



Update Benefits During Open Enrollment | Associate

Open enrollment provides associates with an annual opportunity to review and make changes to their benefit selections. If you are adding new dependents to any of your plans, be ready to provide the necessary information such as their date of birth and social security number. Benefit elections can be edited through the final day of Open Enrollment. To learn more about available benefits, visit [My Neighborly Benefits](#).

Desktop Steps

1. Upon logging into Workday, view the tasks **Awaiting Your Action**. You may also click on the drawer icon in the corner to view **My Tasks**.
2. Select the **Open Enrollment** task and click **Let's Get Started**.
3. Update your Health Information by selecting **Yes** or **No** on Tobacco Use. Click **Continue**.
4. Review the **Information Updated** page. Tap **Continue**.
5. Existing benefits will pre-populate in the enrollment. To review your existing medical selection and available plans, click **Enroll/Manage** on the Medical card.
 - a. Review the **Plans Available** page. As necessary, click **Select** or **Waive** (to opt out).
 - b. When you are done making changes or if you choose to keep your existing coverage, select **Confirm and Continue**.
 - c. Next, you have the option to add dependents. You can add an existing dependent or add a new dependent:
 - To add an existing dependent to your plan, select the box next their name.
 - To add a new dependent, select the **Add New Dependent** button. Either **Create a Dependent** or **Use an Existing Beneficiary or Emergency Contact**.

NOTE: A social security number should be provided when adding a dependent. To do this, select **Add New** beneath **National IDs**. Fill in the required fields, then tap **Done**.
6. Click on **Save**.
7. Repeat steps 5-6 for *each* available plan.

IMPORTANT: Confirm or make changes to existing beneficiaries if you are enrolled in any of the following benefit plans: Basic AD&D, Basic Life, Voluntary AD&D, and Voluntary Life.

8. After updating all available plans, select **Review and Sign**.
9. Review your elections for accuracy. As necessary, upload required supporting documentation for newly added dependents (such as marriage license for spouse, affidavit for domestic partner or birth certificates for children). Check the box next to "I Accept" and click **Submit**.



10. After submitting the Open Enrollment task, check **My Tasks** (drawer icon) for any follow-up tasks, such as submitting a Statement of Health form. Follow the directions provided in the follow-up task(s) and click **Submit**.

Mobile Steps

1. Upon logging into the Workday mobile application, tap **My Tasks** (drawer icon).
2. Tap the **Open Enrollment** task, then tap on **Let's Get Started**.
3. Update your Health Information by selecting **Yes** or **No** on Tobacco Use. Tap **Continue**.
4. Review the **Information Updated** page. Tap **Continue**.
5. Existing benefits will pre-populate in the enrollment. To review your existing medical selection and available plans, tap **Medical**.
 - a. Review the **Plans Available**. To make changes to your plan, tap the pencil icon located next to a plan. Tap **Select** or **Waive** (to opt out), then tap **Done**.
 - b. When you are done making changes or if you choose to keep your existing coverage, select **Confirm and Continue**.
 - c. Next, you have the option to add dependents. You can add an existing dependent or add a new dependent:
 - To add an existing dependent to your plan, tap their name, then the box next to **Select**, and then **Done**.
 - To add a new dependent, tap the **Add New Dependent** button. Either **Use an Existing Beneficiary or Emergency Contact** or **Create a Dependent**.
 - **NOTE:** A social security number should be provided when adding a dependent. To do this, select **Add New** beneath **National IDs**. Fill in the required fields, then tap **Done**.
6. Tap **Save**
7. Repeat steps 5-6 for *each* plan available.

IMPORTANT: Confirm or make changes to existing beneficiaries if you are enrolled in any of the following benefit plans: Basic AD&D, Basic Life, Voluntary AD&D, and Voluntary Life.

8. After updating all available plans, tap **Review and Sign**.
9. Review your elections for accuracy. As necessary, upload required supporting documentation for newly added dependents (such as marriage license for spouse, affidavit for domestic partner or birth certificates for children). Tap the box next to "I Accept," then tap **Submit**.
10. After submitting the Open Enrollment task, check **My Tasks** (drawer icon) for any follow-up tasks, such as submitting a Statement of Health form. Follow the directions provided in the follow-up task(s) and tap **Submit**.