



## PRE-ENROLLMENT CHECKLIST

### For New Hires and Associates with Qualifying Life Events

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#### Step 1 - Before you enroll, learn about your benefits options

- [Review information about your benefits](#) at mybewellbenefits.com
- Keep mybewellbenefits.com open in case you need to reference any information about your benefits during the enrollment process

#### Step 2 - Enroll in benefits or change your benefits due to a [qualifying life event](#)

##### For New Hires:

- [Open your Onboarding Dashboard in Workday](#) and navigate to your enroll in benefits task (you can also find a benefits enrollment task waiting for you in your [Workday inbox](#))
- Select benefits coverage by clicking on each tile (Medical, Dental, Vision, etc) and following the instructions on the right hand side of the page
- When you have made your selection, click “**Confirm and Continue**”
- When you are ready to submit your elections, click the “**Review and Sign**” button

##### For Associates with a **Qualifying Life Event**:

- [Open the Benefits Application in Workday](#)
- If your benefit change involves removing a Dependent due to a Death, Divorce, or Dissolution of Domestic Partnership, you will need to [remove the dependent\(s\) in Workday](#) before changing your benefit elections. On the **Dependent** page, click edit, then change your Dependent to an "Ex-" effective the date of change
- Otherwise, select **Benefits** under the **Change** menu and follow the instructions on the right

#### Step 3 - Officially submit your benefits elections

- Accept the terms and conditions on the **Review Benefits Elections** page
- Download a copy of your benefit elections by clicking on the **Benefits Summary** button

#### Please note:

- Changes may only be made **within current medical and dental plans**. Changing from one plan to another is not allowed.
- If you experience a qualifying life event at any other time of the year, you must [submit updates in Workday](#) within **31** days of the event (**60** days after birth, adoption of a child, or loss or gain of eligibility of a state/federal insurance program). If you do not, you must wait until the next Open Enrollment period to make updates.