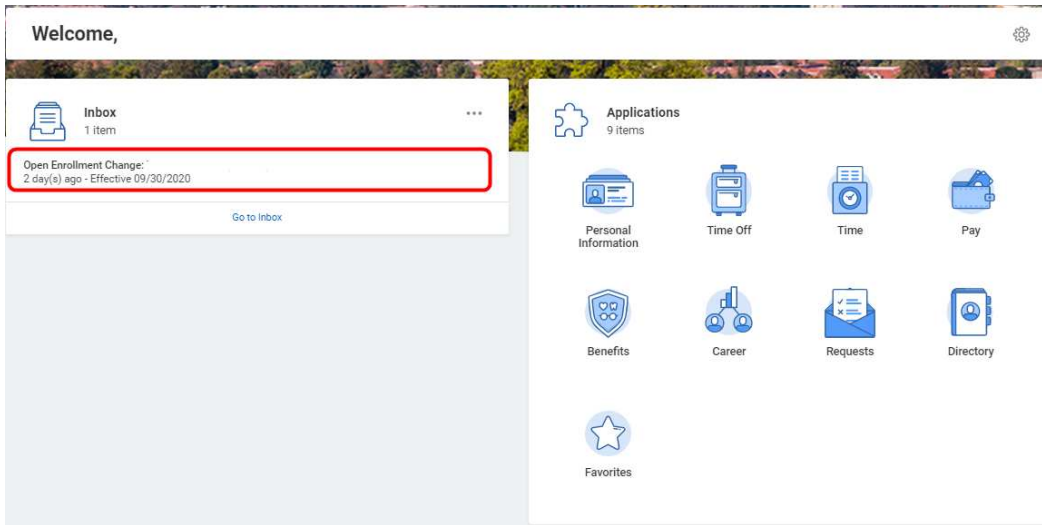
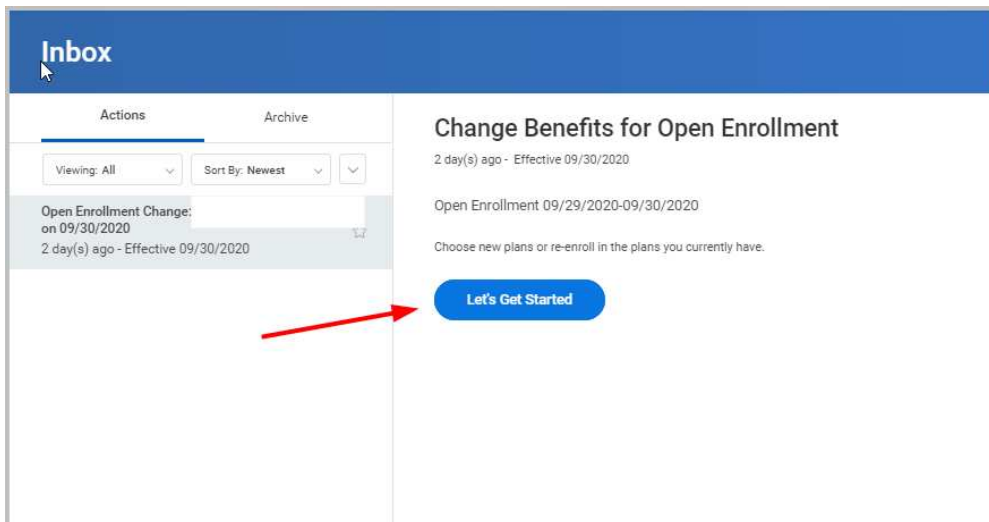


## Workday Open Enrollment Instructions

1. The Open Enrollment task will be available in your Workday inbox.



2. Click on “Let’s Get Started”.



3. Complete the Health Information question for Tobacco Use. Your answer to this question will affect your Critical Illness insurance rates only.

4. Review your plan coverages. Your elections from 2020 will be reflected on this page except for your Health Savings Account, FSA Healthcare and FSA Dependent Care. These elections will automatically be waived during open enrollment. You must make an election if you would like to continue contributing to these spending accounts.

**Health Care and Accounts**

<p><b>Medical</b> Cigna HDHP</p> <p>Cost (Semimonthly) \$51.00</p> <p>Coverage Employee Only</p> <p>Manage</p>	<p><b>Dental</b> Cigna PPO</p> <p>Cost (Semimonthly) \$10.50</p> <p>Coverage Employee Only</p> <p>Manage</p>	<p><b>Vision</b> Vision Service Plan (VSP) VIS Standard</p> <p>Cost (Semimonthly) \$2.00</p> <p>Coverage Employee Only</p> <p>Manage</p>
<p><b>Accident</b> Waived</p> <p>Enroll</p>	<p><b>Hospital Care</b> Waived</p> <p>Enroll</p>	<p><b>Health Savings Account</b> Waived</p> <p>Enroll</p>
<p><b>FSA Healthcare</b> Waived</p> <p>Enroll</p>	<p><b>FSA Dependent Care</b> Waived</p> <p>Enroll</p>	

If you enroll in the Cigna Medical plan, you must also enroll in the Health Savings Account. If you do not wish to contribute to the Health Savings Account, please enroll with a \$0 contribution.

**Health Care and Accounts**

<p><b>Medical</b> Cigna HDHP</p> <p>Cost (Semimonthly) \$51.00</p> <p>Coverage Employee Only</p> <p>Manage</p>	<p><b>Dental</b> Cigna PPO</p> <p>Cost (Semimonthly) \$10.50</p> <p>Coverage Employee Only</p> <p>Manage</p>	<p><b>Vision</b> Vision Service Plan (VSP) VIS Standard</p> <p>Cost (Semimonthly) \$2.00</p> <p>Coverage Employee Only</p> <p>Manage</p>
<p><b>Accident</b> Waived</p> <p>Enroll</p>	<p><b>Hospital Care</b> Waived</p> <p>Enroll</p>	<p><b>Health Savings Account</b> Cigna Under 55</p> <p>Contribution (Semimonthly) \$120.42</p> <p>Manage</p>

5. When all changes are made, click “Review and Sign”.

6. Review all plans and coverages in the “View Summary” page, provide your electronic signature, then “Submit”.

### View Summary

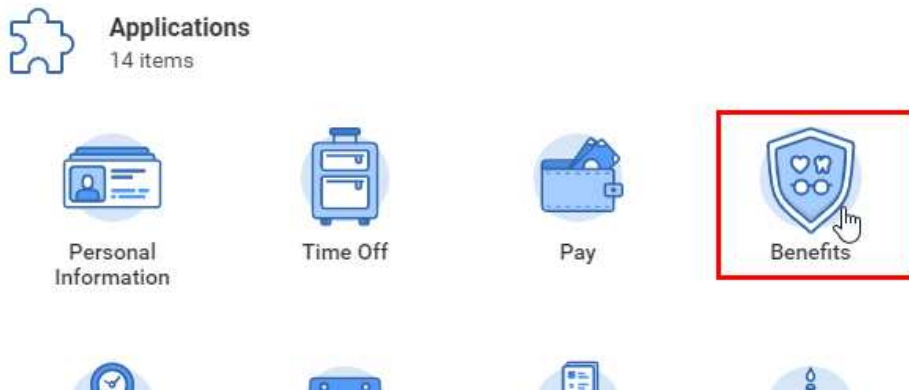
Please indicate your agreement with these elections by using the electronic signature checkbox next to "I Agree" at bottom of this page.

Selected Benefits 6 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical	11/12/2018	11/12/2018	Employee Only
Kaiser HMO Northern CA			
Dental	11/12/2018	11/12/2018	Employee Only
Cigna PPO			
Basic Life	11/12/2018	11/12/2018	1 X Salary
Cigna Non Member (Employee)			
Basic Accidental Death and Dismemberment (AD&D)	11/12/2018	11/12/2018	1 X Salary
Cigna (Employee)			
Long Term Disability (LTD)	11/12/2018	11/12/2018	60% of Salary
Cigna Non Members (TAX ME WHEN BENEFITS ARE PAID) (Employee)			
Employee Assistance Program	11/12/2018	11/12/2018	
Health Advocate			

7. Download your Benefits Statement.

8. If you would like to make additional changes during the Open Enrollment period, you can go back to the task. From your Workday homepage, click on the Benefits application



Then on Change Open Enrollment towards the bottom of the screen. For any changes you will need to review and sign before submitting again.

