OBJECTIVE

Use the steps below to complete Open Enrollment for your benefits on your desktop.

Once a year, open enrollment allows you to update your benefit elections. You will receive a task in your Inbox from which you can access the open enrollment options.

This document contains the following job aids:

- Selecting your Benefits
- Adding a new Dependent
- Modifying an Existing Dependent
- Adding Optional Group Life Insurance
- Designating Life Insurance Beneficiaries
- Adding Benefits: Healthcare FSA and Dependent Care FSA
- Attaching Supporting Documentation
- Completing your Enrollment
SELECTING YOUR BENEFITS

1. Click the *Open Enrollment Change* task from your Workday Inbox.

2. Click *Let’s Get Started*.

   Result: You see your current enrolled benefit plans.

3. Click *Manage* or *Enroll* in each benefit box you wish to elect or change coverage, starting with Medical.

4. For each benefit plan option, choose either:
   a. *Select* to choose the option or
   b. *Waive* to pass on that coverage
5. Review the **Important Information** under the **Health Care Instructions** section to ensure you make an appropriate selection.

6. Click the **Confirm and Continue** button once you have made the appropriate plan selection.

7. Click the box next to any dependent you want to cover or uncheck the box next to any dependent you want to remove from coverage. Then click **Save**.
8. After completing steps 3-7 for each benefit, you want to Enroll/Manage, you will receive confirmation of your selections.

9. Click the **Review and Sign** button to finalize your selections.

Result: The **Summary page** appears.

10. Review your selections.

11. Scroll to the bottom of the **Summary page**.

12. Click the **I accept** box to electronically sign your selections.

13. Click **Submit**.

Result: Your elections have been submitted.
Benefits

Navigating Open Enrollment for Desktop

**ADDING A NEW DEPENDENT**

Use the steps below to add dependents to a plan you select or modify during open enrollment. Any dependent you’ve added to previous plans are automatically added.

You have chosen to Confirm and Continue your benefits.

1. **Click the Add New Dependent button.**

![Add New Dependent](image)

**Result:** The Add Dependent from Enrollment disclosure screen opens. Read the disclosure then click OK and the Add Dependent For Enrollment screen opens.

![Add My Dependent From Enrollment](image)
2. Enter information in the required fields.

3. Click **Save**. You will return to the Dependent screen and the newly added dependent should appear in the dependent box with a blue check mark indicating they have been added to coverage. This is your opportunity to add the dependent’s SSN which is required for coverage.

4. Click **Save**.
MODIFYING AN EXISTING DEPENDENT
Use the steps below to modify information for an existing dependent in Workday.

1. From your home page click on the Benefits icon.
2. Click Dependents under the Change Section.
3. Click the Edit button located next to the Benefit Elections column.
4. Review the current dependent information and enter any changes as needed.
5. Click Submit to save and submit the modified dependent information.

ADDING OPTIONAL GROUP LIFE INSURANCE
Use the steps below to add optional life insurance to your City of Baltimore Health benefits.

1. Navigate to the “Healthcare and Accounts” screen and select the Insurance section of the enrollment options.
2. Select either:
   a. Enroll to add a new life insurance policy to your enrollment options, or
   b. Manage to edit an existing plan.
   Result: The Optional Life Insurance options will display.
3. For each option, choose either:
   a. Select to choose the life insurance coverage option, or
   b. Waive to decline the life insurance coverage option.
Result: The **Total Cost** based on your selections displays in the upper right corner.

4. Click **Confirm and Continue**.

Result: You have added optional life insurance to your medical plan.

**DESERGNATING LIFE INSURANCE BENEFICIARIES**

Life insurance beneficiary designations cannot be completed through Workday. Life insurance beneficiaries can only be designated directly through MetLife, [metlife.com/mybenefits](http://metlife.com/mybenefits). Employees without computer access may call MetLife at 1(866)492-6983 to request a new beneficiary designation form if needed or to obtain information about previous designations.

**ADDING BENEFITS: HEALTHCARE FSA & DEPENDENT CARE FSA**

Use the steps below to add Healthcare FSA and / or Dependent Care FSA during the Open Enrollment period.

1. Navigate to the **Healthcare FSA/Dependent Care FSA** Section.
2. For each plan in which you want to enroll, select either:
   a. **Enroll** to add a new HC FSA/ DC FSA plan to your enrollment options, or
   b. **Manage** to re-enroll in the HC FSA / DC FSA for the open enrollment period.
3. Review your elections.
4. Click **Confirm and Continue**.
5. Enter the **Per Paycheck** amount or enter the **Annual** amount you want deducted in the **Contribute** page.
6. Click **Save**.
ATTACHING SUPPORTING DOCUMENTATION

Use the steps below to add any supporting documentation that is required.

1. Click the **Review and Sign** button to go to the **Summary Page**.
2. Review your selections in the **Summary Page** and scroll down to the **Attachments** section.
3. Drag and drop any supporting documentation into the **Attachment** field or click **Select** to browse for files
4. Enter **comments** if needed.
5. Click **Upload** to complete attaching any supporting documentation.

COMPLETING YOUR ENROLLMENT

Use the steps below to complete your open enrollment.

1. Navigate to the end of your enrollment **Summary Page**.
2. Read the **Electronic Signature** information and click **I accept** to confirm your elections.
3. Click **Submit**.
   
   Result: A confirmation page displays.
4. Click **Done** to complete the task.
5. Click the **View Benefits Statement** button to view your benefits statement (OPTIONAL).
6. Click **Print** to generate a PDF version for your records.

Result: You have submitted your elections.