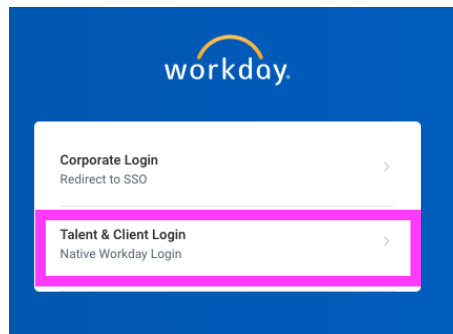

How to Complete Your Benefits Enrollment

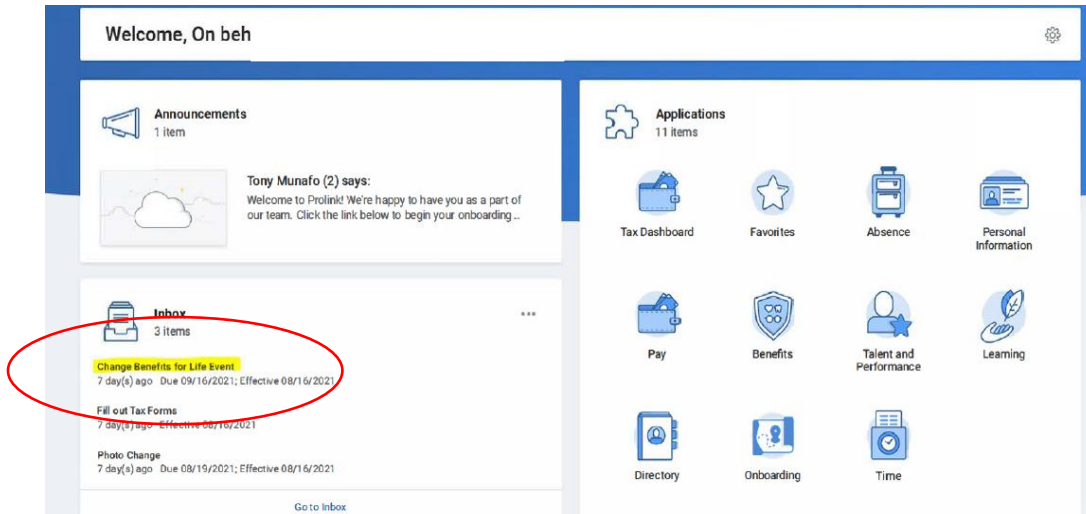
and a Life Event in Workday

1. Click the following link to log into [Workday](#)
 - a. Your username is the email address you provided to ProLink upon applying
 - b. For password resets or, log in information click this [link](#) and go to “Workday Login Issues”
*This must be done on a laptop or a desktop computer and cannot be completed on a phone, iPad or, tablet due to the functionality of the website

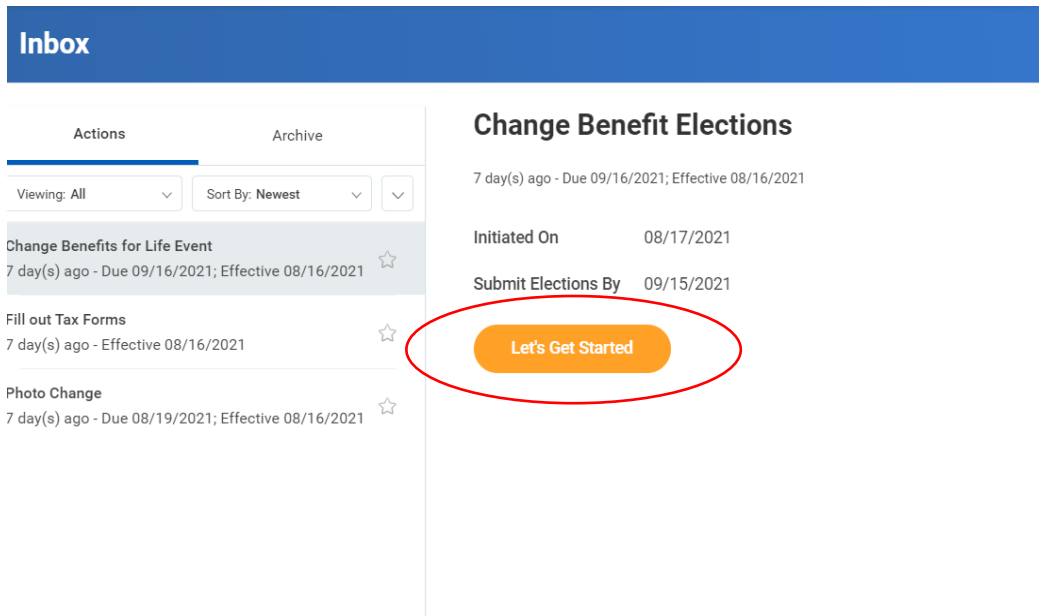
2. Select the **Talent & Client Login** option (NOT Corporate Login), if you are asked to make a selection



- Once on your home screen of Workday, under inbox section highlighted below you will see a task called “Change Benefits for Life Event”, click to open




- Click the orange “let’s get started” box to launch your benefits information




5. Click the **“enroll”** tab to select one of the below benefits including **medical, dental, vision and health savings account**

Projected Total Cost Per Paycheck
\$0.00


Health Care and Accounts

 **Medical**
Waived


Enroll

 **Dental**
Waived

Enroll

 **Vision**
Waived

Enroll

 **Health Savings Account**
Waived

Enroll

Insurance and Retirement

Review and Sign **Save for Later**

6. To proceed to the **“confirm and continue”** please ensure you mark your choice using the round blue **“select”** button to indicate which plan you are choosing

Medical

Projected Total Cost Per Paycheck
\$0.00

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee Only.

2 items

*Selection	Benefit Plan	You Pay (Weekly)	Company Contribution (Weekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Anthem BCBS Midwest HDHP 3000	\$42.00	\$48.51
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Anthem BCBS Midwest HDHP 5000	\$31.00	\$49.88

Health Care Instructions

Important Information

When you select Medical - Anthem BCBS Midwest HDHP 3000, Medical - Anthem BCBS Midwest HDHP 5000, you must also select Health Savings Account - Anthem Actwise. If you waive any of these: Medical - Anthem BCBS Midwest HDHP 3000, Medical - Anthem BCBS Midwest HDHP 5000, Workday automatically waives any of these: Health Savings Account - Anthem Actwise.

Confirm and Continue **Cancel**

7. Once you've clicked "confirm and continue" as indicated above, the below screen will appear. You can either click "add new dependents" or mark the "select" to add existing dependents to your choice of coverage

Medical - Anthem BCBS Midwest HDHP 3000

Projected Total Cost Per Paycheck
\$42.00

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

Coverage * Employee Only
Plan cost per paycheck \$42.00

[Add New Dependent](#)

1 item

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

[Save](#) [Cancel](#)

Health Care Instructions

Provider Website <https://www.anthem.com/>

8. Before you submit, you must click "I accept", highlighted below, to continue to enroll in benefits. If the box is **not** checked, your benefits **enrollment will not occur**.

Attachments

Drop files here
or
[Select files](#)

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:

1. You understand that your benefit elections are legal and binding transactions.
2. You understand that if you are married, your dependent Spousal Coverage Elsewhere selection is legally binding.
3. You understand that all benefits are contingent upon your enrollment and acceptance by your HR representative and by your insurance carriers or benefit providers.

I Accept

[Submit](#) [Save for Later](#) [Cancel](#)

How to Complete a Life Event in Workday

You will have **30 days** from the life event to complete the benefits actions in our system. Once you upload the proof of life event documentation, you will be able to **open the benefits portal** to elect coverage. You will want to enter the **date of the event** date so benefits with ProLink pick up the following day.. For a list of **qualifying events** and **list of documents needed** below please see below:

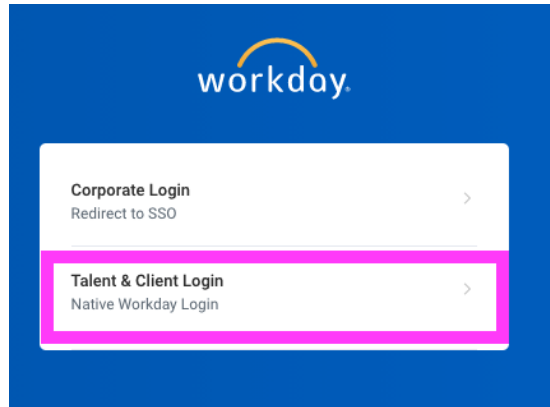
- Birth/Adoption of a Child – Copy of Birth Certificate or Adoption Paperwork
- Death of Spouse/Child – Death Certificate
- Dependent Gain/Loss of Coverage – Letter from previous carrier or HR stating the date coverage begins/end
- Employee Gain/Loss of Coverage Elsewhere - Letter from previous carrier or HR stating the date coverage begins/end
- Marital Status Change – Divorce – Divorce Paperwork
- Marital Status Change – Marriage – Certificate of Marriage or Marriage License

When a life event would lead to removing a dependent, you can follow from step #7 above and click to unselect next to the dependent's name and then follow the normal process outlined above to remove them from selected plans

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2. Select the **Talent & Client Login** option (NOT Corporate Login), if you are asked to make a selection



3. Click the **benefits icon** on the home screen shown below



4. Click the **Benefits icon** again located in the grey box on the next screen as seen below



5. See below to ensure you select a reason, add a date and to upload the attachments before hitting submit at the bottom. Be sure to submit all parts of the process or else the qualifying even will not be implemented.

Change Reason *

- Beneficiary Designation Change
- Birth/Adoption of a Child
- Death of Spouse/Child
- Dependent Gains/Losses Coverage
- Employee Gains/Losses Coverage Elsewhere
- FSA Contribution Change
- Marital Status Change - Divorce
- Marital Status Change - Marriage
- Retirement Contribution Change

Benefit Event Date * 10/01/2021

Submit Elections By 10/31/2021

Benefits Offered

- Basic Life/AD&D
- Dental
- Employee Assistance Plan
- Employee Critical Illness
- Health Savings Account
- More (8)

Attachments

Drop files here

Select files

Submit Save for Later Cancel

Instructions

New Hires:

Please do not elect or change your benefits through this page until you successfully complete each onboarding inbox item in your Workday inbox. Navigate to the Home screen and select "Go to Inbox" to complete your onboarding tasks. If your onboarding tasks are complete, you may now begin your benefits events. Your benefits will not become active until your onboarding inbox items are complete.

If you are adding dependents, please enter their SSN at the time you add their record(s). Your benefits will not become active until your dependent's SSN has been entered.

Current Employees:

To initiate a divorce event, you must first edit your dependent and change them to an ex-spouse relationship type. Navigate back to the "Change Dependents" task off your Benefits Worklet.

6. The below will then pop up click "open" to be launched into the benefits page to make your elections. Then follow from step #5 outline above to complete elections.

Q Search

You have submitted

Up Next: Change Benefit Elections

[View Details](#)

Open

Change

Beneficiaries

Dependents

Benefit Elections as of Date

Current Cost

95.08