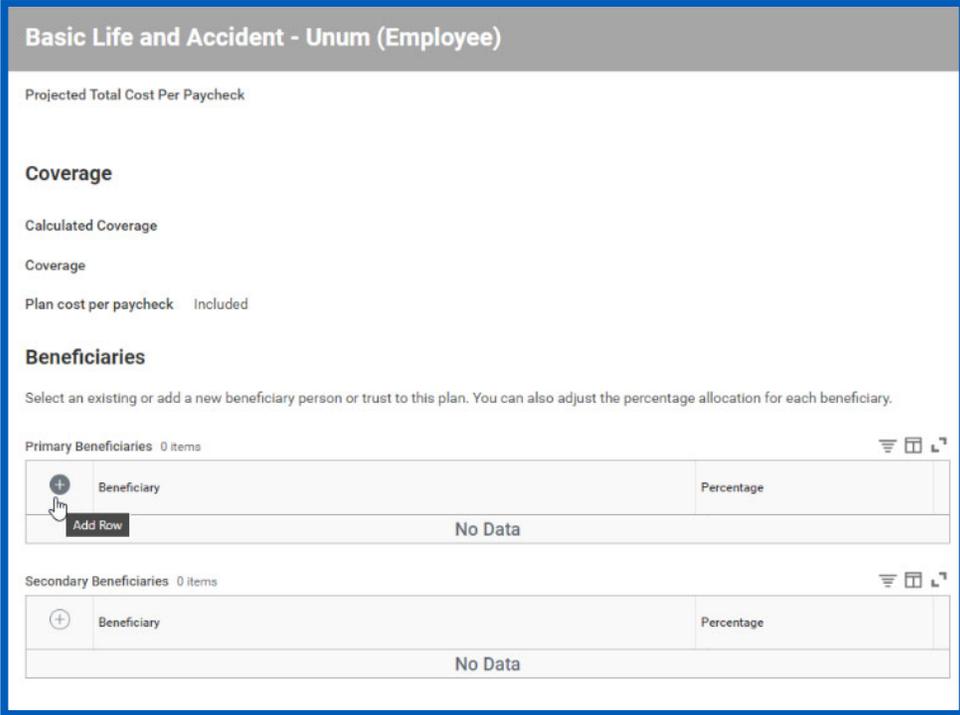
2. Choose **Select** or **Waive** for each insurance election, and then click **Confirm and Continue**
3. Choose or modify your coverage levels, as needed.
4. Designate your beneficiaries (instructions below)

DESIGNATE LIFE INSURANCE BENEFICIARIES

Your firm Basic Life and Accident policy needs a designated Primary Beneficiary, as well as any of your other elected life insurance plans. After you click **Confirm and Continue**, the option to add primary and secondary beneficiaries will appear. Be sure to designate one or more beneficiaries for each plan.

From the Beneficiaries section within the life insurance option:

1. Click the **Add Row**  icon to add a beneficiary.
2. In the Beneficiary field, click the **prompt**  icon to select from a list of existing beneficiaries. Or, select **Add New Beneficiary or Trust** to add a new beneficiary. To remove a beneficiary, locate the beneficiary and click the **Remove Row**  icon next to the name.
3. In the Percentage column, enter the percentage of benefits for each beneficiary. Total percentage must equal 100.
4. Click **Save**.



Basic Life and Accident - Unum (Employee)

Projected Total Cost Per Paycheck

Coverage

Calculated Coverage

Coverage

Plan cost per paycheck Included

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 0 items   

 Beneficiary	Percentage
No Data	

Secondary Beneficiaries 0 items   

 Beneficiary	Percentage
No Data	

COMPLETE YOUR ENROLLMENT

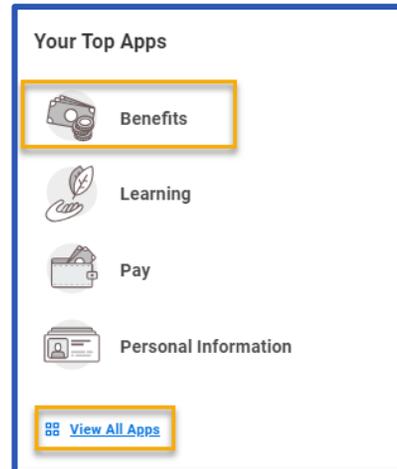
1. Once you are finished enrolling/managing all your benefit elections, click **Review and Sign**.
YOU ARE NOT ENROLLED YET! YOU MUST COMPLETE A FEW MORE STEPS...
2. Please carefully review your benefit elections
3. Scroll down and read the legal notice

The screenshot shows a web form with two main sections. The top section is titled 'Attachments' and contains a large light blue box with the text 'Drop files here' and a small 'or' button. Below this is a 'Select files' button. The bottom section is titled 'Electronic Signature' and contains a 'LEGAL NOTICE: Please Read' section. Below the notice is a paragraph stating '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:' followed by three numbered points. Below the notice is an 'I Accept' checkbox. At the bottom of the form are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

4. YOU MUST select the **I Accept** check box to confirm your electronic signature.
5. Click **Submit**. A confirmation page displays. **YOU ARE NOW DONE!**
6. You may click the [View Benefits Statement](#) button to view your benefits statement.
7. Click **Print** to generate a PDF version for your records. You are NOT required to return the printout to Human Resources; your electronic signature in Workday is sufficient.

CHANGE OPEN ENROLLMENT ELECTIONS

1. To change your Open Enrollment elections after you have Submitted, go to your Workday home screen and choose the Benefits App. (Click on View All Apps if you do not see the Benefits App on Your Top Apps)



2. Under "Overview" click on the "Edit" button to make additional changes prior to February 17th.

