

Workday Instructions: Voluntary Life and ADD Insurance

(The following can be used to apply for, amend and/or cancel supplemental /voluntary life and/or Accidental Death and Dismemberment benefits.)



Go to your Workday home page, **Benefits** worklet and click.

Under **Change**, click on **Benefits**.

Select **Voluntary Life and ADD Insurance**

The **Benefit Event Date** should be today's date. You will not be allowed to enter a date prior to today's date. You will be allowed to enter a future date.

NOTE: The effective date of the change you are about to enter **WILL BE** the first of the month following the **Benefit Event Date**.

After you have selected Voluntary Life and ADD Insurance and entered the Benefit Event Date, click **Submit**.

Next, click **Open**

Select **Elect** or **Waive**.

To enroll, select the desired dollar amount by first clicking on **Search** and then the dollar amount. Notice the monthly premium information appears in the Employee Cost column.

Benefit Plan	*Elect / Waive	Coverage Level	Covers Dependents	Calculated Coverage	Employee Cost (Monthly)
Supplemental Life - Cigna (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	\$50,000		\$50,000.00	\$3.00
Supplemental Spouse Life - Cigna (Spouse)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive				
Supplemental Child Life - Cigna (Child)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive				
Voluntary Accidental Death & Dismemberment - Reliance Standard (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive				

To complete your change, click **Continue**.

The "Step 2" screen provides an opportunity to review/or update your beneficiary designations. Make desired changes and click **Continue**.

Carefully review your changes. **If you applied** for additional supplemental life insurance for yourself or spouse, coverage may be subject to evidence of insurability. Do you see the message? Cigna Insurance will send an email (to your MC email address) with instructions within 2 weeks.

To complete your Voluntary Life and ADD Insurance event, click **I Agree** and **Submit**.