

Tip Guide: Open Enrollment – Healthcare Accounts

Open Enrollment is the annual process for adding, deleting, changing or updating the various health and other insurance benefits available to eligible employees.

To begin your open enrollment, look for the Workday inbox task **Change Benefits for Open Enrollment**. The orange **Let's Get Started** button begins multi-step process for enrolling in the various benefit plans available to you.

Change Benefits for Open Enrollment

Choose new plans or re-enroll in the plans you currently have.

[Let's Get Started](#)

Note: All changes will require you to answer the Tobacco Use question before continuing.

You will see several **Cards** for the various benefits you are eligible to enroll in or change. This guide deals with the **Healthcare Accounts** available to you. Click **Manage** or **Enroll** for each one to go through the steps to make your selections. Clicking **Confirm and Continue** will open your **Dependents** screen. You will do this for each card you update.

Add My Dependent From Enrollment

☐ Use an Existing Beneficiary or Emergency Contact

☒ Create Dependent

Select an existing dependent as needed or **Add a New Dependent** by clicking the **Create Dependent** button.

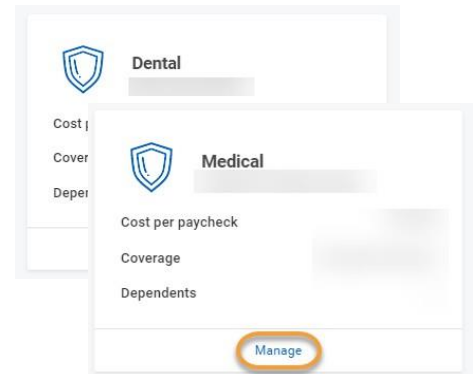
Follow the prompts on the screen to fill in the information on your new dependent. Several items are required information that are necessary to continue. These are denoted with a red asterisk, including name, date of birth, and relationship to the employee. The orange **Save** button takes you back to the main Dependents screen. If you have no other changes, click **Save** again to continue back to the main Benefits dashboard.

Also note the **Instructions** on the right side of the page for each card, along with helpful links to the Tip Guides and vendor websites.

When all your selections have been made, scroll to the bottom of your screen to **Review and Sign** by clicking the button.

Once your open enrollment has been submitted, you do have the option to go back and make amendments up until the end of the enrollment period. To make modifications, go to your **Benefits** dashboard and click the **Change Open Enrollment** link. This will take you back to the cards to make your changes.

Questions? Please contact your local Human Resources representative for questions on the plans or process.



Benefits

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