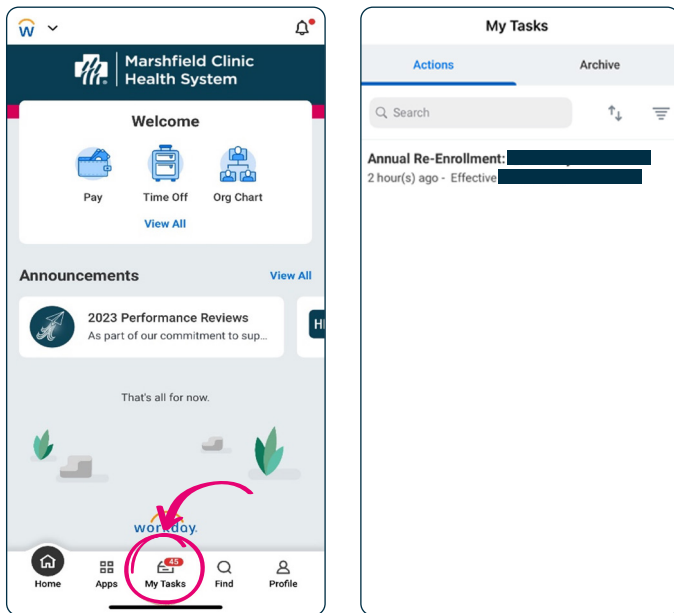
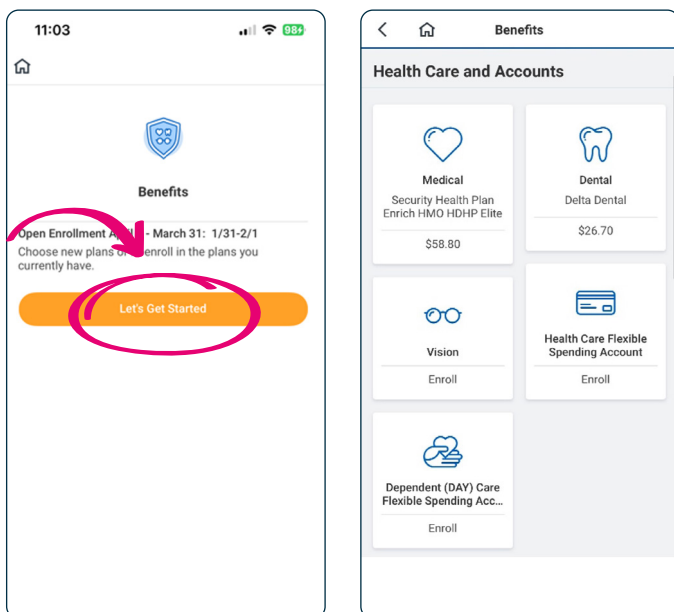


Workday Annual Enrollment Instructions for Mobile

- 1 Log into Workday and click on the **My Tasks** button at the bottom of the page and click on the annual enrollment event.

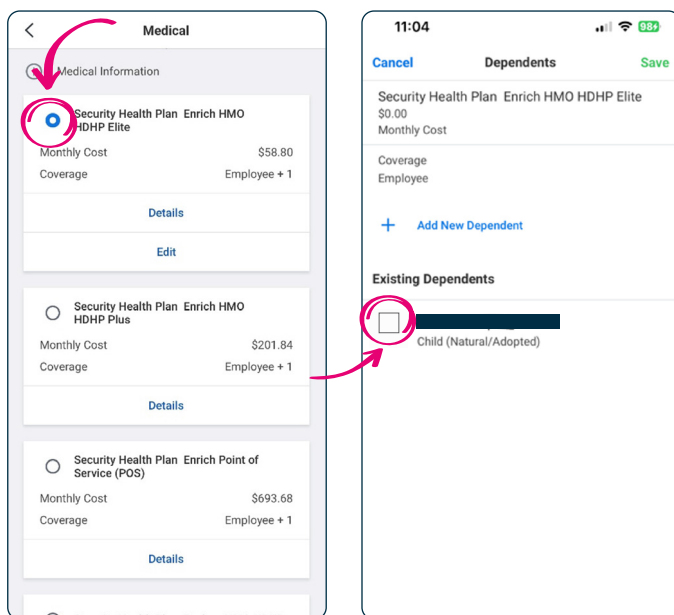


- 2 Click **“Let's Get Started”** then click the benefits you would like to review.



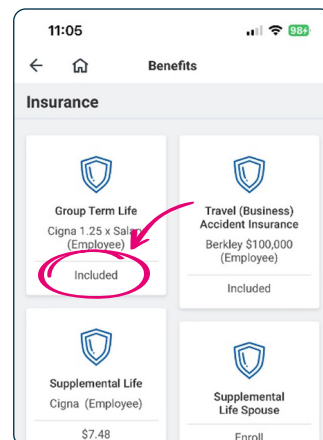
- 3 Click the plan you would like to enroll in or make changes to.

If you are adding any dependents to your insurance, **check the box** next to their name. Dependents are not automatically added if enrolling or switching between plans. Please ensure their address is correct in Workday for Dependent Wrap coverage.



- 4 Continue through each benefit in the annual enrollment event until all desired benefits are enrolled in.

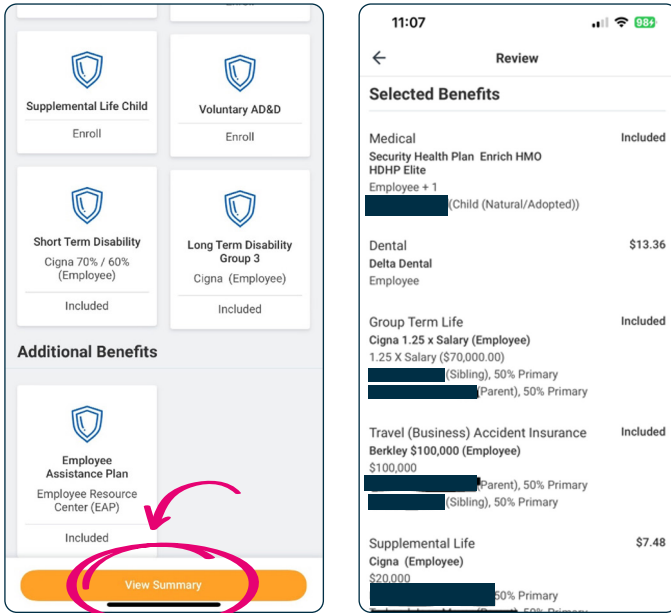
- 5 Group Term life insurance and Travel Accident insurance are MCHS provided benefits so you would only need to review beneficiary information. If you would like to make changes, you can click on the **“Included”** button to review.



6 Supplemental Life insurance (employee, spouse, child) can be enrolled in at any time during the year, but you have the option of enrolling during the annual enrollment event. Please be aware if you are newly electing or increasing the insurance amount on the benefits, that you would be required to complete a health questionnaire from New York Life (our life insurance plan administrator) to be approved.

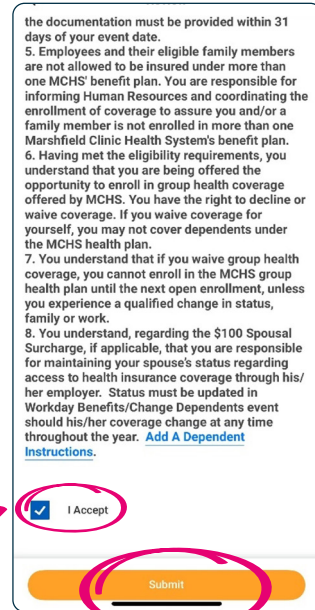
7 Short Term Disability, Long Term Disability, and Employee Assistance are provided by MCHS to employees, so no action is required under these benefits.

8 If you have finished your enrollment, click on the **“View Summary”** button at the bottom of the page. The annual enrollment event will remain open until Friday, March 7, 2025, at 5 p.m.



9 Carefully review the final page of annual enrollment to ensure you are enrolled in your desired benefits/plans, any dependents that you would like to have enrolled in those plans.

10 Once reviewed, scroll to the bottom of the page and review the Electronic Signature requirement. Once you have read and agree to the terms, click the **“I Accept”** button and then the **“Submit”** button.



11 Once you submit the event, you can review your elections by clicking on the **“View 2025 Benefit Statement”** button or you can click **“Close”** to exit the event. You can screenshot or print this page for your records/verification of your enrollment.

If you submitted your annual enrollment event and decide to make changes while annual enrollment is still occurring, you can get back into the event by logging into Workday and clicking on the Benefits and Pay application under the Menu. Scroll to the bottom of the screen and then click the **“Edit”** button.