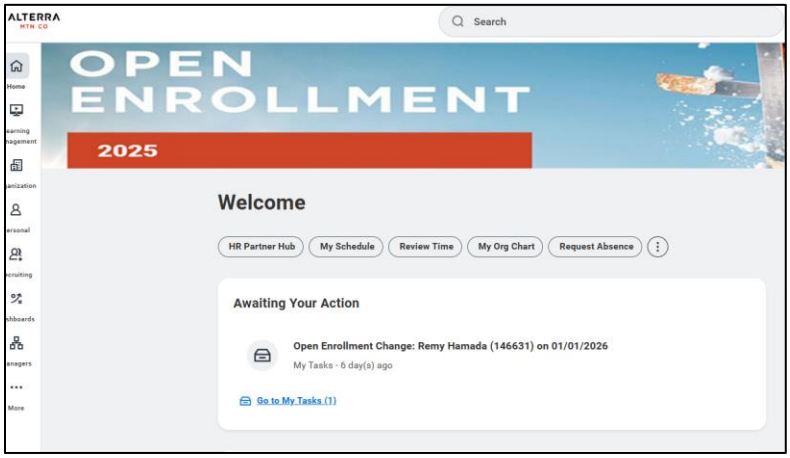
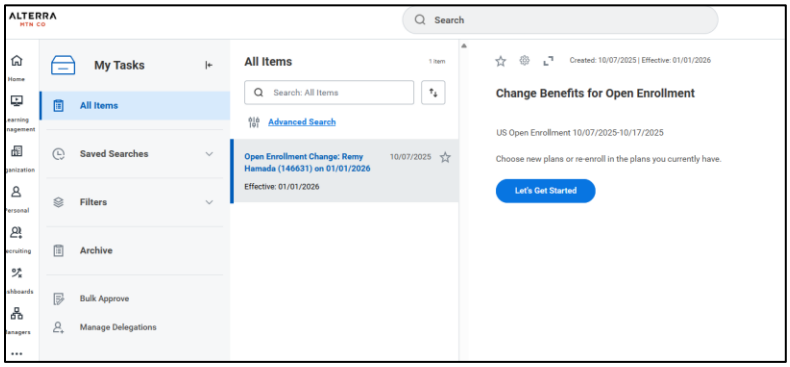
# Open Enrollment Instructions in Workday

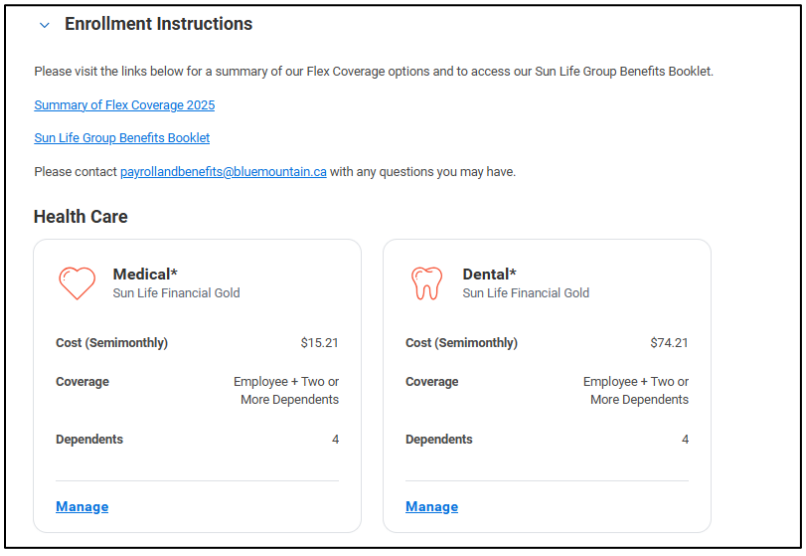
**Step 1**: Navigate to either the home page or the task inbox, select the Open Enrollment event and click **Let's Get Started**




**Step 2**: Answer the required Health Information question, click **Continue** until you reach the Open Enrollment elections screen.

**Step 3**: From here, you can click **Manage** to update and change any elections.



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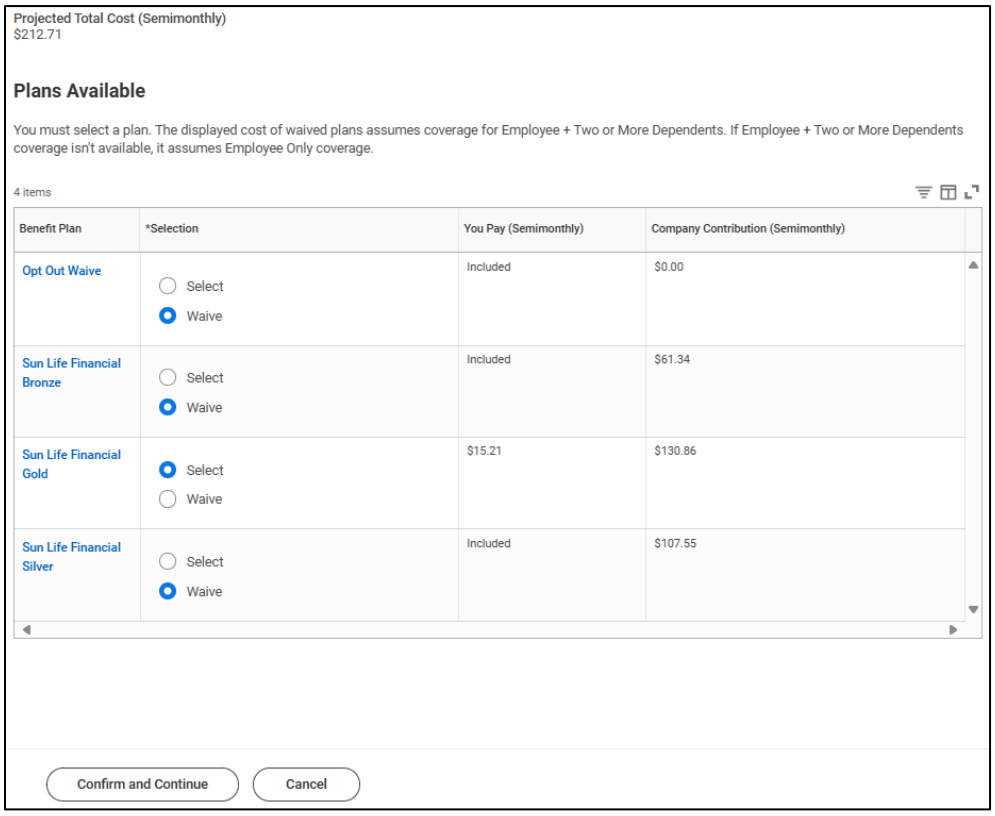
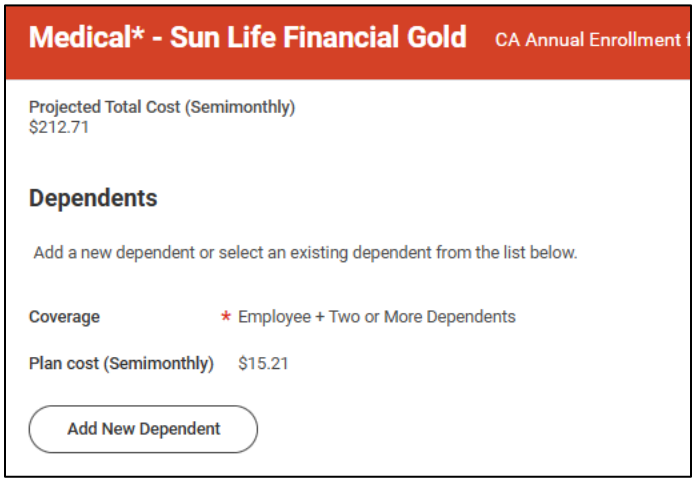
**Step 4**: Clicking **Manage** will show plan options; employees should Select or Waive elections, when available (some benefits are required) and then click **Confirm and Continue.**




**Step 5**: Employees can **Add New Dependent** if applicable, entering all demographic information required.



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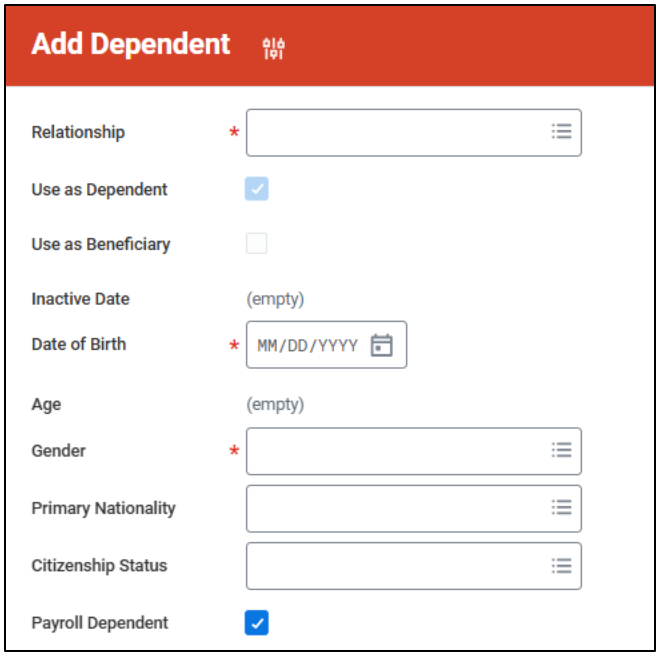
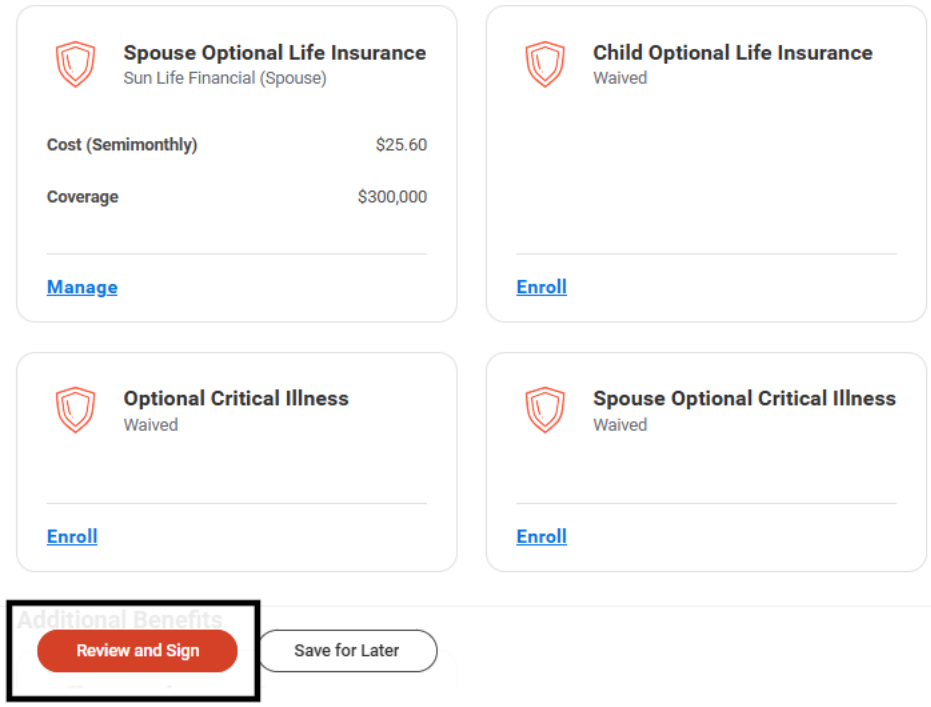



**Step 6**: When all elections have been made and reviewed; click **Review and Sign**



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**Step 7**: The final action is to acknowledge and click "**I Accept**" box under the Electronic Signature to complete the Open Enrollment task. Once acknowledged, click **Submit**.