

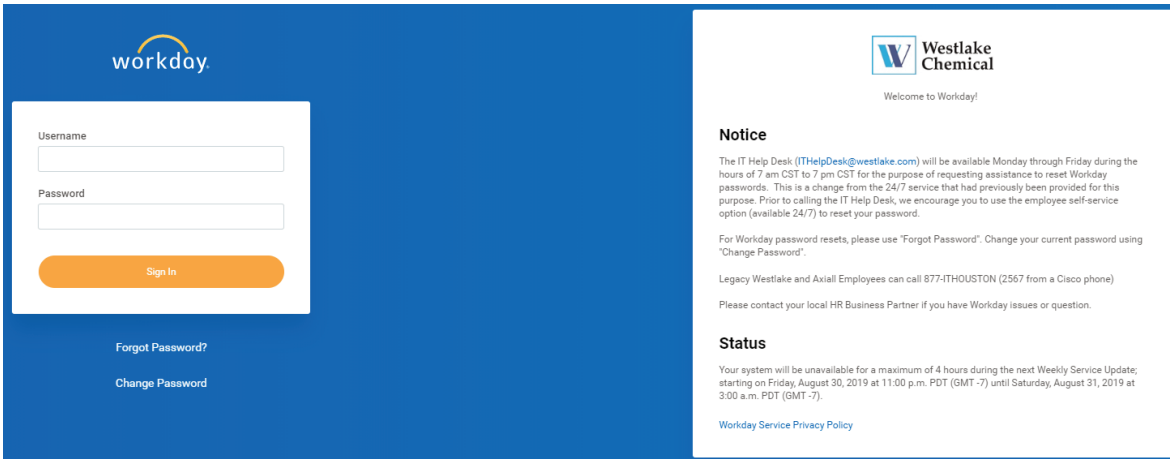
Benefits – Open Enrollment



This guide will walk you through the process to enroll, change or confirm your benefit elections in Workday.

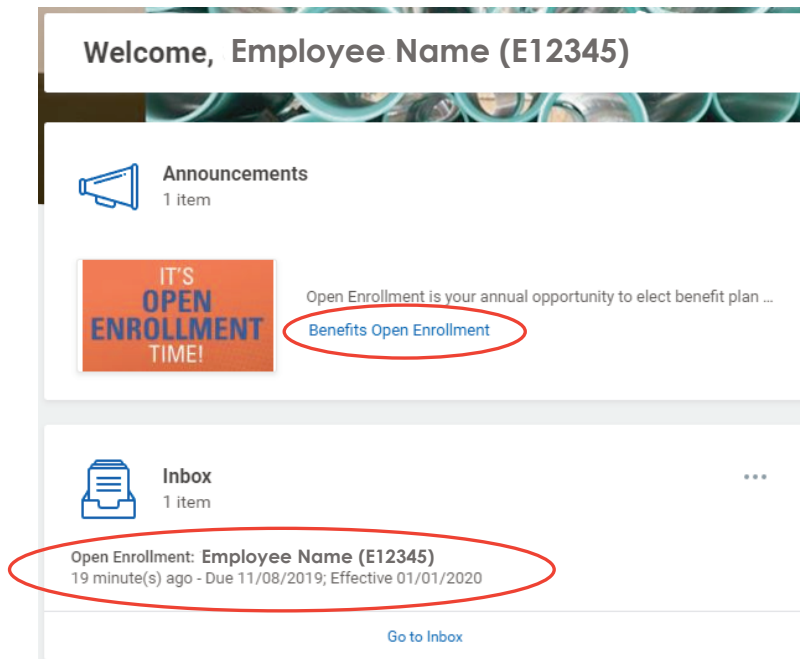
- Log on to Workday at <https://www.myworkday.com/wday/authgwy/westlake/login.html>. Enter your Username and Password > click **Sign In**. If you do not know your username or password:

Call the IT Help Desk at 1-877-ITHOUSTON (2567 from a Cisco phone)



- There are two ways to navigate to your Open Enrollment task.

Click on the **Benefits Open Enrollment** link under the Announcements block or, click on the **Open Enrollment** task under the Inbox block on your home page:



Benefits – Open Enrollment



- To review and edit your benefits elections: Click on **“Continue”** if you are in the Announcement or **“Let’s Get Started”** if you are in the Open Enrollment task in your Workday inbox.
- The next screen will have tile blocks for each benefit plan. You can review your current elections or make changes for 2020 by clicking **“Manage”** under the benefit plan that you wish to review or update. Once you have reviewed or updated your elections, click **“Confirm and Continue”** at the bottom of the screen. If you Select coverage it will take you to a new screen to verify your coverage elections. Click **Save** after reviewing/updating your coverage selections in order to return to the Open Enrollment home page.
- If you are enrolling a new dependent: select the **Benefit Plan** that you wish to enroll the new dependent in and click **“Confirm and Continue”** at the bottom of the screen. On the next screen, any dependents you already have covered will be shown. Click **“Add New Dependent”** and follow the prompts to create a new dependent. Please make sure you have the dependent(s) date of birth and social security number. You will need to click **Save** after reviewing/updating your coverage selections in order to return to the Open Enrollment home page.
- Note: you will only be eligible to elect the HSA if you enroll in the Consumer Plan. If you do not enroll in the Consumer Plan the system will not allow you to make an election under the HSA plan.
- If you are reviewing or updating your life insurance elections and you have not previously designated a Beneficiary in Workday, you will be required to designate at least one beneficiary in order to save your elections.
- To add or create a new beneficiary: click the **Plus Sign “+”** and then click the dropdown **Prompt**. Select **Existing Beneficiary Persons** to review and select an existing dependent. If you wish to add a new beneficiary, click **Add New Beneficiary or Trust** and follow the prompts. You will also need to indicate the percentage allocated to each beneficiary.

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" value="0"/>

Secondary Beneficiaries 0 items

	Beneficiary	Percentage
No Data		

- Once you have reviewed and updated your Benefit elections, from the Open Enrollment home page, click the **Review and Sign** icon at the bottom of the page. You will see the Benefit Elections Review page:

PLEASE SCROLL ENTIRE PAGE TO REVIEW ALL OF YOUR BENEFIT SELECTIONS.

IF ANY CHANGES OR CORRECTIONS ARE NEEDED, CLICK CANCEL AT THE BOTTOM OF THE SCREEN TO GO BACK TO THE BENEFIT ENROLLMENT PAGE.

- Scroll down the page to review each Benefit Election, including any dependents that you have selected for coverage. Scroll to the bottom of the page and review the **Electronic Signature** information. You must check the **I Accept** box and click **Submit** to complete your open enrollment benefit elections.



- You should see the **Submitted** screen appear. It is recommended that you view, print or save your Benefits Statement.

Submitted

Success, You're Enrolled

It is recommended that you click "**View 2020 Benefits Statement**" below to print and/or save a copy of your benefit elections.

Important Dates:

Benefits go into effect	01/01/2020
Final day to update benefits	11/08/2019

[View 2020 Benefits Statement](#)

- **Evidence Of Insurability (EOI)**
If you elected life insurance for the first time or increased life insurance, you may be subject to an EOI. Once you submit your benefit elections you will receive a **Submit EOI Form** task in your Workday inbox. You will need to click the link to complete the EOI. Once you complete the EOI, navigate back to your Workday inbox, open the **Submit EOI Form** task and click Submit to clear the task from your Workday inbox.
- If you need to make changes to your benefit elections prior to the date that the open enrollment period closes, Log in to Workday and click on the Benefits Open Enrollment link under the Announcements block on your Workday home page.