

Workday- Voluntary Life and ADD Insurance Event

Benefit eligible employees are able to enroll in both supplemental life insurance and voluntary accidental death and dismemberment life insurance at any time throughout the year. Insurance benefits would be effective the first day of the following month following the Evidence of Insurability approval (if applicable).

Guaranteed Issue for Supplemental Life Insurance:





- If you are a new hire and you apply within 31 days after you are eligible to elect coverage for yourself, you are entitled to choose any coverage offered up to the Guaranteed Issue Amount, without providing evidence of good health.
- If you apply for an amount of coverage greater than the Guaranteed Issue Amount, coverage more than the Guaranteed Issue Amount, it will not be issued until the insurance company approves acceptable evidence of good health.
- If you apply for coverage for yourself more than 31 days from the date you become eligible to elect coverage under this plan, the Guaranteed Issue Amount will not apply, unless your employer has approved Guaranteed Issue for a specific period. Coverage will not be issued until the insurance company approves acceptable evidence of good health.

- Click the **Menu** in the upper left corner of your Workday page
- Click the **Benefits and Pay** application and then click the **Change Benefits** button
- Change Reason- Voluntary Life and ADD Insurance
- Benefit Event Date- Date you are completing the event
- Click **Submit** and then **Open**
- Click **Let's Get Started**:



1. Click on **Manage** under the insurance you need to enroll in or make changes to:

Insurance

<div style="border: 1px solid #ccc; padding: 5px;">  <p>Supplemental Life Cigna (Employee)</p> <p>Cost (Monthly) \$8.00</p> <p>Coverage \$100,000</p> <p style="text-align: right; color: #0070C0;">Manage</p> </div>	<div style="border: 1px solid #ccc; padding: 5px;">  <p>Supplemental Spouse Life Cigna (Spouse)</p> <p>Cost (Monthly) \$2.40</p> <p>Coverage \$30,000</p> <p style="text-align: right; color: #0070C0;">Manage</p> </div>	<div style="border: 1px solid #ccc; padding: 5px;">  <p>Supplemental Child Life Cigna (Child)</p> <p>Cost (Monthly) \$0.80</p> <p>Coverage \$10,000</p> <p style="text-align: right; color: #0070C0;">Manage</p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  <p>Voluntary Accidental Death & Dismemberment Berkley (Family)</p> <p>Cost (Monthly) \$2.25</p> <p>Coverage \$50,000</p> <p style="text-align: right; color: #0070C0;">Manage</p> </div>		

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2. Click the **Confirm and Continue** button



3. Click **Select** the add the life insurance and then **Confirm and Continue**

Plans Available

Select a plan or Waive to opt out of Supplemental Life.

1 item

*Selection	Benefit Plan
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Cigna (Employee)



4. Select the Coverage amount you would like to enroll in:

Coverage

Calculated Coverage

Coverage *

Plan cost (Monthly)

5. Select an existing or add a new beneficiary person (or trust) to the life insurance you elected.

- Click on the + sign to create/open a line. You will need to click on the + sign to create/open a line for each primary and contingent beneficiary.
- Click on the search prompt to select someone from your previously created list (beneficiary persons).
- You can add an existing beneficiary or trust or create a new beneficiary or trust:

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.

*Primary Beneficiaries 0 items

+	Beneficiary	Percentage
No Data		

Secondary Beneficiaries 0 items

+	Beneficiary	Percentage
No Data		

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.

*Primary Beneficiaries

+	Beneficiary	Percentage
-	Search	0

Existing Beneficiary Persons >

Existing Trusts >

Add New Beneficiary or Trust

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6. Once you have designated the beneficiary/trust, you will need to assign a percentage of the life insurance. The primary beneficiaries must be equal to 100% as well as any contingent beneficiaries. Click Save once you are done
7. Repeat for each life insurance you would like to add
8. Once you have finished, you can click on **Review and Sign**:

[Review and Sign](#)

[Save for Later](#)

9. After reviewing your changes, scroll to the bottom of the page and click the **I Agree** button to agree with the Legal Notice and then click **Submit**:

I Accept

[Submit](#)

[Save for Later](#)

[Cancel](#)