


## ENROLLING COVERAGE DURING OPEN ENROLLMENT

1. Login to [Workday](#) and click on your inbox tray near the top, right-hand corner. Click on the task: **Open Enrollment Change: Your Name on 01/01/2024**
2. Click **Let's Get Started**  

  3. Click **Manage or Enroll**, then **Confirm and Continue**, for each benefit tile to review and update each benefit. **Each benefit must be changed separately.**
    - If you elect medical coverage, you will **need to enroll in the HSA** even if you do not want to make personal contributions. Enter \$0 if you do not wish to make personal contributions.
    - If you are enrolling a spouse and/or child(ren), select name(s) from the dependent list or click **Add New Dependent** if they are not already listed.
    - **Important Note:** If you do not have a dependent's social security number readily available, do not enter all zeroes or make up a false number to enter in this field. Contact the Benefits Department at [Benefits@maritz.com](mailto:Benefits@maritz.com) or 636.827.4088 for further direction.
  4. If you elect employee supplemental optional life and/or supplemental AD&D coverage, you will be **required to enter at least one beneficiary** for those plans.

### To add a new beneficiary:

Click the (-) to remove a current Beneficiary (if applicable)  
Click the (+) and a drop-down box will appear

Click in the blank box and select Existing Beneficiary Persons to see if the person you want to designate is already listed.

If the person is listed, click the name and it will be added as a beneficiary. You will then need to **assign them a designation percentage**, such as 100 if you only have one primary beneficiary.

If the person is not listed, click the back arrow next to "Existing Beneficiary Persons" and click Add New Beneficiary or Add New Trust. Click Continue and provide all required information on the Legal Name and Contact Information tabs and click OK. Put in the percentage, such as 100.

If you are listing more than one beneficiary, repeat this process until complete and the total percentage is equal to 100.

Save to return to the main benefits tile page.

5. **Carefully Review** all benefit elections.
  - To go back to the main benefits tile menu, click **Cancel**.
6. Click **Review and Sign** at the bottom when you have reviewed all benefit tiles and have elected or waived the benefits listed.
7. Scroll down to the bottom to click the **electronic signature** box - no hand-written signature is required.
8. Click **Submit** and you should see "You've submitted your elections".
  - You may make changes to your elections anytime during the Open Enrollment period. In Workday, select the Benefits and Pay application (click View All Apps if it is not showing). Under Needs Attention in the main area of the screen, click **Edit** under **Benefit Event Open Enrollment**. Click Let's Get Started, make your changes, and be sure to click the signature box and Submit.
  - After Open Enrollment ends, you cannot make changes to these elections until the following year's Open Enrollment period unless you experience a qualified change in family status and submit a change request and supporting documentation within 31 days.
  - **Please note** that Cigna and Express Scripts ID cards are not automatically mailed, but can be requested from the insurance carriers.
9. Submit family documentation to [Michelle.Konakci@maritz.com](mailto:Michelle.Konakci@maritz.com) by 11/30/2023 if you enrolled a spouse and/or child(ren). For details, refer to the Eligible Family Members section on the [Benefits website](#).