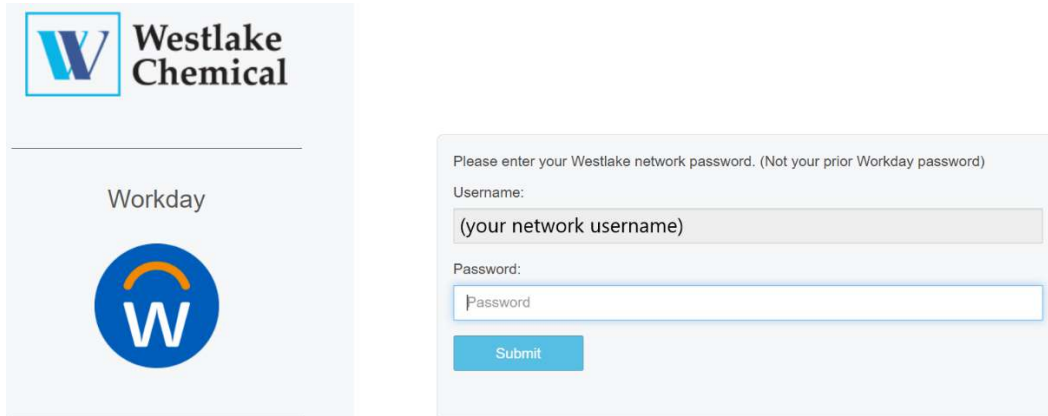


Benefits – Open Enrollment

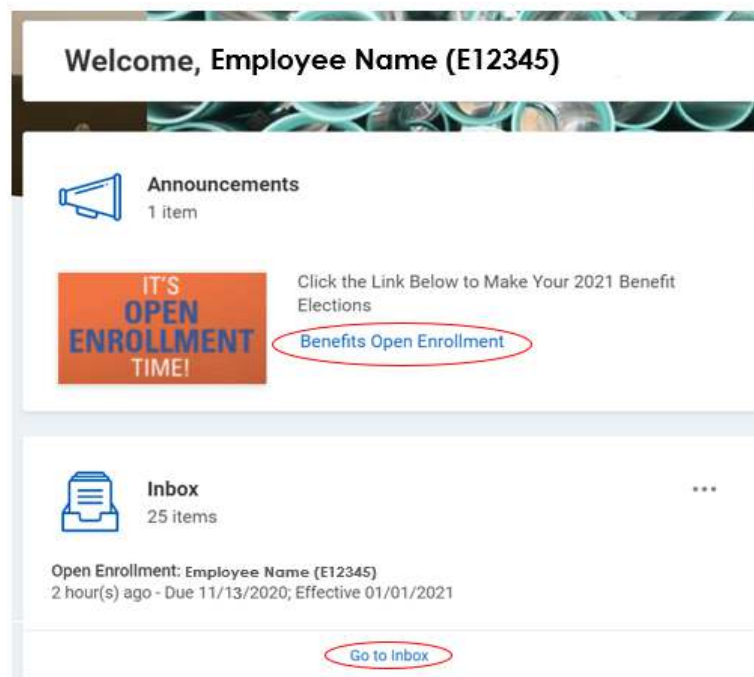


This guide will walk you through the process to enroll, change or confirm your benefit elections in Workday from a desktop or laptop computer (see separate instructions if using a mobile device).

- Log on to Workday at: <https://www.myworkday.com/wday/authgwy/westlake/login.html>



- Enter your Password > click **Submit**. If you need to reset your 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 **“Continue”** if you opened the link in the Announcement or **“Let’s Get Started”** if you opened the task in your Workday inbox.
- The next screen will have a tile for each benefit plan. You should review your current elections and/or make changes for 2021 by clicking **“Manage”** or **“Enroll”** under each benefit plan tile.
- Once you have reviewed or updated your election for a particular benefit, 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 election. Click **Save** after reviewing each election to return to the Open Enrollment home page.
- If you are enrolling a new dependent: select the tile for the benefit that you wish to enroll the new dependent in and click **“Confirm and Continue”**. 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. Click **Save** after updating your coverage selections to return to the Open Enrollment home page.

You will need to upload verification documents for each new dependent into Workday.

To upload dependent documents: go to your Workday home screen and click the Personal Information icon. Under the “View” box on the right side of the screen, select **Worker Documents**. On the next screen, click **“Add”** and upload the document. Choose or type **“Benefits”** as the Document Category and click **“OK”**.

- If you are reviewing or updating your life insurance elections and you do not have a Beneficiary designated in Workday, you will be required to designate at least one.
- To add or create a new beneficiary: click the **Plus Sign “+”** and click the *dropdown prompt*. Select **Existing Beneficiary Persons** to select an existing dependent. If you wish to add a new beneficiary, click **Add New Beneficiary or Trust** and follow the prompts. You must 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"/>	<input type="text" value="0"/>

Benefits – Open Enrollment



- 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 THE ARROW IN THE TOP LEFT CORNER OF THE SCREEN TO GO BACK TO THE BENEFIT ENROLLMENT PAGE.

Selected Benefits 10 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical	01/01/2021	01/01/2021	Employee Only			\$22.15
Anthem BlueCross BlueShield B - CP Consumer Plan						
Spousal Surcharge	01/01/2021	01/01/2021	Surcharge Not Applicable			Included
Medical Waive - No Attestation Required (Click the Select button if you are single / do not have a spouse)						
HSA	01/01/2021	01/01/2021	\$9,100.00 Annual			\$119.23

Waived Benefits 7 items

Dental	Waived
Vision	Waived
Flexible Spending Account (Healthcare)	Waived
Dependent Care Flexible Spending Account	Waived
Voluntary Life	Waived
Voluntary AD&D	Waived
Supplemental Long Term Disability (LTD)	Waived

- 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.

I Accept

Submit

Save for Later

Cancel

Continue to back cover for additional information



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

Submitted

Success, You're Enrolled

It is recommended that you click **"View 2021 Benefits Statement"** below to print and/or save a copy of your benefit elections.

This is also a good opportunity to review and update your Personal and Emergency Contact information. To do so, return to your Workday home page and click on the Personal Information icon in the applications box.

Important Dates:

Benefits go into effect	01/01/2021
Final day to update benefits	11/13/2020

[View 2021 Benefits Statement](#)

[Done](#)

- Evidence of Insurability (EOI)**
If you elected life insurance for the first time or increased life insurance, you may be subject to 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.