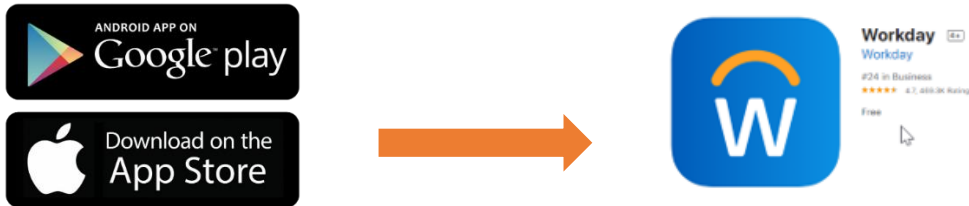


# Benefits – Open Enrollment

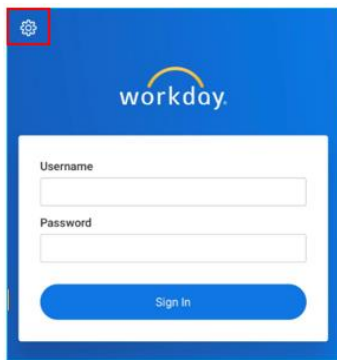


This guide will walk you through the process to enroll, change or confirm your benefit elections in Workday from a mobile device using the Workday app (see separate instructions if using a desktop or laptop computer).

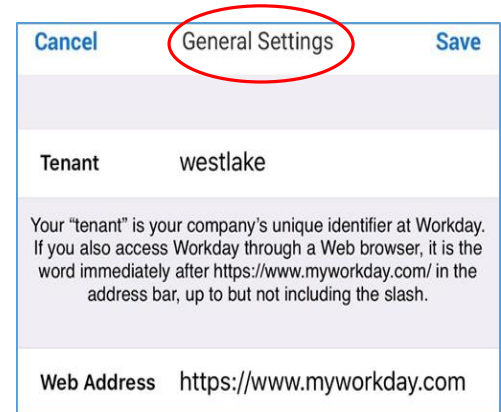
- Download the Workday App from the App store on your Apple or Andriod device.



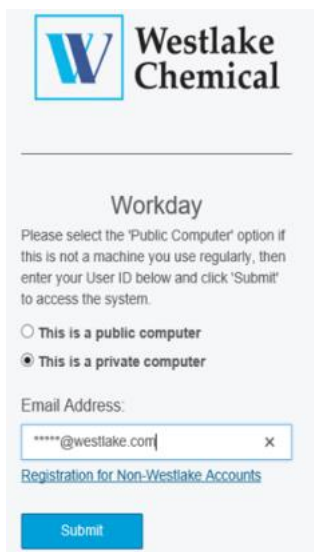
- Before signing in, click the Gear Icon in the top left corner of the application.



**In the Tenant field enter:  
Westlake  
and click Save**



- Select if this is a private or public computer then click **Submit**.



**On the next screen you will be prompted to choose your preferred option for delivery of the registration code, make your choice and click Submit.**



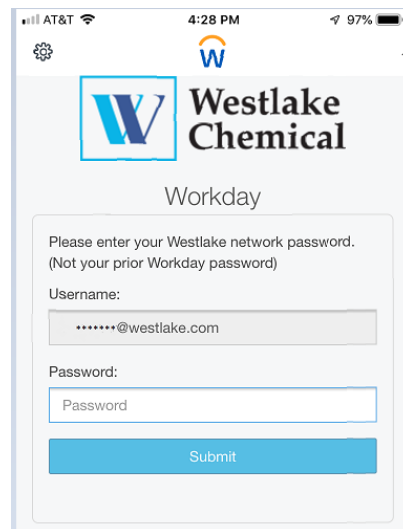
**Enter the security code when prompted or answer the knowledge-based questions (if enabled) and click Submit.**

- Enter your Password > click **Submit**

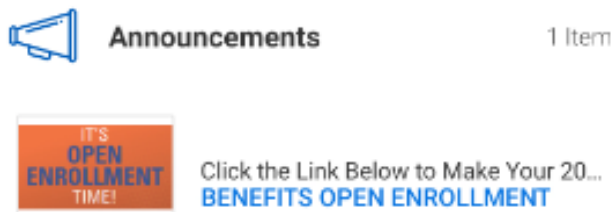
# Benefits – Open Enrollment



If you do not know 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.
  1. On the main screen under “Announcements”



2. Or by going to your Workday inbox

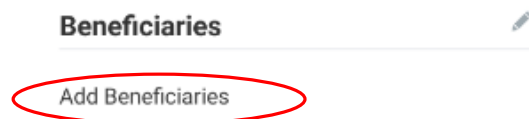


- To review and edit your benefits elections: Click on **Continue** if you are in the Announcement or **Let's Get Started** if you are in the Open Enrollment task in your Workday inbox.
- The next screen will have a tile for each benefit plan. You should review your current elections and/or make changes for 2021 by clicking **Enroll** under each benefit plan tile. When you have made your elections click the **Checkmark** or **Save** in the top right corner to return to the enrollment screen.

# Benefits – Open Enrollment



- If you are enrolling a new dependent: select the benefit plan that you wish to enroll the new dependent in. Click **Edit** to view existing dependents. 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 the **Checkmark** or **Save** in the top right corner after reviewing/updating your coverage selections in order to return to the Open Enrollment home page.
- **You will need to provide verification documents for each new dependent.** To upload dependent documents through the mobile app: after you make your selections you will be able to upload an attachment from the **Review Summary** page. Take a photo of the document on your mobile device and attach it before you click **Submit**.
- 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 a beneficiary first select a plan then select **Add Beneficiaries** and then select **+ Add Beneficiary or + Add Trust**. You must indicate the percentage allocated to each beneficiary.



- To edit a beneficiary, select a plan and then select the edit **pencil**. Make necessary changes and save.



- Once you have updated your Benefit elections, from the Open Enrollment home page, click the **View Summary** button at the bottom of the page. You will have an opportunity to review your elections (and upload dependent verification documents if needed). If you need to go back to edit your elections, click on the **X** or the **back arrow** at the top left corner of the screen. If everything is correct select **"I Accept"** and click **Submit**.

**Continue to back cover for additional information** 



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



## You're Covered!

**November 13, 2020**

Final day to update your benefits during open enrollment

**January 1, 2021**

Benefits go into effect

[View Submitted Benefits](#)

- 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 your **Benefits** worklet and select **EDIT** under USA 2021 Open Enrollment.

