

PRE-ENROLLMENT CHECKLIST

For New Hires and Associates with Qualifying Life Events

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** within their first 31 days:

- [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**”
- Note that once your elections are submitted they are final and you will not be able to make any changes. When you are ready to submit your elections, click “**Review and Sign**”

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/print a copy of your benefit elections by clicking on the Benefits Summary button
- If you experience a qualifying life event between October and the end of the year and make updates to your benefits as a result, make sure any changes made are reflected in the upcoming year’s benefits during Open Enrollment. Be sure to review both your current year and next plan year benefit statements to verify your elections.

Please note:

- Benefit changes mid-year 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.
- If you’ve started a life event in error, please call the HR Benefits Center for assistance in canceling your life event. Life events that are pending and not finalized may prohibit future benefit changes.
- Be sure to designate or update your beneficiary(ies)
 - [Life Insurance](#) - First time logging in? Your User ID is your first and last initials followed by the last four digits of your SSN. Your password is your first and last initials followed by your date of birth (MMDDYYYY).
 - [401\(k\)](#) - Login and click the profile & settings icon in the upper right hand corner and scroll down to “Beneficiaries”

Note: If you are a new hire or rehire, it may take a week or so before you are able to log on and designate your beneficiary(ies)