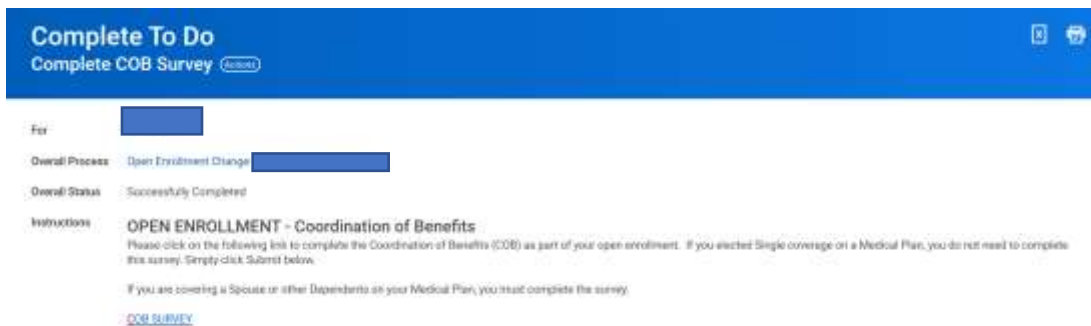


Enrolling in Workday – 3 steps:

1. Elect Benefits in Workday – “October 29th through November 12th”
2. Complete COB form (if applicable) – submit required documentation –
 - a. Once you have reviewed your 2022 Open Enrollment elections, you will receive a **Coordination of Benefits form** in your Workday Inbox. If you are covering your spouse or coordinating benefits for dependent children (by choosing either Employee + Spouse, Employee + Child(ren) or Family coverage) you **MUST** complete this form. If you do NOT complete the form, your Spouse’s coverage will default to Secondary. If coordinating benefits for dependent children, with another plan, the birthday rule will be followed.



Complete To Do
Complete COB Survey [Actions](#)

For [Redacted]

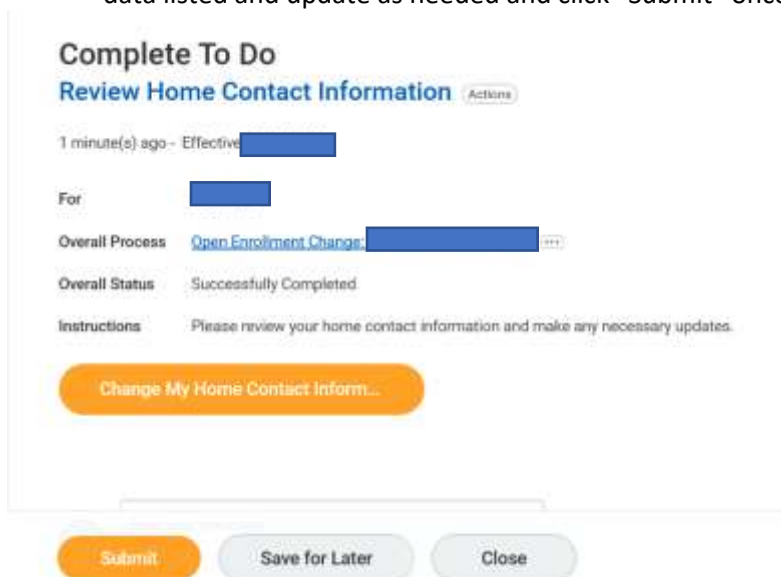
Overall Process: Open Enrollment Change [Redacted]

Overall Status: Successfully Completed

Instructions: **OPEN ENROLLMENT - Coordination of Benefits**
Please click on the following link to complete the Coordination of Benefits (COB) as part of your open enrollment. If you elected Single coverage on a Medical Plan, you do not need to complete this survey. Simply click Submit below.
If you are covering a Spouse or other Dependents on your Medical Plan, you must complete the survey.
[COB SURVEY](#)

Once you have completed the COB form, finish the process by clicking on **Submit**. This will make this message disappear from your inbox.

3. Verify Contact Information is Correct
 - a. Once you have completed your Coordination of Benefits form, you will receive a “Review Home Contact Information” form in your Workday Inbox. Please review the data listed and update as needed and click “Submit” once completed.



Complete To Do
Review Home Contact Information [Actions](#)

1 minute(s) ago - Effective [Redacted]

For [Redacted]

Overall Process: Open Enrollment Change [Redacted]

Overall Status: Successfully Completed

Instructions: Please review your home contact information and make any necessary updates.

[Change My Home Contact Inform...](#)

[Submit](#) [Save for Later](#) [Close](#)