

Tip Guide: Open Enrollment – Insurance Plans

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.

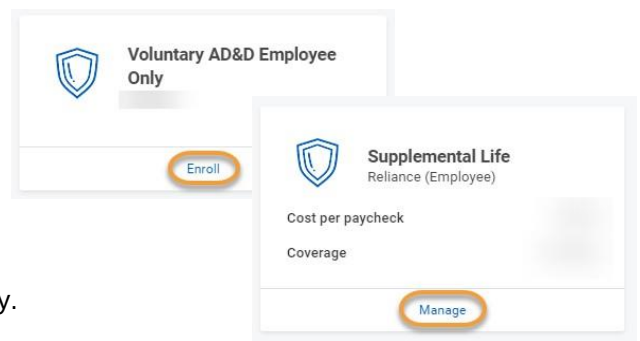
Note: All changes will require you to answer the Tobacco Use question before continuing.

Change Benefits for Open Enrollment

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

[Let's Get Started](#)

You will see several **Cards** for the various benefits you are eligible to enroll in or change. This guide deals with the **Insurance Plans** available to you. Click **Manage** or **Enroll** for each one to go through the steps to make your selections.



Your options will vary depending on your location and eligibility.

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 1 item	
Beneficiary	Percentage
<input type="text"/>	<input type="text"/>
Secondary Beneficiaries 0 items	
Beneficiary	Percentage
No Data	

You will be prompted to complete the Beneficiary Designation to finalize your insurance selection. You can select an existing Beneficiary or add a new one. Important information and instructions can be found to the right of the screen to guide you as needed.

Clicking the **Save** button will return you to the main Open Enrollment dashboard to continue through the other cards and offerings.

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** button. 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

Hexcel Benefits	
Benefit Elections	
My Current Benefit Enrollments	>
Change Open Enrollment Submission	>
Update Benefit Information	
Change Benefits	>
Update Beneficiaries	>
Update Dependents	>