

## Quick checklist for Open Enrollment

### PRIOR to Open Enrollment

- Review your current benefits by going to BENEFITS / VIEW BENEFIT ELECTIONS
- Are all my dependents listed?
- How much did I have for my HealthCare and/or Dependent Day Care Spending account?
- Make notes of the changes you want for Open Enrollment

### Need to Add Dependents for 9/1?

- Go to BENEFITS / DEPENDENTS / ADD
- Read and follow all instructions on that page
- Check Workday inbox for further instructions about uploading documentation

### OPEN Enrollment - Go to Workday inbox

- Do my coverages look correct?
- Do I need to add or drop any coverages?
- Are my dependents listed correctly? (if applicable)
- Did I re-enroll in the Healthcare and/or Dependent Day Care Spending Accounts? (if applicable)
- Did I view the total cost and wellness credit in the upper left-hand corner?
- **After submitting, did I print the 2021 benefit statement?**

### TIPS:

To View or Make Changes after submitting your Open Enrollment  
Go to BENEFITS / CHANGE OPEN ENROLLMENT (bottom right corner)

If Wellness credit is missing:

Go to My Evive to view task list for completion of 2 tasks

[Instructions for My Evive](#)

Changes made during Open Enrollment (July 1-July 31) will be effective September 1, 2021.