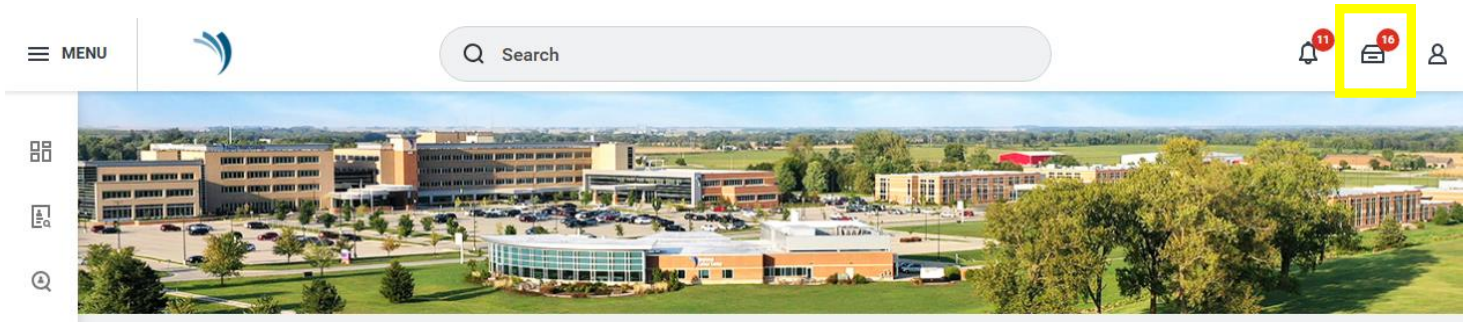


Enrollment/Elections 2026

Employee User Guide

1. Getting Started
 - a. In the top right corner Workday, click on your 'Task Inbox'









- b. Find your 'Benefit Change' task & click on the 'Let's Get Started' button
 - c. In the 'Update Your Information' window, progress by answering the 'Tobacco Use' question & 'Continue' until you come to the 'Open Enrollment' page

Question Have you used tobacco in the last 12 months?

Answer * Yes
 No

2. Welcome to Open Enrollment:
 - a. Select each benefit you would like to change for the 2026 benefit plan year.
 - i. Press the 'Enroll' or 'Manage' button on each plan you would like to update

Health Care and Accounts

 Medical Waived <input type="button" value="Enroll"/>	 Dental Waived <input type="button" value="Enroll"/>	 Vision Waived <input type="button" value="Enroll"/>
 Accident Insurance Waived	 Hospital Indemnity Waived	 Health Savings Account Waived

3. Enrolling

- a. After pressing the 'Enroll'/'Manage' button on each election, select which plan you would like for the 2026 plan year.
- b. For this example we are using Medical: Please select either 'HDHP' or 'PPO' then press 'Confirm and Continue'

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of wai

2 items

Benefit Plan	*Selection
UMR HDHP	<input checked="" type="radio"/> Select <input type="radio"/> Waive
UMR PPO	<input type="radio"/> Select <input checked="" type="radio"/> Waive



4. Adding Dependents

- a. If you have already created your dependent(s), select their name(s) and click 'Save'.

Coverage * Employee + Spouse

Plan cost per paycheck \$5.73

Add New Dependent

3 items

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	om Lincoln	Spouse/Civil Union Partner	10/01/1910
<input type="checkbox"/>	be Lincoln	Child/Step Child	10/01/2010

- b. If you need to create a new dependent press 'Add New Dependent' button, click 'OK', & you will be able to enter your dependents information.

Dependents

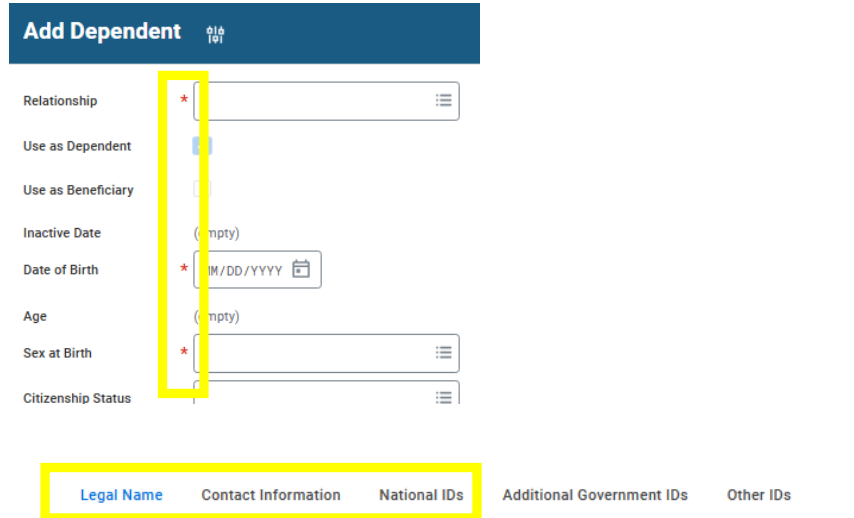
Add a new dependent or select an existing dependent from the list below.

Coverage * Employee + Spouse

Plan cost per paycheck \$5.73

Add New Dependent

- c. Complete the required information (indicated by red asterisks):
 - i. NOTE: some info will be found in the tab sections



Add Dependent

Relationship *

Use as Dependent

Use as Beneficiary

Inactive Date (empty)

Date of Birth * MM/DD/YYYY

Age (empty)

Sex at Birth *

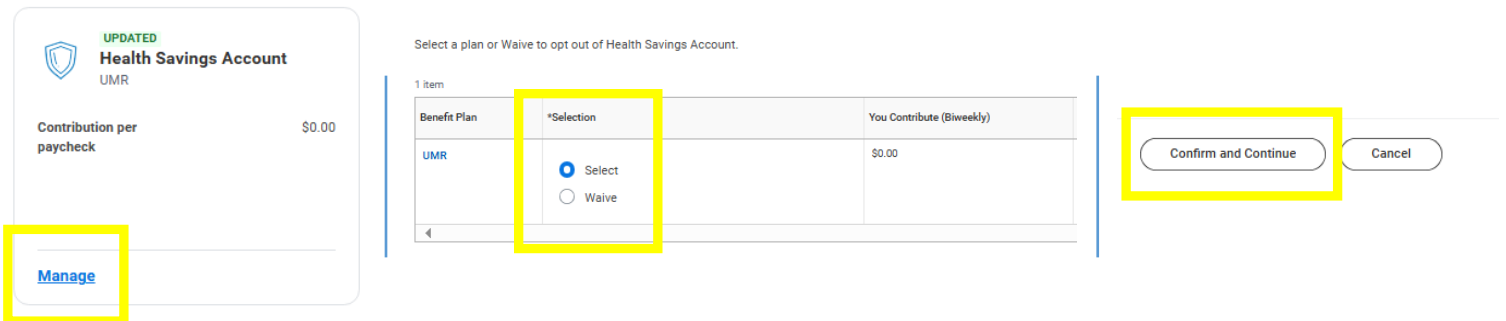
Citizenship Status

Legal Name | Contact Information | National IDs | Additional Government IDs | Other IDs

- d. After completing the dependent information, click 'Save'
- e. If you need to add more dependents, repeat the above steps. Once you have your dependents created and selected, click 'Save'

5. HDHP Requirement

- a. If you're enrolled in the High Deductible Health Plan, it's a requirement to elect the HSA
- b. You can elect \$0.00 into your HSA but it is a requirement for all enrolled in the HDHP
- c. Even if you do not want to continue you are required to put in \$0.00 contribution.
- d. To do this press the 'Enroll'/'Manage' button
- e. 'Select' the HSA & click 'Confirm and Continue'



UPDATED Health Savings Account UMR

Contribution per paycheck \$0.00

Manage

Select a plan or Waive to opt out of Health Savings Account.

Benefit Plan	*Selection	You Contribute (Biweekly)
UMR	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$0.00

Confirm and Continue | Cancel

- f. Enter the amount you want to contribute by either entering the 'Per Paycheck' amount or the 'Annual' amount. Whichever field you chose, the other will auto-calculate.
- g. Click 'Save'

Contribute

Actual contributions from payroll \$0.00

Per Paycheck Annual

Save Cancel

6. Adding Beneficiaries

- a. For coverage that requires a Beneficiary (i.e. Life, AD&D, etc.), you will be asked to add a Beneficiary after selecting that coverage. Click the + icon.

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 0 items

+	Beneficiary	Percentage
No Data		

- b. After the new row is added, click on the 3 Lines.
 - i. If you want to use a Beneficiary you have already created, select the 'Existing Beneficiary Persons' and select the name you want to add.
 - ii. If you want to add a new Beneficiary, select 'Add New Beneficiary or Trust'.

*Primary Beneficiaries

- Existing Beneficiary Persons
- Existing Trusts
- Add New Beneficiary or Trust
- Search

Cancel Continue

- c. Select 'Add New Beneficiary' and click 'Continue'

Would you like to add a new beneficiary or trust?

Add New Beneficiary

Add New Trust

Cancel Continue

- d. Complete the required information (indicated by red asterisks). Once finished, click 'OK'
- i. NOTE: some info will be found in the tab sections

Add New Beneficiary or Trust Sarah Bush Lincoln ⋮

Relationship *

Use as Beneficiary

Date of Birth

Age (empty)

Sex at Birth

Allow Duplicate Name

Legal Name Contact Information National IDs Additional Government IDs Other IDs

Country *

- e. Once the Beneficiary is added, you can either add additional ones, or complete the Percentage allocation. The total percentage will need to add up to 100:

Example: (1) Beneficiary

*Primary Beneficiaries 1 item

	Beneficiary	Percentage
+	<input type="text" value="Tom Lincoln"/>	<input type="text" value="100"/>

Example: (2) Beneficiaries

*Primary Beneficiaries 2 items

	Beneficiary	Percentage
-	<input type="text" value="Sally Smith"/>	<input type="text" value="50"/>
-	<input type="text" value="Tom Lincoln"/>	<input type="text" value="50"/>

- f. Click 'Save' once complete.

7. Reviewing Your Elections

- a. Once you have completed all your changes, click on the 'Review and Sign' button at the bottom of the page

Health Care and Accounts

<p>UPDATED Medical UMR HDHP</p> <p>Cost per paycheck: \$83.87</p> <p>Coverage: Employee Only</p> <p>Manage</p>	<p>Dental UMR PPO</p> <p>Cost per paycheck: \$27.93</p> <p>Coverage: Employee + Family</p> <p>Dependents: 2</p> <p>Manage</p>	<p>Vision UMR VIS</p> <p>Cost per paycheck: \$2.57</p> <p>Coverage: Employee Only</p> <p>Manage</p>	<p>Accident Insurance Waived</p> <p>Enroll</p>
<p>Hospital Indemnity Waived</p>	<p>UPDATED Health Savings Account UMR</p> <p>Contribution per paycheck: \$0.00</p>	<p>Healthcare FSA Waived</p>	<p>Limited Purpose FSA UMR</p> <p>Contribution per paycheck: \$130.77</p>

[Review and Sign](#) [Save for Later](#)

- b. Review your 'Selected' & 'Waived' benefits at the top of the page.

Selected Benefits 3 items

Plan	Coverage Begin Date	De Da

Waived Benefits 18 items

- c. Scroll down to the 'Attachments' to attach dependent documents for any dependents you added during you elections
 - i. If added spouse: marriage certificate
 - ii. If added child(ren): birth certificate(s)

Attachments

Drop files here

or

[Select files](#)

8. Submitting Your Elections

a. After you have review your elections, uploaded your documents, agree with the 'Legal Notice', & are ready to submit scroll to the bottom of the page:

i. Checkmark the 'I Accept' box

- Each year, during the annual enrollment period, you w
- If you decline medical insurance enrollment for yours if you have a new spouse or dependent as a result of

I Accept

ii. Click 'Submit'

9. Print Your 2026 Benefits Statement

a. Click the 'View 2026 Benefits Statements'

You've submitted your elections.

Important Dates:

Benefits go into effect 01/01/2026

Final day to update benefits 11/14/2025

10. Review Your Actions

- a. On your 'Home' page, check to see if you have an 'Evidence of Insurance' actions that need complete
- b. If you have a 'Submit Evidence of Insurability' in your action, click on the task & follow the instructions to submit the required documentation

