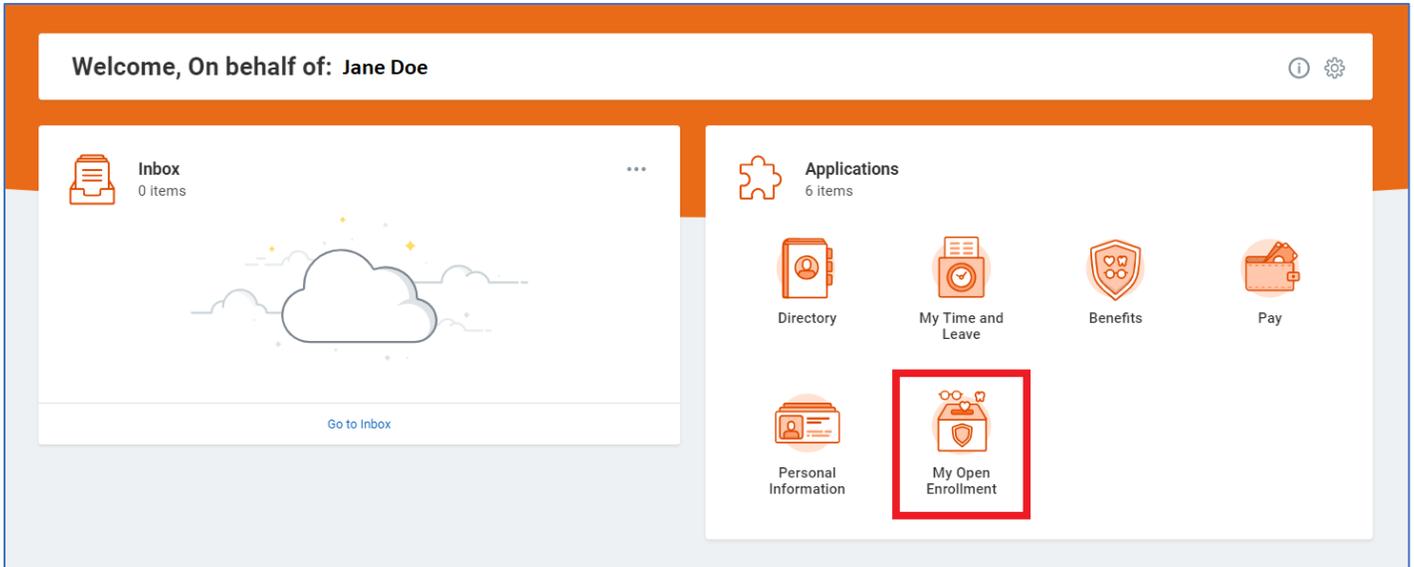


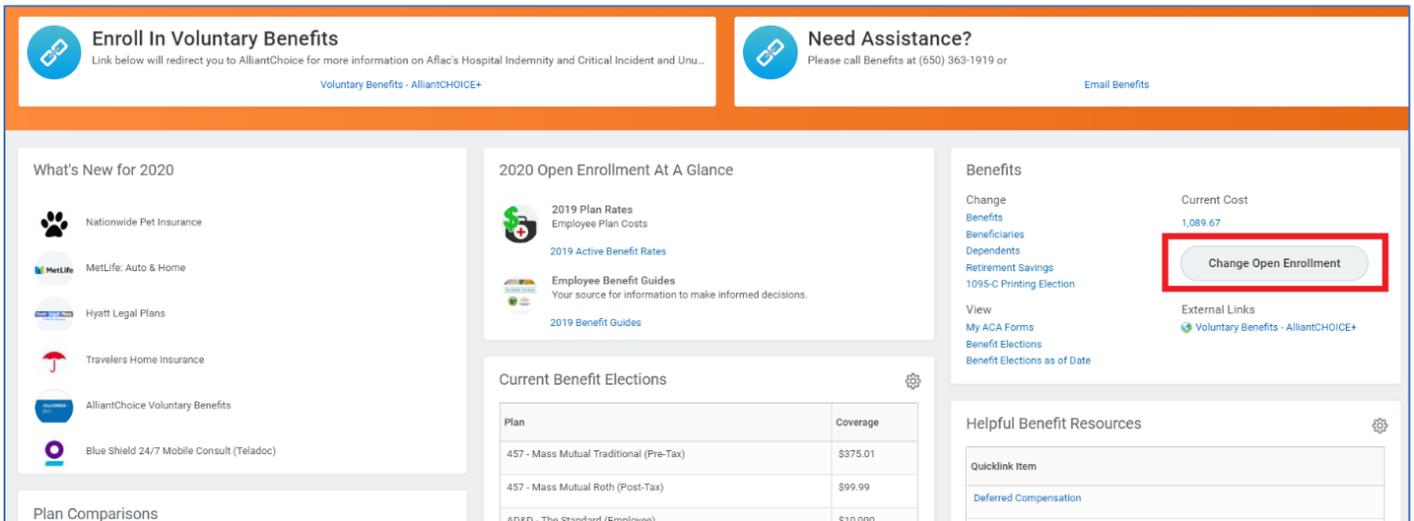
# How to access a previously submitted Open Enrollment

Click on **My Open Enrollment** from your Workday homepage

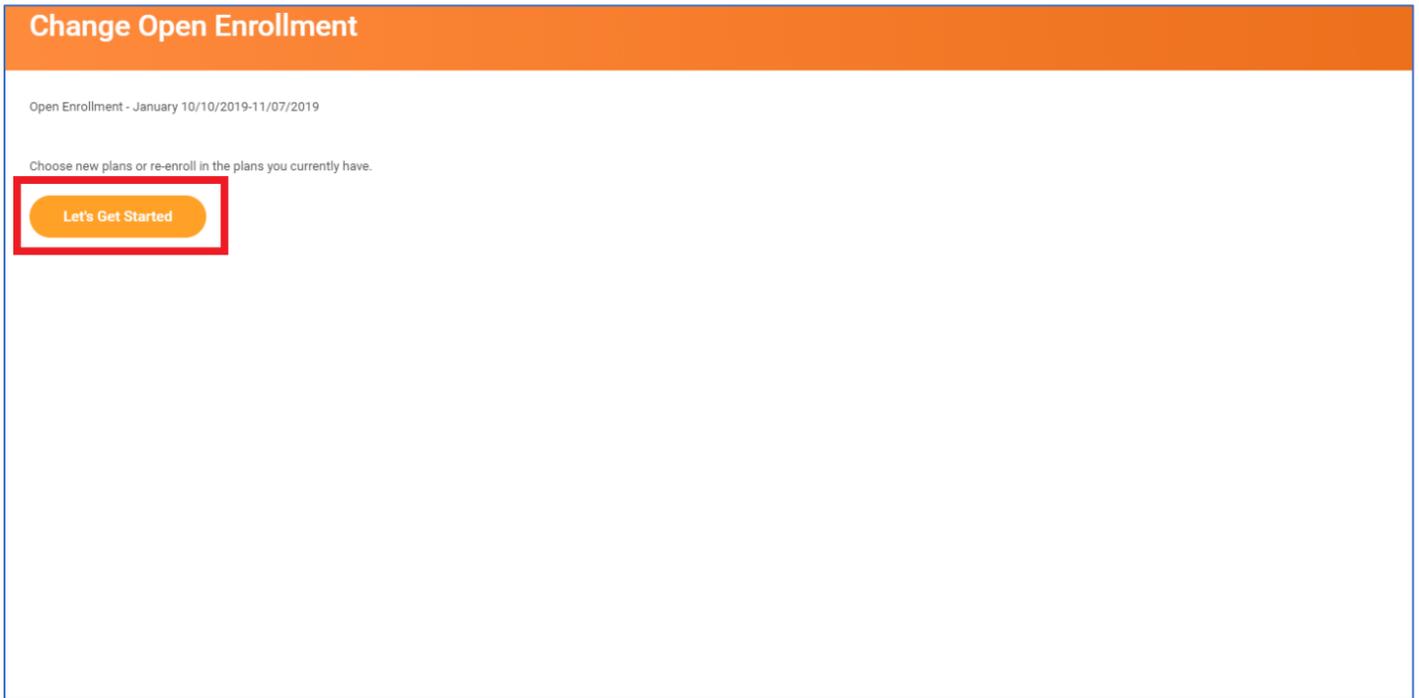


Click on **Change my Open Enrollment**.

**(NOTE: This link will only be visible AFTER you have finalized and submitted your Open Enrollment)**



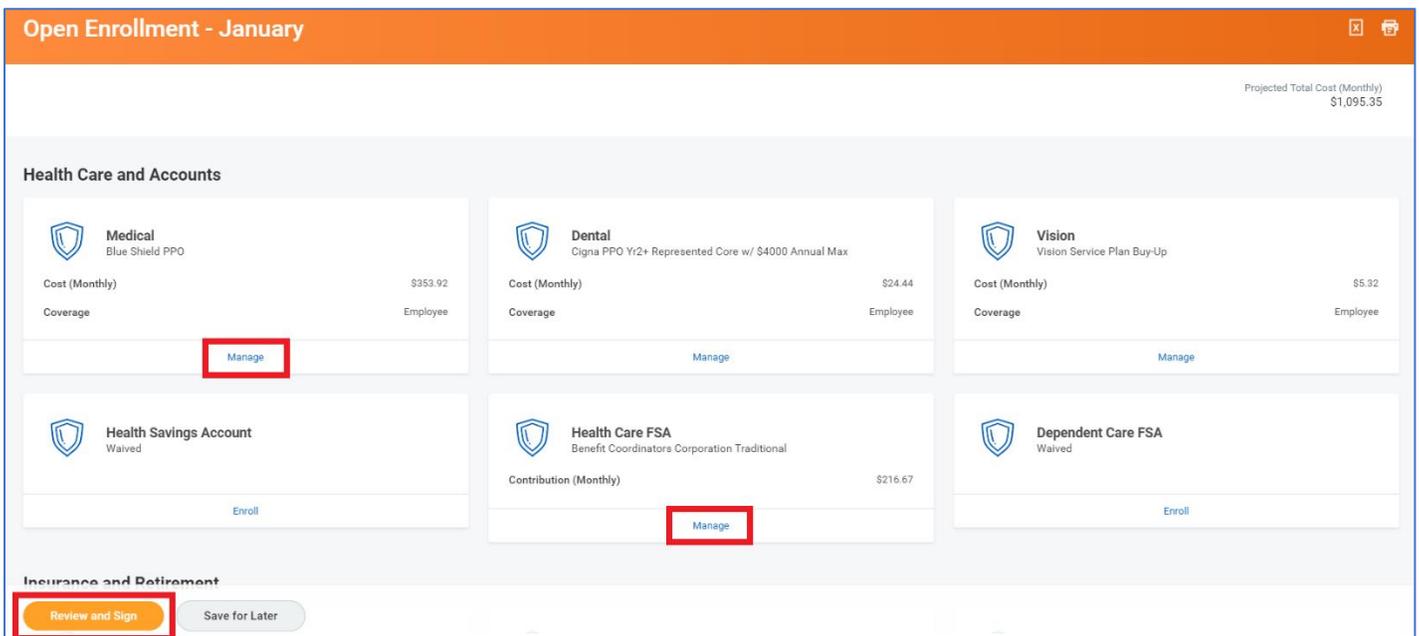
Click on **Let's Get Started**



The screenshot shows the 'Change Open Enrollment' page. At the top, there is an orange header with the text 'Change Open Enrollment'. Below the header, the page indicates the enrollment period: 'Open Enrollment - January 10/10/2019-11/07/2019'. A sub-header reads 'Choose new plans or re-enroll in the plans you currently have.' A prominent orange button labeled 'Let's Get Started' is highlighted with a red rectangular box.

Select **“Manage”** under each applicable tile that you wish to make plan changes.

Once complete, click on **Review and Sign** at the bottom of the page



The screenshot displays the 'Open Enrollment - January' page. The top orange header includes the title and a 'Projected Total Cost (Monthly)' of \$1,095.35. The page is organized into sections: 'Health Care and Accounts' and 'Insurance and Retirement'. Under 'Health Care and Accounts', there are six tiles: Medical (Blue Shield PPO, \$353.92), Dental (Cigna PPO Y12+ Represented Core w/ \$4000 Annual Max, \$24.44), Vision (Vision Service Plan Buy-Up, \$5.32), Health Savings Account (Waived), Health Care FSA (Benefit Coordinators Corporation Traditional, \$216.67), and Dependent Care FSA (Waived). The 'Manage' buttons for the Medical, Dental, and Health Care FSA tiles are highlighted with red boxes. At the bottom, the 'Review and Sign' button is also highlighted with a red box, next to a 'Save for Later' button.

Click on **Submit** and the bottom to complete

**View Summary**

Please review your benefit elections carefully.

Selected Benefits 11 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents
Medical Blue Shield PPO	01/01/2019	01/01/2019	Employee	
Dental Cigna PPO Yr2+ Represented Core w/ \$4000 Annual Max	01/01/2019	01/01/2019	Employee	
Vision Vision Service Plan Buy-Up	01/01/2019	01/01/2019	Employee	
Health Care FSA Benefit Coordinators Corporation Traditional	01/01/2020	01/01/2020	\$2,700.00 Annual	
Basic Group Life The Standard Class 3 (Employee)	02/06/2007	02/06/2007	\$20,000	
Additional Life	01/01/2019	01/01/2019	\$250,000	

**Submit** **Save for Later** **Cancel**

Click **View 2022 Benefits Statement** for a printable confirmation or click **Done** to return to the home screen.

**Submitted**

**You've submitted your elections.**

Thank you! Your elections will be reviewed. You may be contacted by benefits staff if there are additional questions surrounding your changes.

**Important Dates:**

Benefits go into effect 01/01/2022

Final day to update benefits 11/11/2021

**View 2022 Benefits Statement**

**Done**