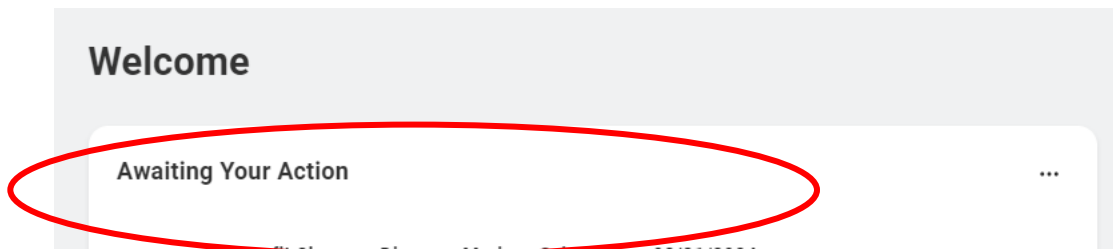


Workday Benefits Step-by-Step Enrollment

All benefit elections will be made through Workday and your benefits coverage is effective October 1, 2024. Please complete your elections as soon as possible, but no later than October 30, 2024.

Access the Site

- 1) Log into Workday with your BMCHS email address and your BMCHS network password.
- 2) Access the 'Awaiting your Action' section in Workday and click on the Benefits event.

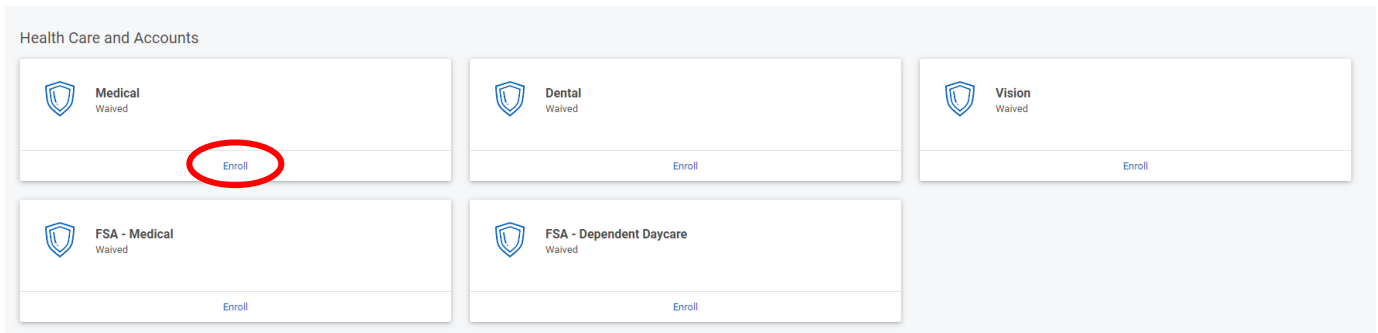


- 3) Click on "Let's Get Started"



Make Health Care elections

1) Select *Enroll* on the benefit that you would like to review.



2) To update your medical insurance, “Select” which plan you want to enroll in. If you are not enrolling in a plan leave both plans as “Waive”.

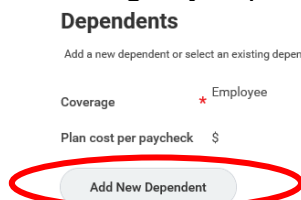
3) Then click *Confirm and Continue*.

2 items

Benefit Plan	*Selection	You Pay (Bi-weekly)	Company Contribution (Bi-weekly)
HPHC PPO	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$	\$
HPI EPO Select	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$	\$

Make Dependent Changes

1) To add a spouse or child onto the plan, click *Add New Dependent*. If you are not adding any dependents, click *Save* at the bottom of the screen.



a. If you chose “Add New Dependent”:

i. Select the “Use as Beneficiary” box if you will also be including this person as a life insurance beneficiary.

Use as Beneficiary

ii. Click *Ok* at the bottom of the page.

iii. Enter all required fields such as Relationship, Date of Birth, Gender, Name, Address, and National ID.

- iv. Click *Save*.
- b. The name you entered will appear on the following screen. If you didn't enter a SSN in the step above, it will ask you to either enter it or give a reason as to why it is not available.

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	John Smith	Spouse	01/01/1990

You have dependents covered under your health care plan without a Social Security Number. Enter their Social Security Number (SSN) or Reason SSN is Not Available if you don't have access to their number at this time.

Dependent Social Security Numbers 1 item

Dependent	*Social Security Number
John Smith	<input type="radio"/> Social Security Number (SSN) <input type="text" value=".."/> <input type="radio"/> Reason SSN is Not Available <input type="text"/>

- c. If you have multiple dependents to enter, you will need to complete the *Add New Dependent* process for each of them.
- d. When you are finished adding dependents, click *Save* at the bottom of the page.

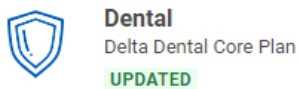


- 2) To continue making changes to your benefits, select *Enroll* for the plan you would like to update. For example, select *Enroll* on the dental plan, then 'Select' the radio button to enroll.
 - a. On the next page, check off which dependents, if any, that you would like enrolled on the plan. The 'Coverage' and 'Plan cost (Bi-weekly)' in the chart above their name will update accordingly.

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	John Smith	Spouse	01/01/1990

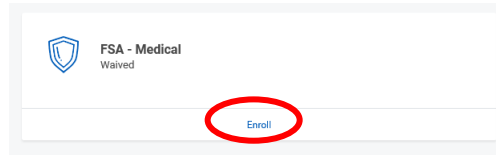
- b. Then click *Save*.

For all elections, once you have completed each section, they will be marked as "UPDATED".

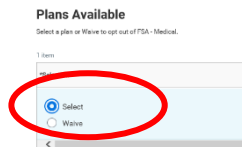


Make Flexible Spending Account elections

- 1) If you wish to participate in the Medical or Dependent Daycare Flexible Spending Accounts, click *Enroll* on the corresponding box.



- 2) On the next page, click the radio button next to 'Select' and then click *Confirm and Continue* at the bottom of the page.



- 3) Enter an amount in either the “Contribution” box (per pay period) or the “Annual” box (the amount you would contribute for the **remainder of the calendar year** from October 1 – December 31, 2024). Once you click out of the box, the other field will calculate automatically. Then click *Save*.

Contribute

Your estimated contributions made this year

Actual contributions from payroll \$0.00

Contribution () Annual Remaining Paychecks 6

Repeat the process if you wish to enroll in both FSA's. (As a reminder, if you already contributed into the Dependent Daycare FSA in 2024, your total annual contribution between all employers cannot exceed \$5,000).

Make Insurance elections

- 1) On the enrollment homepage, scroll down to make your Insurance elections.
 - a. Basic Life: You are automatically enrolled and no action is required except to designate beneficiaries. To do so, click *Manage* and then *Confirm and Continue*.
 - i. On the Beneficiaries page, under Primary Beneficiaries, click on the “+”
 - ii. Click into the Beneficiary box. If you have indicated that you would like to use a dependent as a beneficiary, select them from the ‘Existing Beneficiary Persons’ option. Otherwise, click ‘Add new Beneficiary or Trust’ to add information into the system.

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

- iii. In the percentage column, enter the percent of your Life Insurance that you would like to them to receive.
- iv. If you are designating more than one beneficiary, repeat the previous steps. Be sure your Primary Beneficiary designations add up to 100%.

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

- v. If you would like to designate Secondary Beneficiaries, scroll down on the page and repeat the steps above in the Secondary Beneficiaries section.
 - A **Primary** Beneficiary is the person/people/trust who would receive the Life Insurance amount if you were to pass away.
 - A **Secondary** Beneficiary is the person/people/trust who would receive the Life Insurance amount if you and all your primary beneficiaries were to pass away.
- b. For the remainder of your Life Insurance Options, choose *Enroll*, then click on the 'Select' radio button, then click *Confirm and Continue*.
 - i. When applicable, choose from the "Coverage" drop down to indicate the coverage level you wish to enroll in (i.e. 1x – 5x Salary)

Coverage

- c. You need to repeat the above steps to assign beneficiaries for all of your Life Insurance elections. Please note, **you** are automatically the beneficiary for your Dependent Life elections.
- d. Disability elections: Click *Enroll* and follow the steps to make your elections.

Make Additional Benefits elections

- 2) Legal Plan: If you choose to enroll in the Legal Plan, click the *Enroll* button, Select the plan, click *Confirm and Continue*, then *Save*.
- 3) Click *Continue*.

1 item

Benefit Plan	*Selection
MetLife	<input type="radio"/> Select <input checked="" type="radio"/> Waive

Review and Sign

- 4) Once you have finished making your elections, click *Review and Sign* at the bottom of the page.

- 5) **Review your elections** to ensure you have enrolled yourself and your dependents into your desired benefit plans.

Selected Benefits 7 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents
Medical	10/02/2024	10/02/2024	Employee + One	John Smith
HPI EPO Select				
Dental	10/02/2024	10/02/2024	Employee + One	John Smith
Delta Dental Core Plan				
FSA - Medical	10/02/2024	10/02/2024	\$150.00 Annual	

- 6) Scroll to the bottom of the page to click the '*I Accept*' box. This action confirms your electronic signature.
- 7) To complete the process, click *Submit*.

Electronic Signature

Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information submitted. By checking the "I AGREE" box you certify:

You understand your benefits elections are legal and binding transactions.

The elections you make will be in effect for the remainder of the plan year unless you have a "Qualifying Life Event" as defined by federal law and regulations. If you experience a "Qualifying Life Event," such as a family or work status change, certain benefit elections may be changed if consistent with the Qualifying Life Event. However, you must notify the Benefits Office and take appropriate action within thirty (30) days.

BMC reserves the right to audit all plans and may from time to time request documentation to validate the accuracy of the information you provide about yourself and your dependents. Fraudulent actions could result in termination of employment and may be subject to criminal or other adverse penalties.

I Accept

Please note: After you '*Submit*' your elections the system does not allow you to make any additional changes. If you would like to exit the system but save your current elections to submit later, select the '*Save for Later*' button.

To review/print your elections, select '*View 2024 Benefits Statement*' on the next page.

You've submitted your elections.

Important Dates:

Benefits go into effect

Final day to update benefits