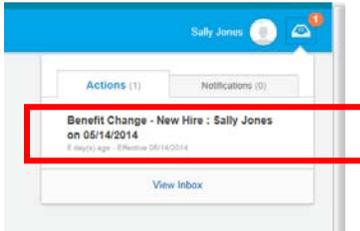


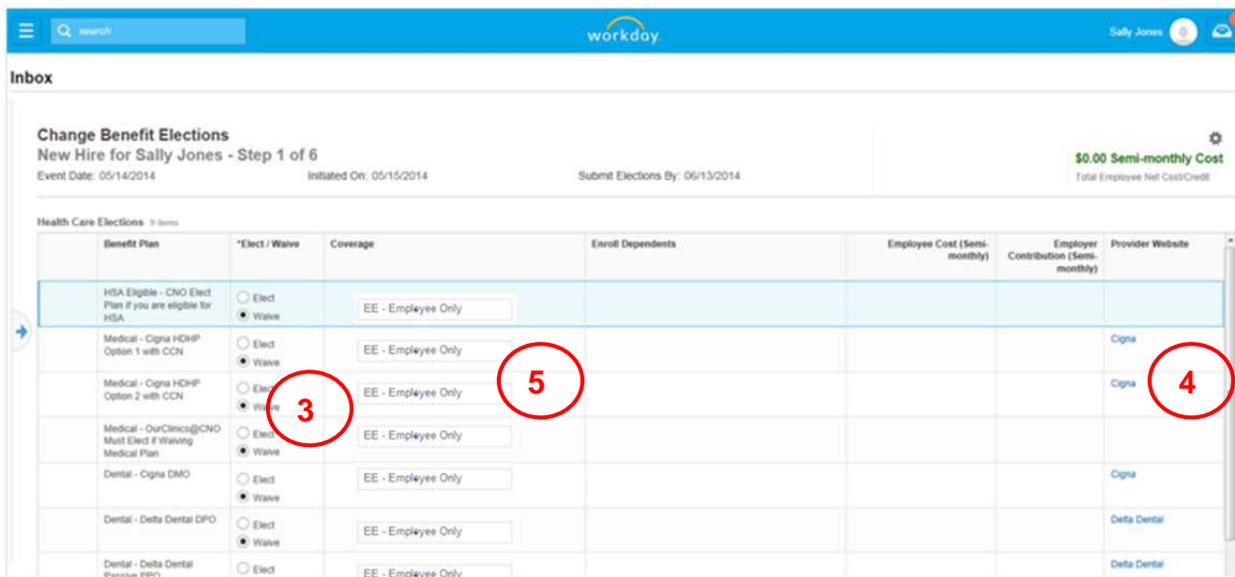
## Selecting Your Benefits

When it is time for you to enroll for benefits, you will receive a Benefits Enrollment task in your Workday Inbox. To complete your benefits enrollment:

1. Click the **Inbox** icon
2. Click the **Benefit Change - New Hire** task.



3. Select **Elect** or **Waive** next to each benefit election choice. Waive is the default election.



4. Click the link to each provider website for more information as needed.
5. Choose your level of coverage as needed on any eligible plan using the prompt in the Coverage column.

**NOTE:** You must choose a tier of coverage for the “HSA Eligible” Benefit Plan in order to have an HSA and it must match your medical tier of coverage. If you are not eligible for an HSA, choose waive as your election for the “HSA Eligible” Benefit Plan.

## Adding Dependents for Coverage

1. If you elected a tier of coverage that included a dependent, you will see a new field beside that benefit election in the **Enroll Dependents** column.
2. Click the prompt icon beside the first one and a new field will display.
3. Select **Create** to add a new dependent and follow the prompts to complete all required information. Repeat this step for each dependent to be added.
4. For subsequent benefits where dependent coverage is elected, click on the prompt in the **Enroll Dependents** column and use the drop-down list to identify dependents to be covered under that plan.

## Adding the Health Savings Election

The next step displays the Health Savings Election information. Depending on your elections from the previous screen, you may or may not be eligible for this plan.

1. Click the **arrow** to expand this section. You will see any cross plan dependencies, as well as any applicable instructions.
2. Click the **Go Back** button to modify your original elections to change your eligibility so you can elect the plan, or accept the waived coverage.
3. Click the **Continue** button.

**Health Savings Account Plan Dependencies**

2 items

**Cross Plan Dependency**

Medical - Aetna HDHP (High Deductible Health Plan) --- is (are) prerequisite(s) for --- Health Savings Account - OptumHealth Bank.

Primary plan(s) include Healthcare FSA - SHPS and Secondary plan(s) include Health Savings Account - OptumHealth Bank. You cannot elect a primary plan and a secondary plan. They are mutually exclusive.

Health Savings Election				
Benefit Plan	*Elect / Waive	Contribution Range (Annual)		Supporting Information
Health Savings Account - OptumHealth Bank	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Your number of remaining payroll deductions for the year 24	How much do you want to contribute for the total year? <input type="text" value="0.00"/>	Maximum Contribution (Annual) \$3,250.00 Provider Website <a href="#">OptumHealth Bank</a> Plan Description <a href="#">OptumHealth Bank H</a>
		How much do you want to contribute per paycheck (Semi-monthly)? <input type="text" value="0.00"/>	Your contribution (Monthly) \$0.00	

Continue
Save for Later
Go Back
Cancel

## Adding Supplemental Life Insurance

1. Click the **arrow** to expand the Insurance Plan Dependencies and Coverage Limitations section.
2. Scroll down to select your insurance elections or modify your coverage level for certain plans.
3. Click the **Continue** button.

## Designating Beneficiaries

Next, designate your beneficiaries for your life insurance plans. You can designate more than one beneficiary for each plan.

1. Click the **plus** icon to add a new row.
2. Click the **prompt** icon to create a list of beneficiaries.
3. Specify the percentage of benefits for each beneficiary in the Primary Percentage/Contingent Percentage column. Your primary beneficiary and contingent beneficiaries must equal 100%.
4. Click **Continue**.

## Reviewing / Completing Elections

1. From the **Benefit Elections Review** page – review your elections and make sure everything is accurate.
2. Use the GO BACK button at the bottom of the page to return to the enrollment section and make changes.
3. Once you are satisfied with your elections, check the **I Agree** checkbox to complete your electronic signature.
4. Click **Submit** and a confirmation worklet displays.
5. Click **Print** to generate a printable version of this summary for your records.

### For Benefits Questions

Contact MyCNOBenefits at:

[CNOBenefits@onesourcevirtual.com](mailto:CNOBenefits@onesourcevirtual.com)

(844) 4CNOBen or (844) 426-6236