Benefits Enrollment for New Hires

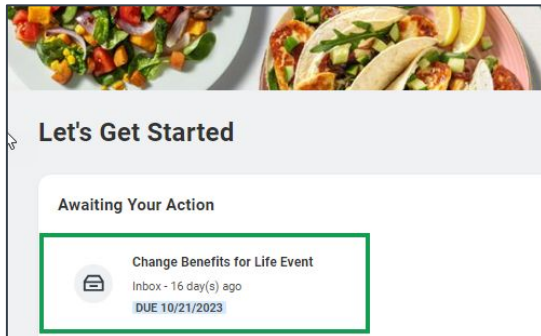- -
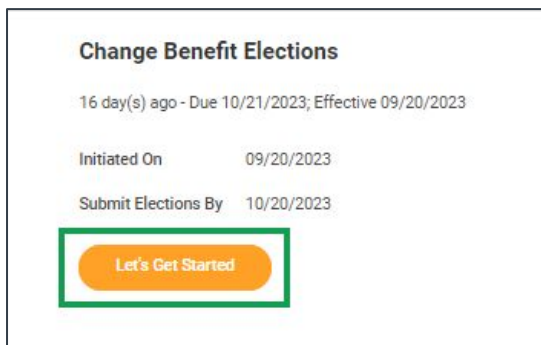
Enroll in Benefits

From the Workday Home Page:

1. Click the **Change Benefits for Life Event** task from **Awaiting Your Action**.
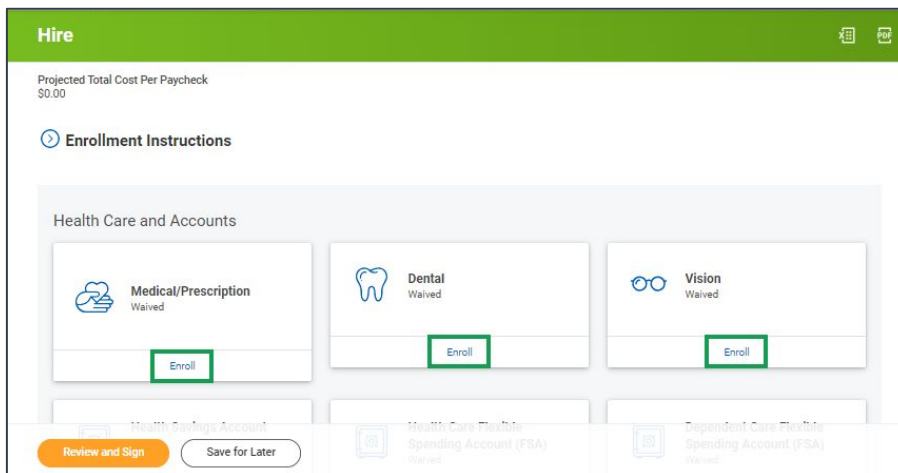

💡 **Note**: If you are unable to locate this action item, please go to your inbox to locate it.

2. Your Inbox will open. Click **Let's Get Started**.

3. The Hire enrollment page displays. Click **Enroll** on each desired tile to elect the benefit.

| | |

4. For the selected plan, use the radio buttons to choose **Select** or **Waive**. Then click **Confirm and Continue**.

Note: Accounts will default to waive.

5. If the selected plan allows dependents, you may click **Add New Dependent**, then click **OK**.

6. Enter the dependent's **Country**, **First Name**, **Last Name**, **Relationship**, **Date of Birth**, and **Sex**. Your existing address will be used by default. Click X in the **Use Existing Address** prompt to add a different one. Click **Save** to return to your plan selection.

7. Be sure that the check mark appears next to the dependent(s) added, then click **Save**.

🔆 **Note**: After each plan election you will get a pop up stating your benefit changes are updated but are not submitted until you click **Review and Sign** on the Hire enrollment page.

8. Life and AD&D plans require a beneficiary. To add a beneficiary, click **+** then add a new beneficiary or trust. Once your beneficiary is entered, select a **Percentage**. The Primary Beneficiary's total must add up to 100%. Secondary beneficiaries are optional. Click **Save**.
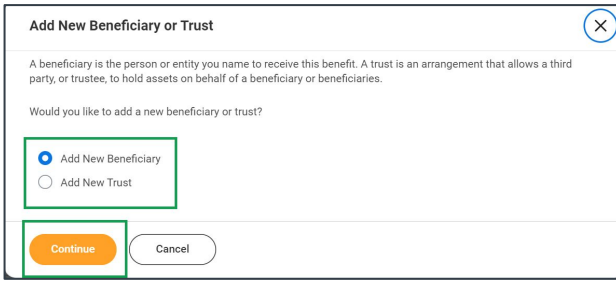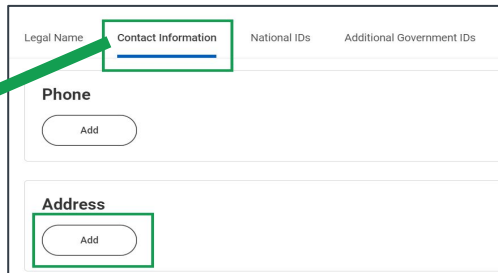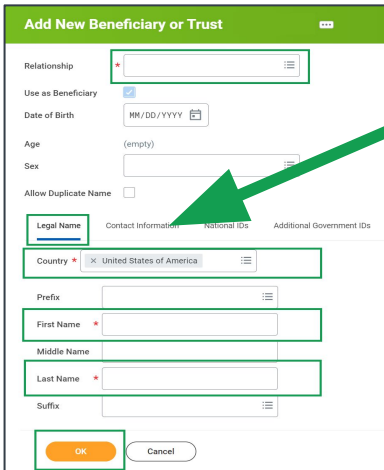

🔆 **Note**: Beneficiaries are mandatory starting in 2024.

9. Using the radio buttons select **Add New Beneficiary or Trust** then click **Continue**.

Add New Beneficiary or Trust   ✕

A beneficiary is the person or entity you name to receive this benefit. A trust is an arrangement that allows a third party, or trustee, to hold assets on behalf of a beneficiary or beneficiaries.

Would you like to add a new beneficiary or trust?

🔘 Add New Beneficiary
⚪ Add New Trust

[Continue]   [Cancel]

10. Enter the beneficiary's **Relationship** and the required fields from the **Legal Name** tab. Enter their **Address** on the **Contact Information** tab. Click **OK** to save.

Add New Beneficiary or Trust   ...

| Legal Name | Contact Information | National IDs | Additional Government IDs |

Relationship ✱ [   ]
Use as Beneficiary ☑
Date of Birth [MM/DD/YYYY 📅]
Age (empty)
Sex [   ]
Allow Duplicate Name ☐

| Legal Name | Contact Information | National IDs | Additional Government IDs |

Country ✱ [✕ United States of America   ]
Prefix [   ]
First Name ✱ [   ]
Middle Name
Last Name ✱ [   ]
Suffix [   ]

[OK]   [Cancel]

Phone
[Add]

Address
[Add]

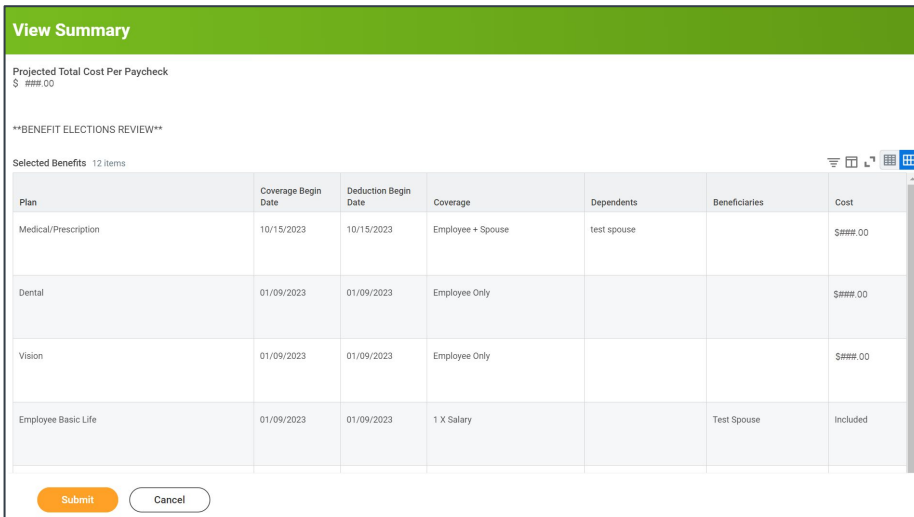💡 **Note**: Fields with a red asterisk are required.

💡 **Note**: You have an option to select Existing Address for beneficiary.

11. When you have finished enrolling in your benefits, click **Review and Sign**.

[Review and Sign]   [Save for Later]

12. Review your benefit elections on the View Summary page.

View Summary

Projected Total Cost Per Paycheck
$ ###.00

BENEFIT ELECTIONS REVIEW

Selected Benefits 12 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical/Prescription	10/15/2023	10/15/2023	Employee + Spouse	test spouse		$###.00
Dental	01/09/2023	01/09/2023	Employee Only			$###.00
Vision	01/09/2023	01/09/2023	Employee Only			$###.00
Employee Basic Life	01/09/2023	01/09/2023	1 X Salary		Test Spouse	Included

[Submit]   [Cancel]

13. Scroll to the bottom and select the I accept **checkbox**, then click **Submit**.

Electronic Signature

LEGAL NOTICE: Please Read
Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted.

When you check the "I AGREE" checkbox, you are certifying that:

1) You understand that all benefits you receive are contingent upon you meeting the eligibility criteria for such benefits;
2) You understand that your benefit elections are legal and binding transactions;
3) You understand that all benefits are contingent upon your enrollment and acceptance by your employer (and/or its designated representative) and the applicable insurance carriers or benefit providers;
4) The information that you have provided is complete and accurate;
5) You understand that the applicable plan or program document, or certificate control the terms and conditions of each benefit program;
6) You agree that your employer has provided you with all health and welfare notices and disclosures required by law;
7) You agree that your employer will deduct from your wages all applicable premiums and/or contributions applicable to the benefit program(s) in which you enroll;
8) You agree that your employer reserves the right to terminate, suspend, withdraw, amend, or modify all benefit plans and applicable policies in whole or in part at any time subject to applicable law; and
9) You agree that your employer reserves the right to terminate or modify benefit coverage for any group of active or retired employees and their dependents or a class of dependents at any time subject to applicable law.

I Accept ☐

[Submit]   [Save for Later]   [Cancel]

14. Click the **View Benefits Statement** button to review and print.

☰ MENU   **HELLO FRESH**   🔍 Search

Submitted

You've submitted your elections.

SUBMIT ELECTIONS CONFIRMATION

Important Dates:

Benefits go into effect   10/15/2023

Final day to update benefits   10/12/2023

[View 2023 Benefits Statement]

[Done]

Note: Please review and ensure the benefits and dependents you selected are correctly assigned to each plan.

HELLO FRESH   **Green Chef**   **F_**   **EveryPlate**

15. Click the **Print** button at the bottom of the Submit Elections Confirmation Page. Select **Download** from the Export Document pop up. The PDF containing your Benefit Elections will download to your device. Open your download folder to view/print/save the document.

If you have questions or need assistance with your enrollment, please contact the Hello Fresh Benefits and Payroll Connect Center at 877-431-7867 (1-877- HF1STOP)