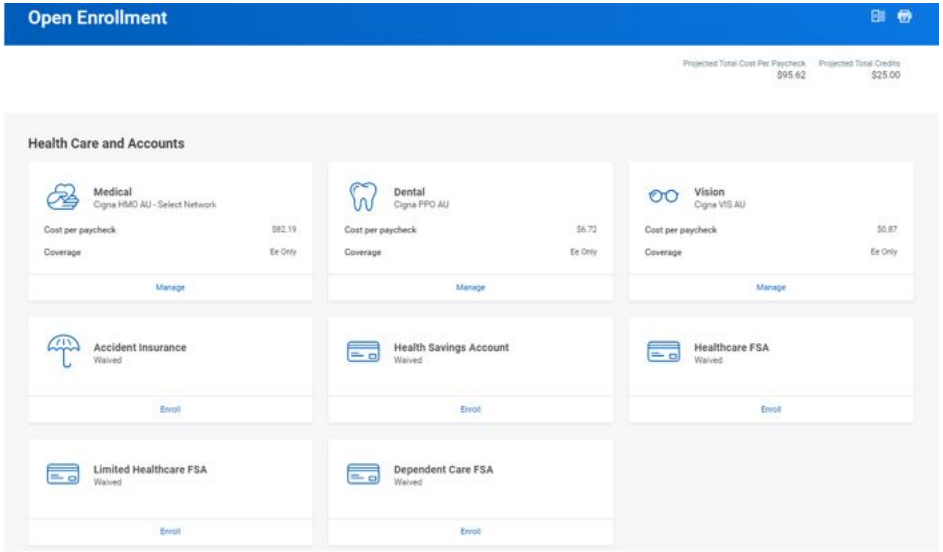
Once Open Enrollment starts, you will receive a new task in your Workday inbox called 'Open Enrollment Change'. Follow the steps below to complete your open enrollment changes.

1. To access your Workday inbox, click on the middle icon in the upper right hand corner of the Workday homepage.

2. Open the task that is called 'Open Enrollment Change'. Click on 'Let's get started'. You will then see a screen that comes up that looks similar to the below:



3. Certain benefits such as medical, dental & vision will roll over from the year prior. You can click on 'Manage' within those boxes to make changes to those elections (if you want, or you can keep them as is). You will also notice that on some boxes it will say 'Enroll' at the bottom. Those are elections you are not currently enrolled in, but can choose coverage if you wish. Simply click on 'Enroll' to elect that benefit.

4. After all of your elections have been made and your enrollment is complete, click on Review and Sign. You can then review the summary of all your elections selected prior to submitting. Once you are happy with your elections, click on 'I Accept' and then on Submit.

5. You will then see a page that says 'Submitted' and you can then click on the 'View 2020 Benefits Statement' button and be able to print for your elections for your records.

Your screens and processes may vary from this document. Confidential ©2017 Workday, Inc.