

ENROLLING COVERAGE AS A NEW HIRE

1. Login to workday at myworkday.com/wday/authgwy/maritz/login.html and click on your inbox tray near the top, right-hand corner. Click on the task **Benefit Change – New Hire : (Your Name)**

2. Click **Let's Get Started**



3. **All benefits are defaulted to Waive.** For each benefit you want to enroll in, click **Enroll** in the benefit tile and follow the prompts. **Each benefit must be enrolled 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 or 636.827.4088 for further direction.

4. You will be required to enter at least one beneficiary for both the **Basic Life** and **Basic AD&D** benefits. You will need to click **Manage** on each benefit tile to complete that process.

To add a new beneficiary: Click the (+) next to the Beneficiary heading 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 Trust. 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 of your benefit elections. **Elections are final once submitted** unless you experience a qualified change in family status and submit a change request within 31 days.
 - Review the benefits you have enrolled and waived.
 - If you need to make any changes, click Cancel to return to the main benefits tile menu.
6. Click **Review and Sign** after you have enrolled all the benefits you need.
7. When finished, scroll down to click the **electronic signature box**
 - No hand-written signature is required.
8. Click **Submit** and you should see "You've submitted your elections."
 - Submit family documentation to Michelle.Konakci@maritz.com within one week if you enrolled a spouse and/or child(ren) in the medical, dental, or vision plans. Refer to the **Eligible Family Members Section** at <https://www.maritzbenefits.com/overview-getting-started> for details. **If you are enrolling family members,** your benefits cannot be approved and processed until your family documents are received.