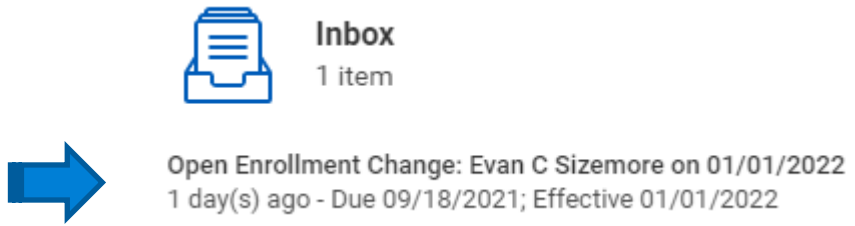
Enrollment Through Workday

Workday Enrollment

- The Enrollment window will open on 10/26
- All employees will receive an action item in their Workday inbox, asking them to complete enrollment
- This is a Passive enrollment, which means current benefit elections will rollover to the 2022 Plan Year if employees take no action
  - **This does not include HCFSA or DCFSA elections. Employees must actively make a new election for each of those benefits**
- Elections can be made via desktop or mobile app

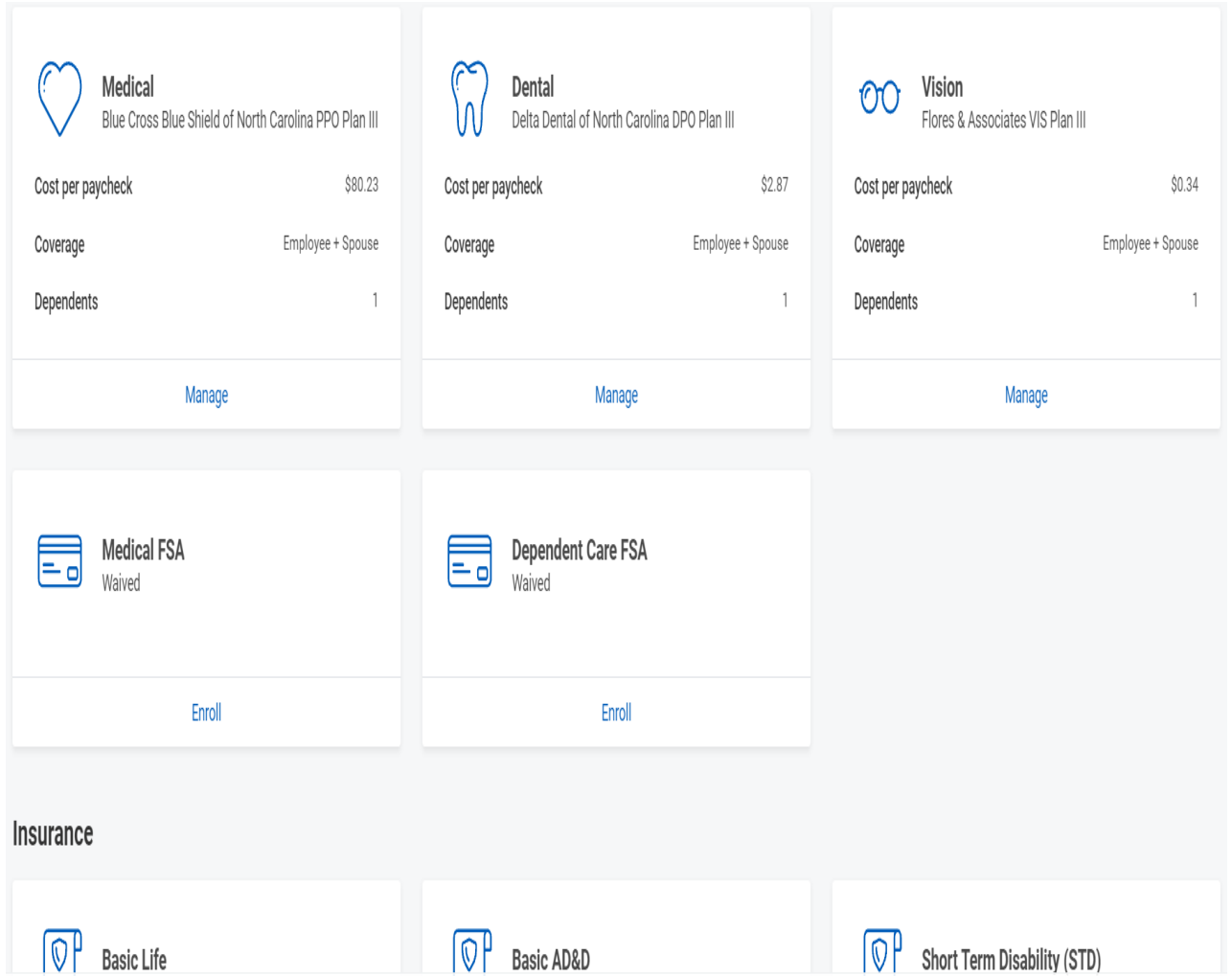
Workday Enrollment

- Upon logging in to Workday, all employees will see an announcement for Open Enrollment on their homepage
- Click the link within that announcement to access the 2022 Benefits Highlights Book and presentation
- You will click on your Open Enrollment task in your Inbox to begin enrollment



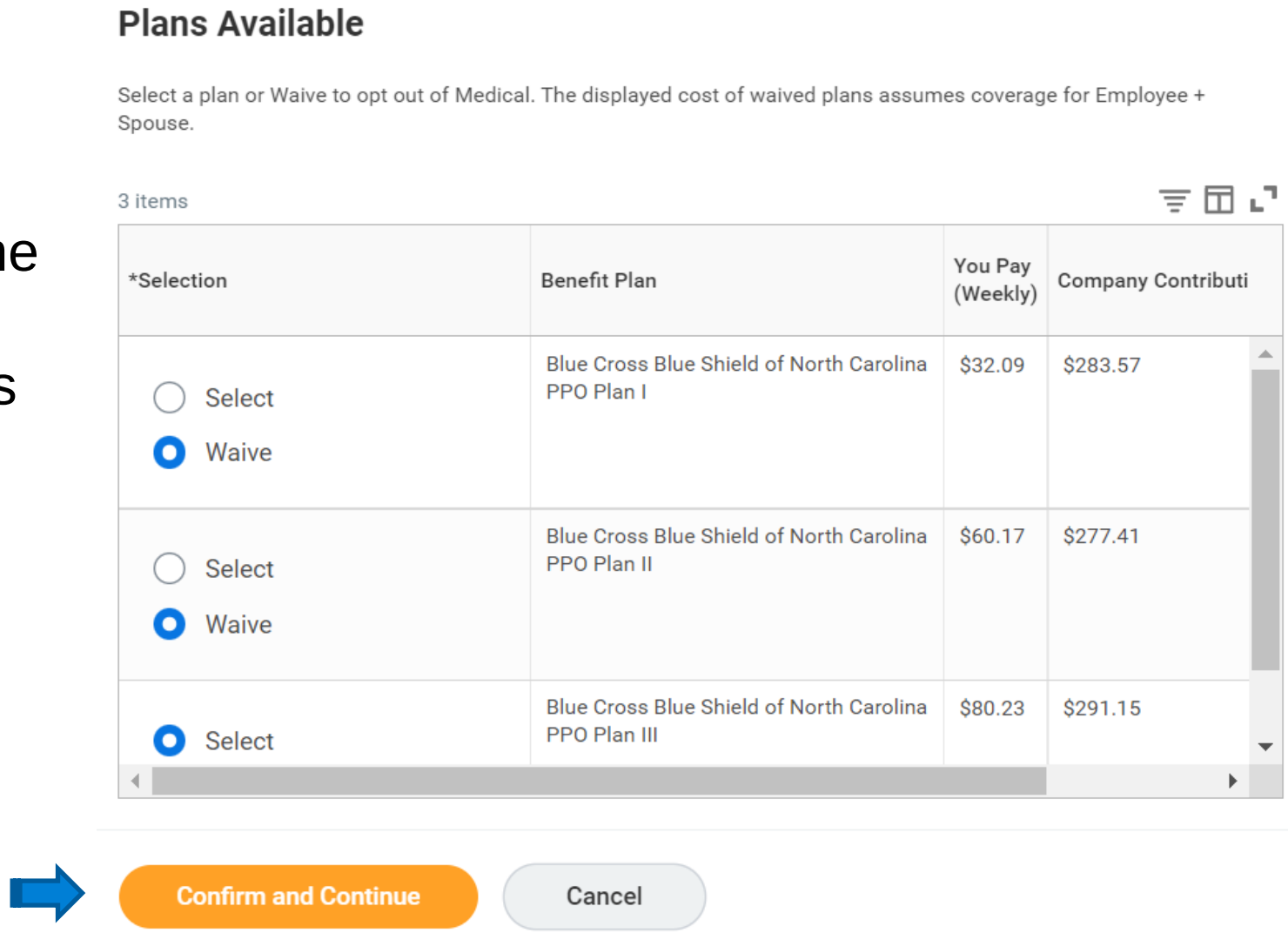
Workday Enrollment

- The current benefit plans from 2021 will show up
- The layout has been changed from last year; now you access all benefits on one screen
- To make changes to any of your elections, newly elect, or waive a coverage select Manage or Enroll in the applicable benefit “box” on this main screen



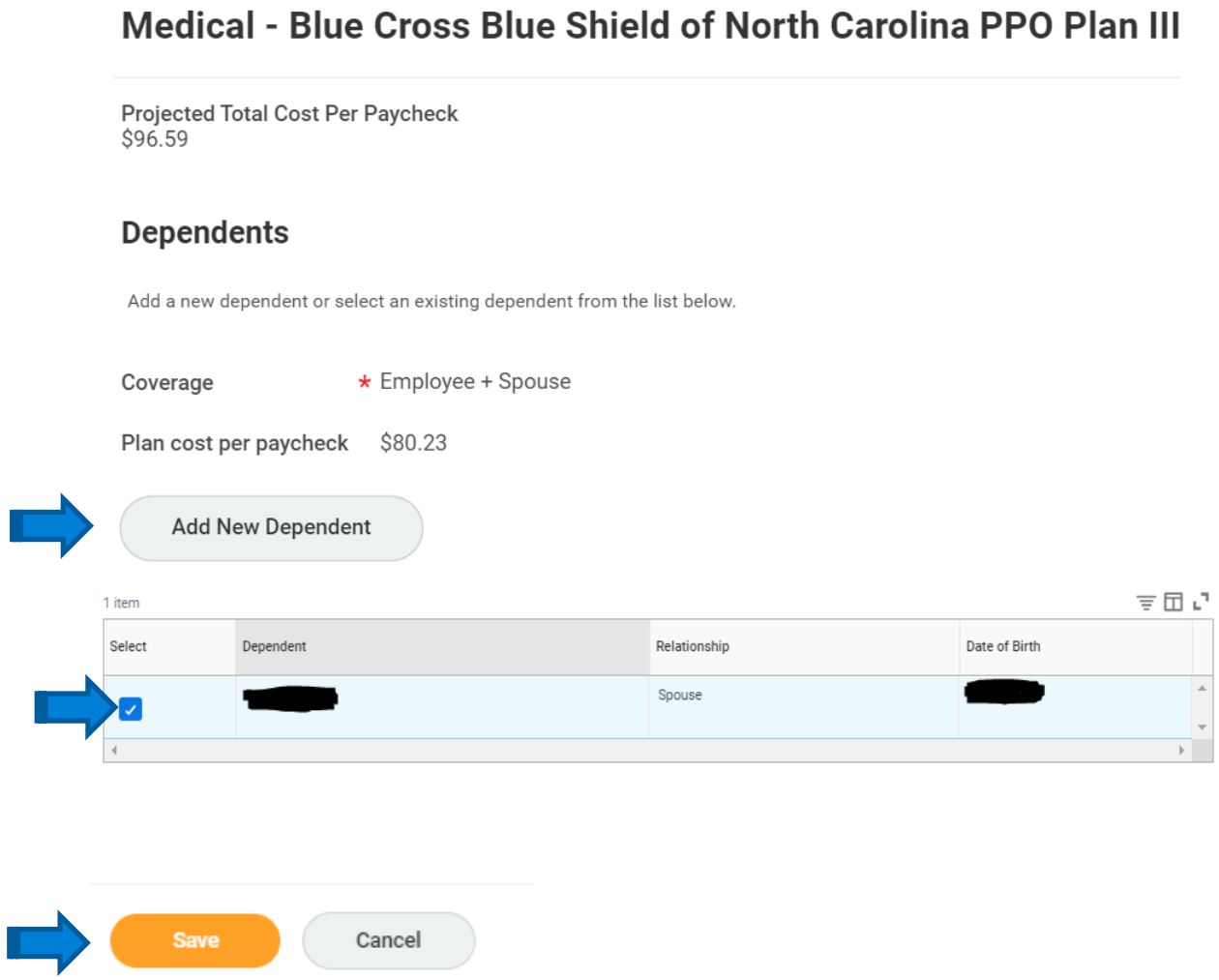
Workday Enrollment

- Once you select Manage/Enroll on the main screen, you will advance to the applicable benefit screen where you can enter elections
- Once you've entered them, select Confirm and Continue



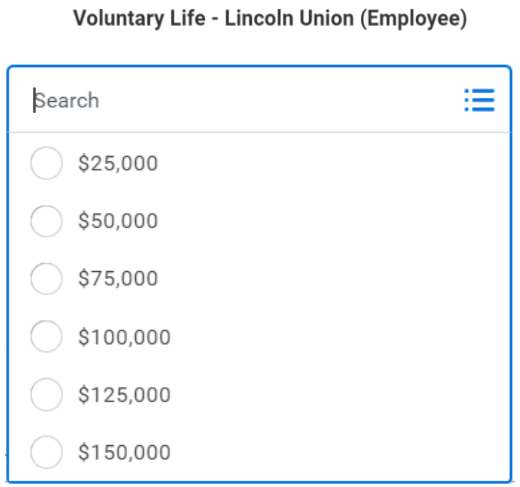
Workday Enrollment

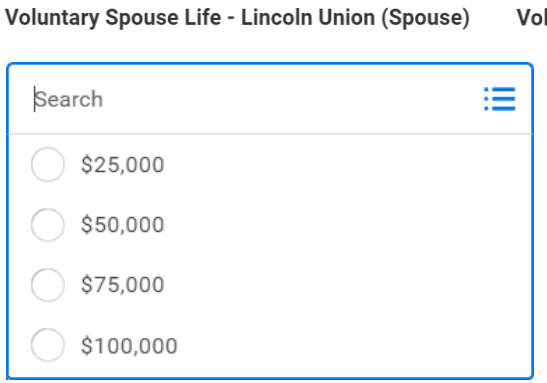
- On the following screen you can enter new dependents or remove existing dependents from the coverage
- To add, select Add New Dependent
- To remove, unselect the checkbox on the applicable dependent
- Once you are finished, click Save and you will be taken back to the main screen

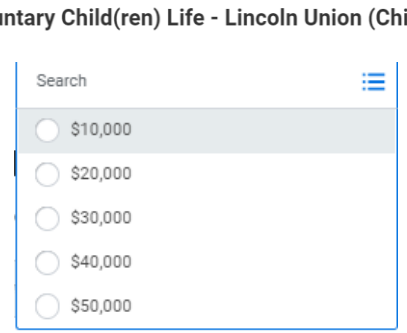


Workday Enrollment

- For Voluntary Employee Life coverage, the system will only allow you to enroll in $25k increments up to a maximum maximum of $150k
- Voluntary Spouse Life will also be in $25k increments
- Voluntary Child Life will be in $10k increments

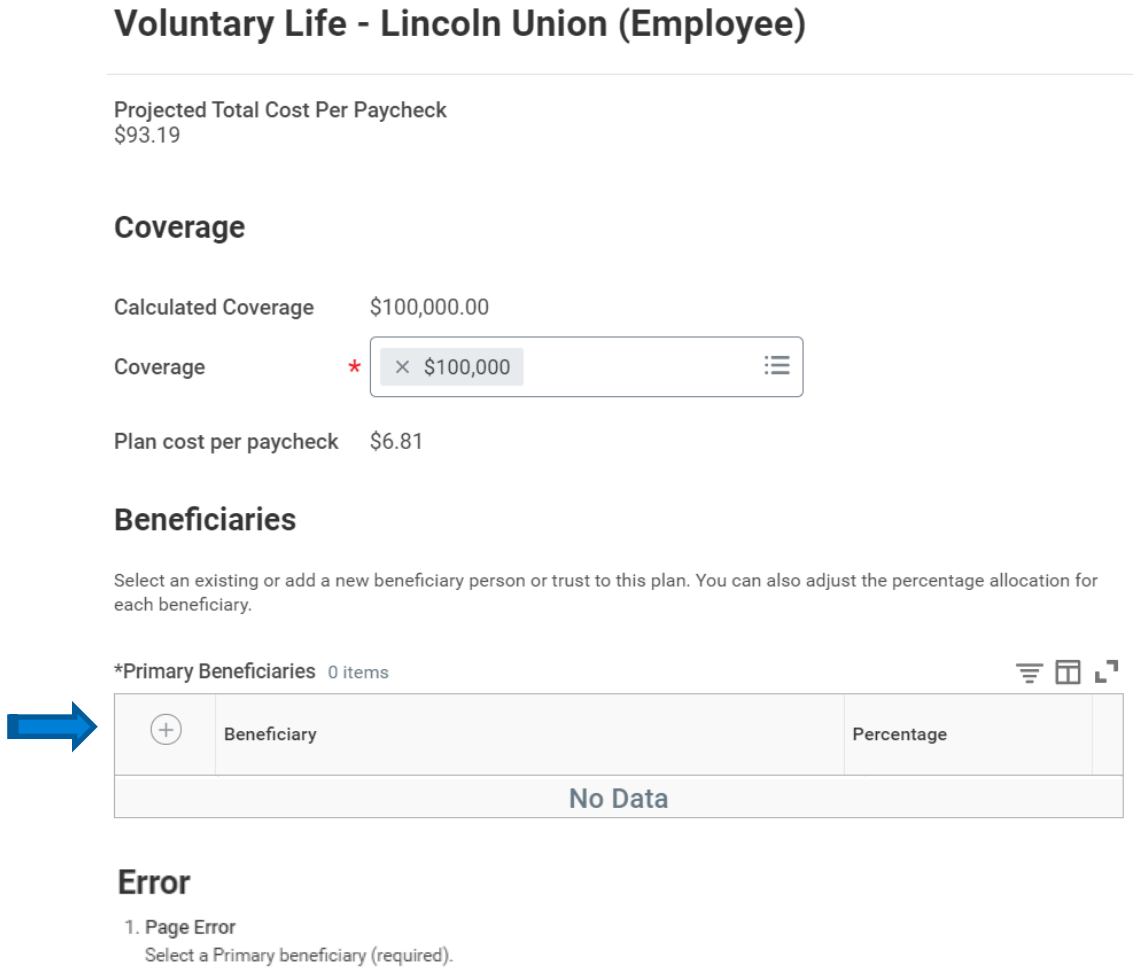






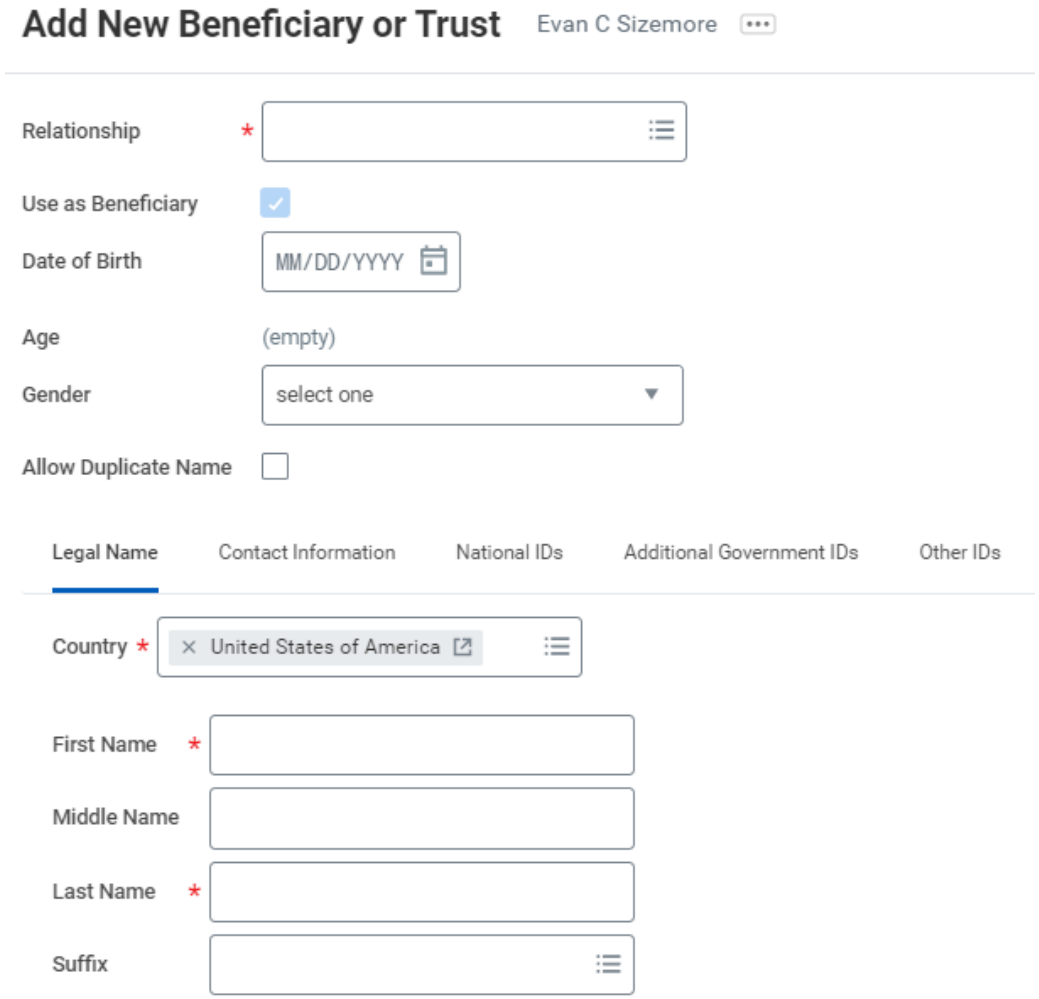
Workday Enrollment - Beneficiaries

- Beneficiaries are required for Basic (employer-paid) Life and AD&D coverages and for Voluntary Employee Life and/or Voluntary Employee (and Family) AD&D coverages



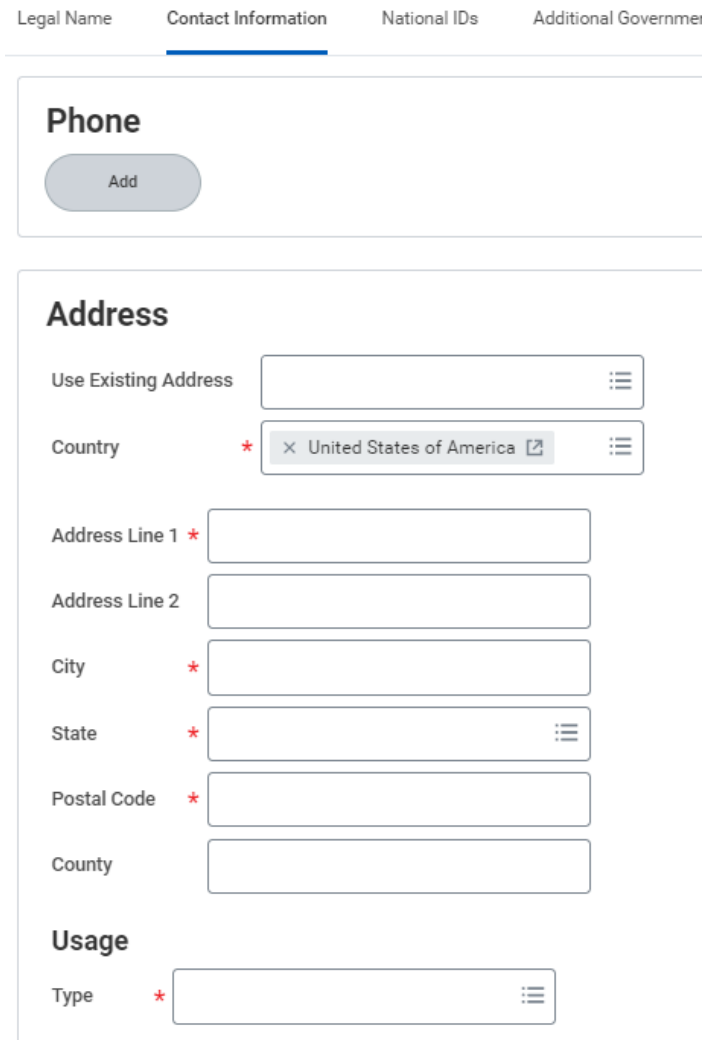
Workday Enrollment - Beneficiaries

- If a new beneficiary (or new dependent for other benefits) has to be added, you will need to fill in all required (*) fields



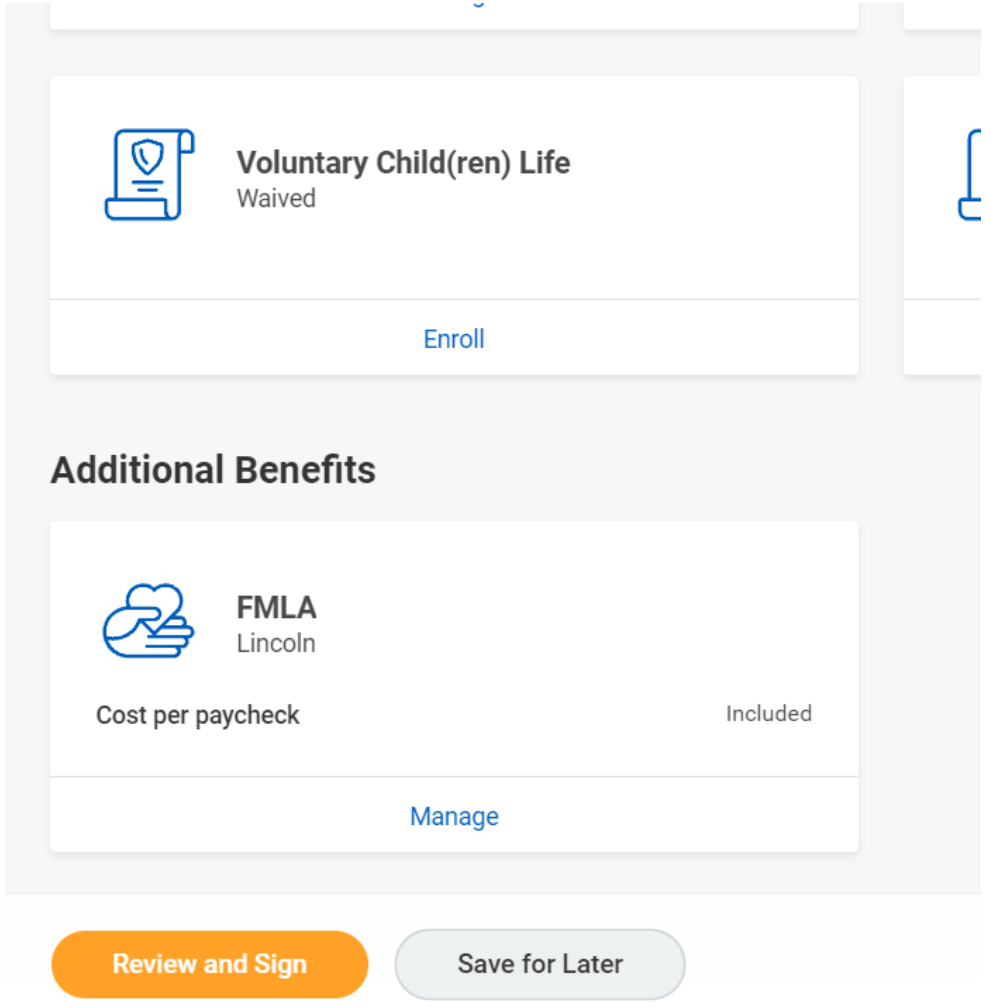
Workday Enrollment - Beneficiaries

- An address is required for the beneficiary. You enter this on the second tab
- You are able to select “Existing Address” from the drop down if you would like to use your own address



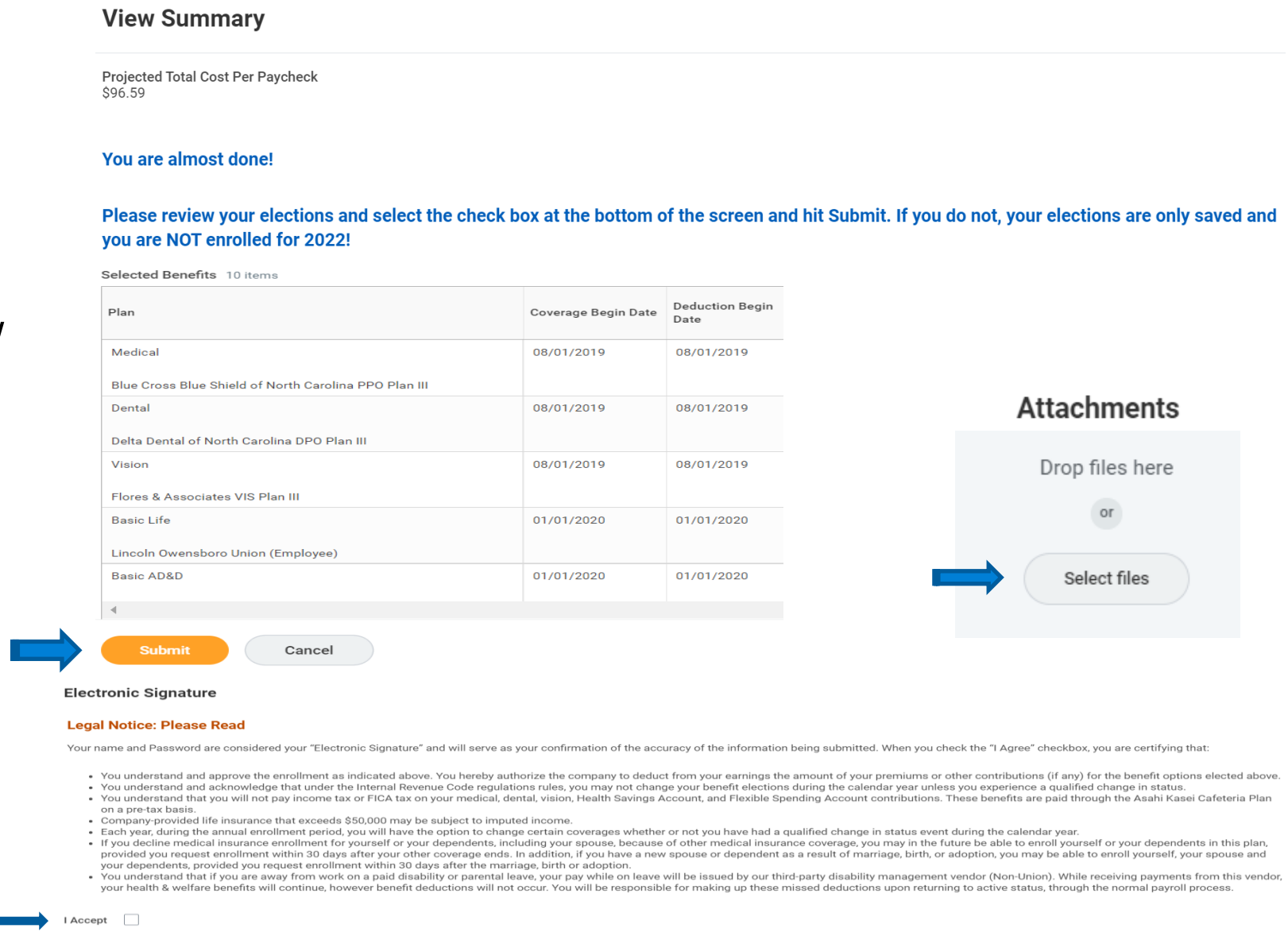
Workday Enrollment

- Once you are finished with your enrollments, select Review and Sign at the bottom of the main screen



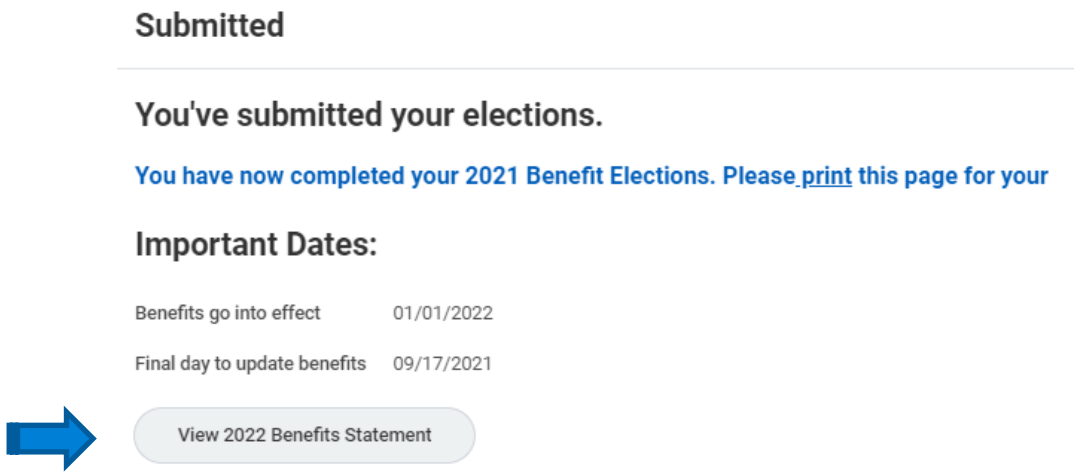
Workday Enrollment – Review and Confirmation

- You will be taken to your enrollment summary page. Please review carefully. Once you've reviewed and are ready to submit your enrollments, you must review the legal notice at the bottom of the screen and select the I Agree check box. Then select submit
  - Please note: if you are adding a new dependent, backup documentation is required (marriage certificate for a spouse and birth certificate for a child). Please upload these in the attachment section



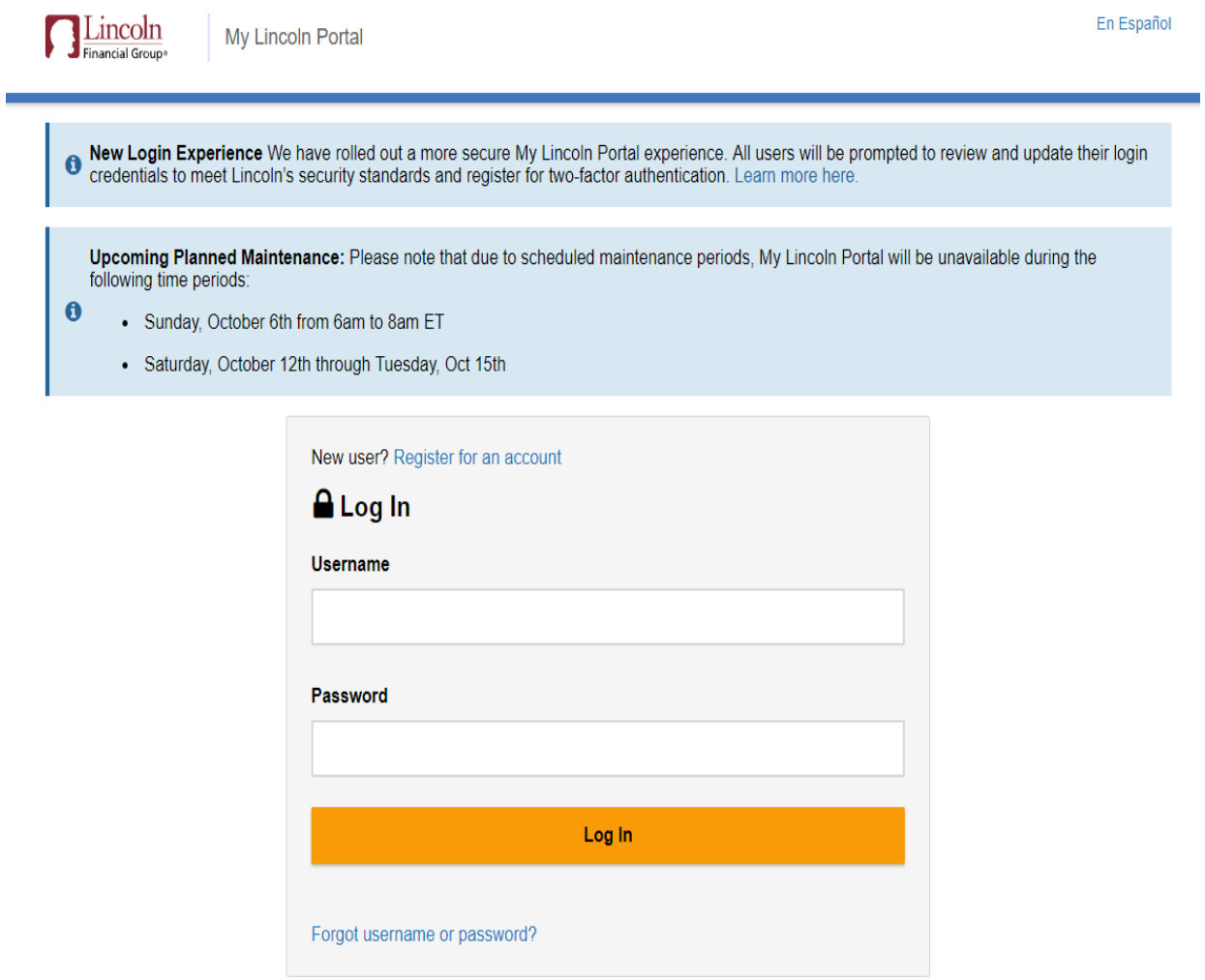
Workday Enrollment – Review and Confirmation

- On this next screen you will be able to access a copy of your 2022 Benefits Statement showing a summary of your enrollments. **We highly recommend printing the Statement for your records**



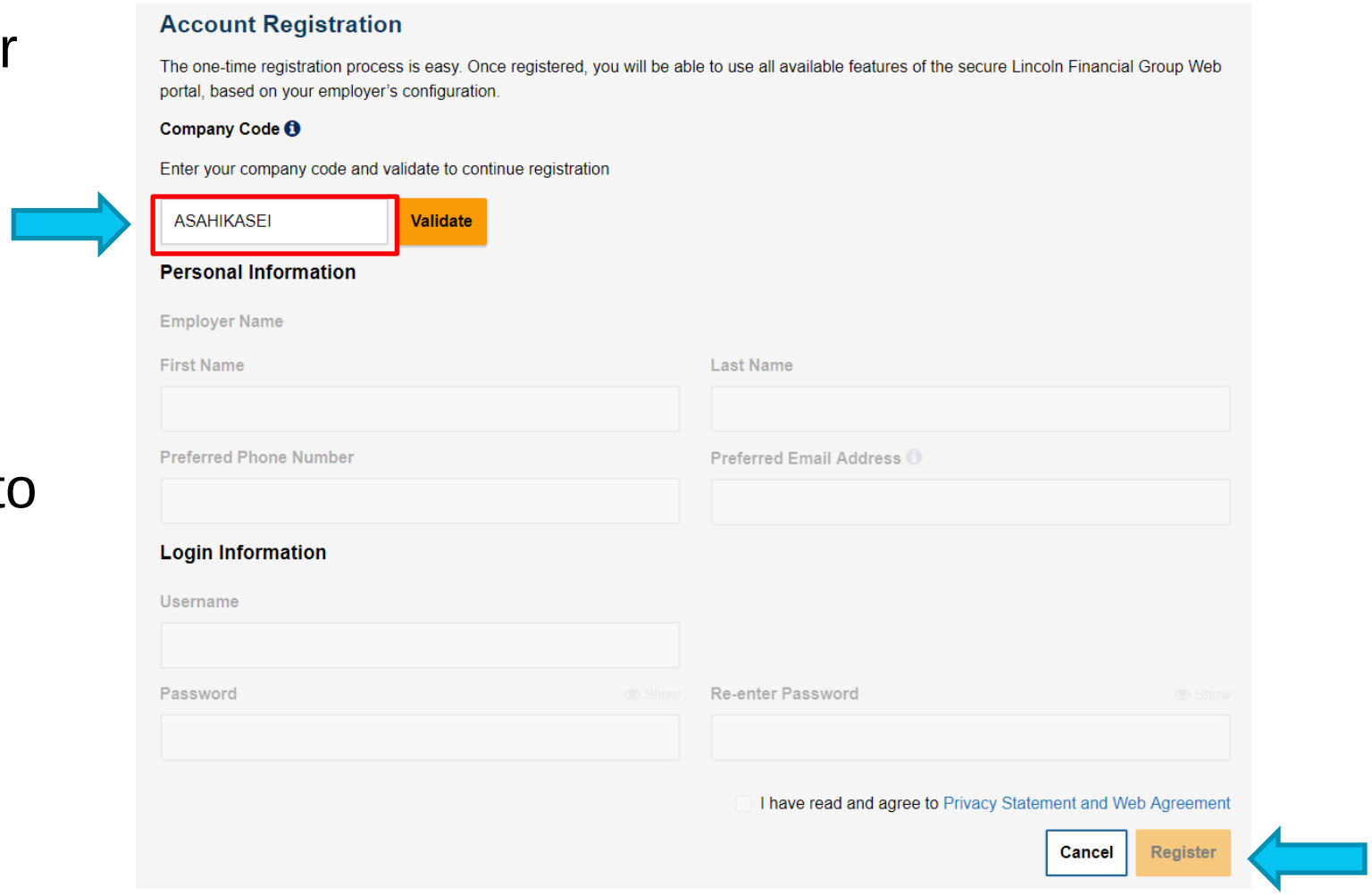
Workday Enrollment - EOI

- If you are newly electing voluntary life coverage or are increasing your coverage by more than one level, you will be required to satisfy Evidence of Insurability (EOI)
- If your election requires EOI, you will receive a task in your Workday inbox that takes you to the Lincoln online portal where you can complete the EOI form



Workday Enrollment - EOI

- If you have not registered for an account with Lincoln yet, you will first need to do so
- Company Code is ASAHIKASEI all one word and in ALL Caps
- Select Register to advance to next screen



Workday Enrollment – Reviewing Elections/Making Changes

- At any time during Open Enrollment, you may make changes (after you've submitted your enrollments), via the Benefits icon and then selecting Change Open Enrollment at the bottom right corner
- You can review elections/make changes until 11:59pm on 11/9