

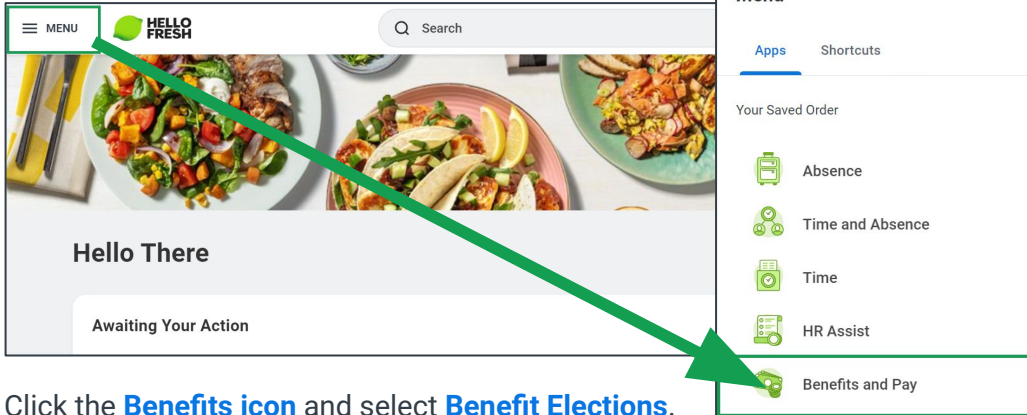


# Updating Your Benefits - Qualifying Life Events & Year Round Updates

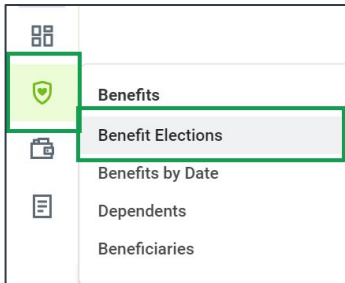
## Change Benefits Due to a Qualifying Life Event

From the Workday Home Page:

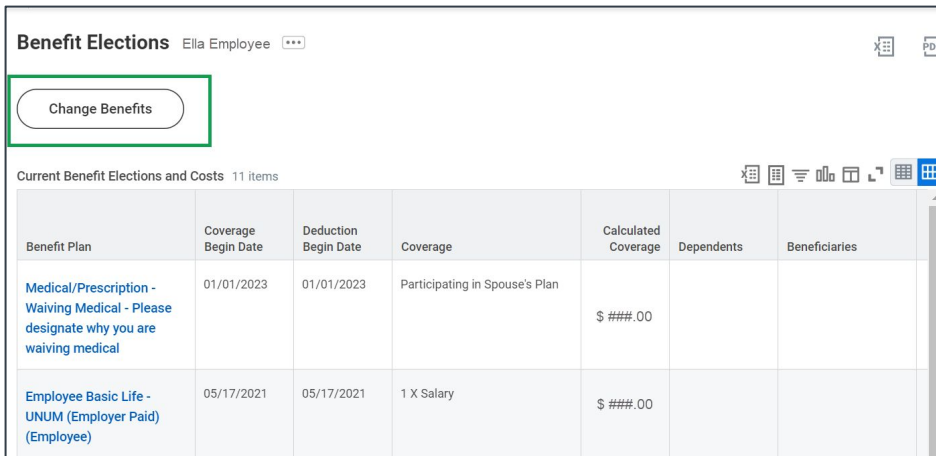
1. Click **Menu** and select the **Benefits and Pay** app.



2. Click the **Benefits icon** and select **Benefit Elections**.



3. The Benefit Elections page displays. Click the **Change Benefits** button.



4. The Change Benefits pop up displays. Select a **Change Reason** from the list.

**Change Benefits** Ella Employee ...

Change Reason \* select one

enter your comment

Submit Save for Later Cancel

- Beneficiary Change
- Birth, adoption, or placement for adoption
- Commuter Year Round Enrollment Update
- Death of Dependent
- Dependent Care Flexible Spending Account (FSA) Year Round Enrollment Update
- Dependent gain of other coverage
- Dependent involuntary loss of other coverage
- Divorce, legal separation, or annulment, or Domestic Partnership Dissolution
- Employee gain of other coverage
- Employee involuntary loss of other coverage
- HSA Year Round Enrollment Update
- Marriage or Start of Domestic Partnership
- No Eligible Children (Child Life Insurance)



**Note:** Commuter, HSA enrollment and beneficiary updates can be made year-round from this drop down.

5. Additional fields will populate depending on the event selected (in this case we are using Birth, adoption or placement for adoption). Enter the **Benefit Event Date**. Add any necessary attachments using the **Select Files** button then click **Submit**. In the pop-up, click **Open**.

**Change Benefits** Ella Employee ...

Change Reason \* Birth, adoption, or placement for ado... ▼

Benefit Event Date \* 10/10/2023

Submit Elections By 11/09/2023

Benefits Offered

- Dental
- Dependent Care Flexible Spending Account (FSA)
- Employee AD&D
- Employee Basic Life
- Health Care Flexible Spending Account (FSA)
- More (7)

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel



**Note:** If you are updating HSA, Commuter, or beneficiary, select today's date.

**You have submitted**

Up Next: Ella Employee | Change Benefit Elections

[View Details](#)

Open



6. The Change Benefits Elections page displays. Here we will be enrolling the addition to the family to the appropriate benefits plans. Click **Let's Get Started**.

### Change Benefit Elections

Initiated On 09/26/2023

Submit Elections By 09/26/2023

**Let's Get Started**

7. Click **Manage** for the benefits you want to add the child to.

### Birth, adoption, or placement for adoption

Projected Total Cost Per Paycheck \$13.80

**Enrollment Instructions**

Health Care and Accounts

**Medical/Prescription**  
Cigna HDHP \$1,500 Deductible w/HSA  
Cost per paycheck Included  
Coverage Employee + Spouse  
Dependents 1  
**Manage**

**Waiving Medical**  
Waived  
Enroll

**Dental**  
Cigna  
Cost per paycheck  
Coverage Employee + Spouse  
Dependents 1  
**Manage**

**Vision**  
Waived  
Enroll

**Health Savings Account (HSA)**  
Waived  
Enroll

**Health Care Flexible Spending Account (FSA)**  
Waived  
Enroll

8. In the selected plan, click **Confirm and Continue**.

### Plans Available

Select a plan or Waive to opt out of Medical/Prescription. The displayed cost of waived plans assumes coverage for Employee Only.

3 items

*Selection	Benefit Plan Details	You Pay (Biweekly)	Company Contribution (Biweekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Plan Name	Included	\$ ###

**Confirm and Continue**

9. Click **Add Dependent**.

### Dependents

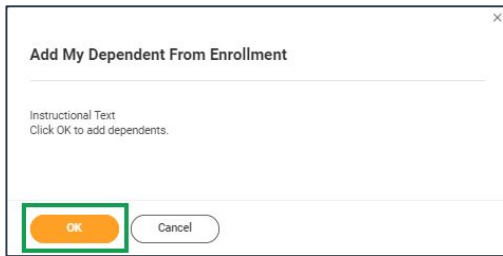
Add a new dependent or select an existing dependent from the list below.

Coverage  Employee Only

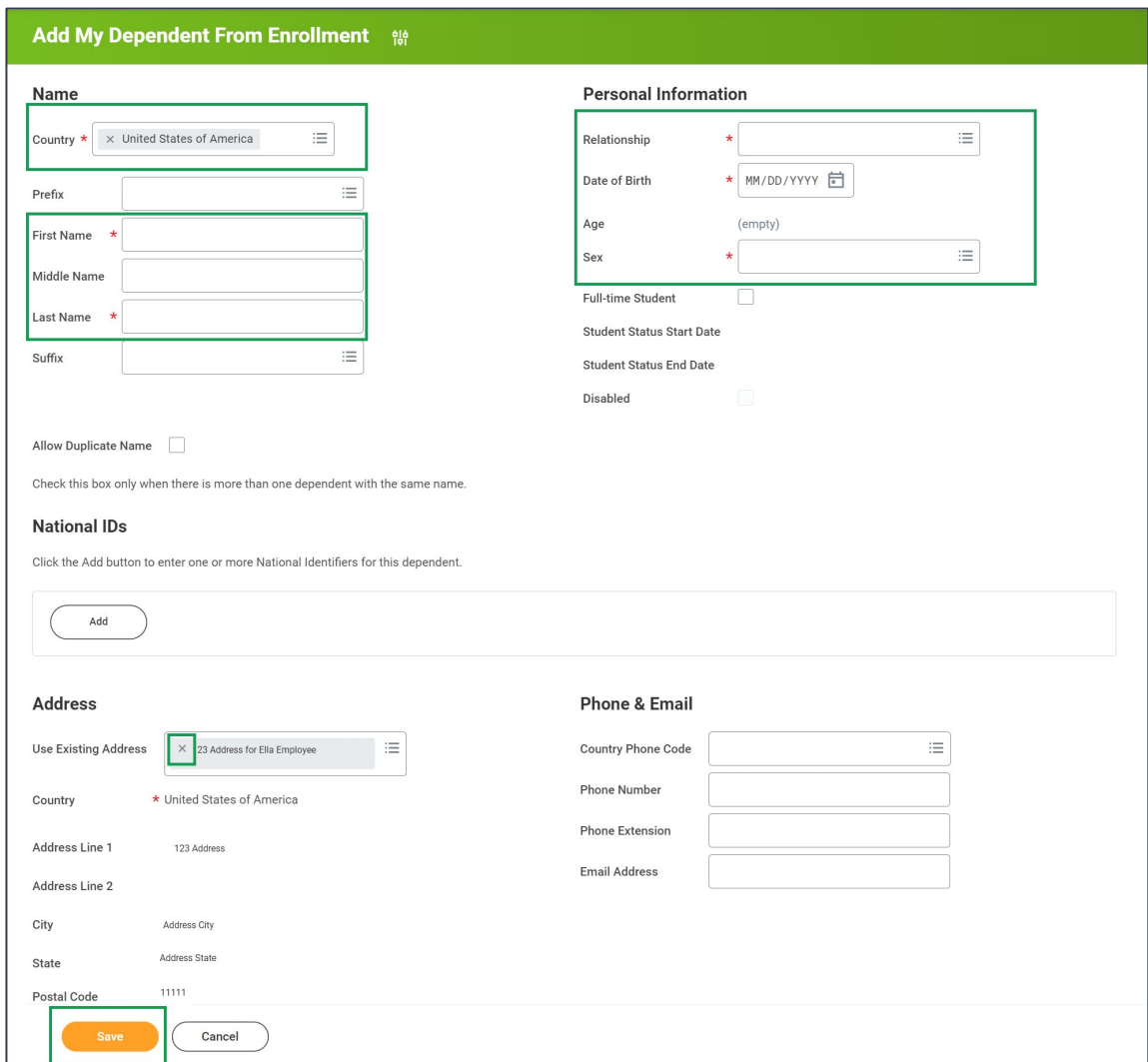
Plan cost per paycheck \$ ##.00

**Add New Dependent**

10. Click **OK**.



11. Enter the dependent's **Country**, **First Name**, **Last Name**, choose **Employee's child** in the **Relationship** prompt, then enter **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**.



12. Confirm the **checkmark** next to the dependent is selected, then click **Save**.

**Dependents**

Add a new dependent or select an existing dependent from the list below.

Coverage \* Employee + Employee's Child(ren)

Plan cost per paycheck \$ ##.00

[Add New Dependent](#)

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	My Child	Employee's Child (Biological/Adopted)	10/10/2023

[Save](#) [Cancel](#)



**Note:** Repeat this process for any other desired benefit plans.

13. Now you will be enrolling/updating beneficiaries to the appropriate benefits plans. Click **Manage** or **Enroll** for the benefits you want to add the beneficiary to in the Insurance section.

**Insurance**

**Employee Basic Life**  
UNUM (Employer Paid) (Employee)

Cost per paycheck Included  
Coverage 1 X Salary

[Manage](#)

**Employee AD&D**  
UNUM (Employer Paid) (Employee)

Cost per paycheck Included  
Coverage 1 X Salary

[Manage](#)

**Voluntary Employee Life**  
Waived

[Enroll](#)

**Voluntary Employee AD&D**  
Waived

[Enroll](#)

**Voluntary Child Life**  
Waived

[Enroll](#)

[Review and Sign](#) [Save for Later](#)



**Note:** Beneficiaries are now **MANDATORY** in 2024.

14. In the selected plan, click **Confirm and Continue**.

**Plans Available**

1 item

*Selection	Benefit Plan Details	You Pay (Biweekly)	Company Contribution (Biweekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	UNUM (Employer Paid) (Employee)	Included	\$ ##.00

[Confirm and Continue](#) [Cancel](#)



HELLO FRESH



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15. Click the **+** icon to add a new Primary or Secondary Beneficiary.

**Employee Basic Life - UNUM (Employer Paid) (Employee)**

Projected Total Cost Per Paycheck  
\$ ###.00

**Coverage**

Calculated Coverage \$ ###.00  
Coverage 1 X Salary  
Plan cost per paycheck Included

**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.

**Insurance Instructions**  
Provider Website Life, AD&D, and Disability Insurance: UNUM

\*Primary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

**Save** **Cancel**

16. Click into the **Beneficiary field** to show a list of options. Select an option from the list. You can choose **Existing Beneficiary Persons**, **Existing Trusts** or you can **Add 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 1 item

Beneficiary	Percentage
	0

**Existing Beneficiary Persons** >  
**Existing Trusts** >  
**Add New Beneficiary or Trust**  
Search

17. If using an existing beneficiary click **Existing Beneficiary Persons**, then select their name and enter a **Percentage**. If desired, you can click **-** to remove an existing beneficiary.

Beneficiary	Percentage
Test child	100

**Save** **Cancel**



**Note:** When adding a beneficiary to a benefit, be sure that the allocations of all beneficiaries listed is equal to 100%.

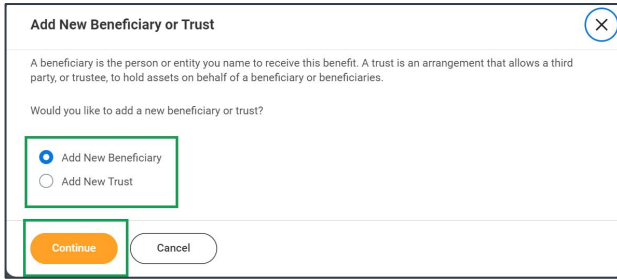


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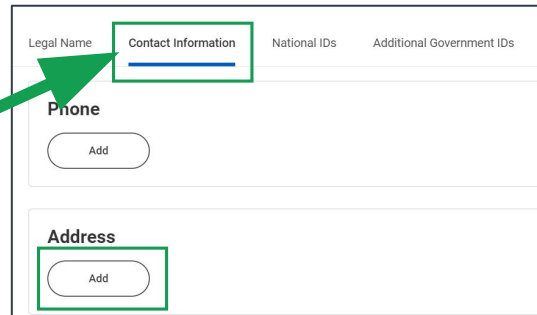
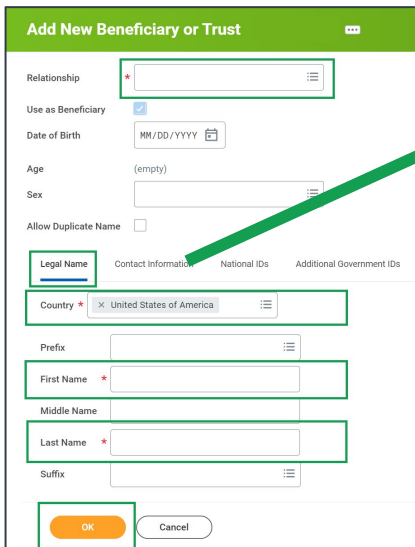


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18. To create a new beneficiary, select **Add New Beneficiary or Trust**. From the pop up select **Add New Beneficiary** then click **Continue**.

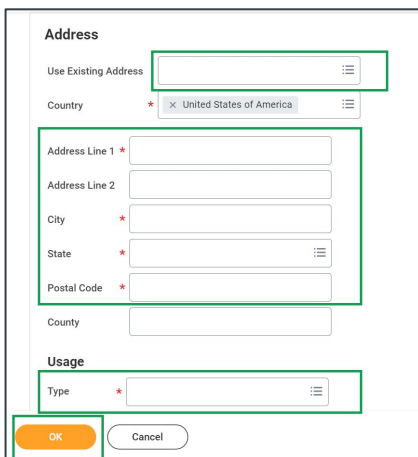


19. Enter the beneficiary's **Relationship** and the required fields from the **Legal Name** tab. Click on the **Contact Information** tab then click **Add** in the Address section.



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

20. Enter the beneficiary's address details. You can select **Use Existing Address** or enter **Address Line, City, State, Postal Code** and Usage **Type**. Click **OK** to save.

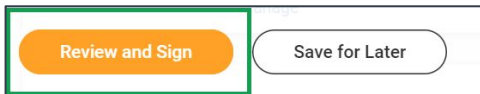


**Note:** Fields with a red asterisk are required.

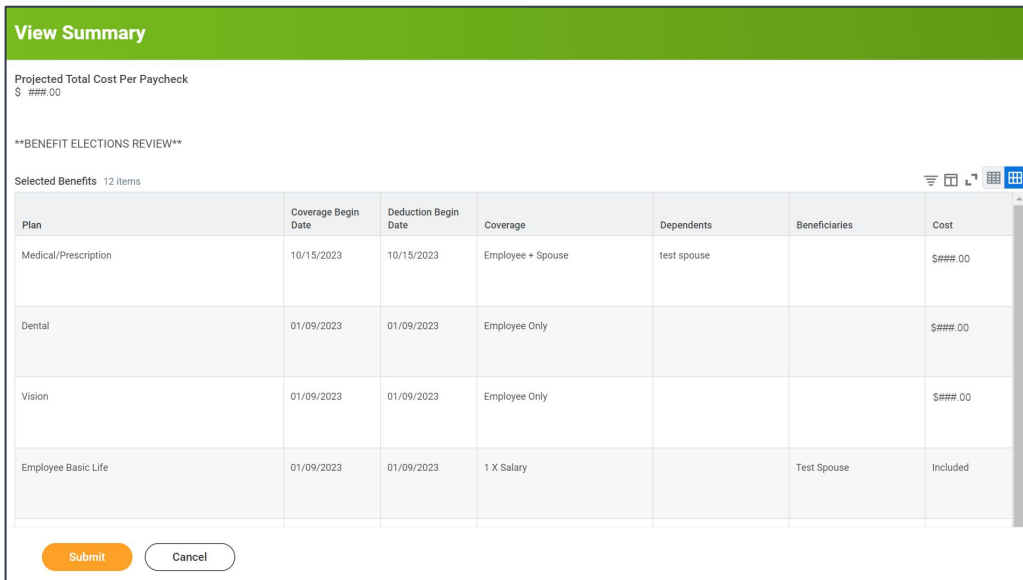


**Note:** Follow the same process for each enrolled life/AD&D plan.

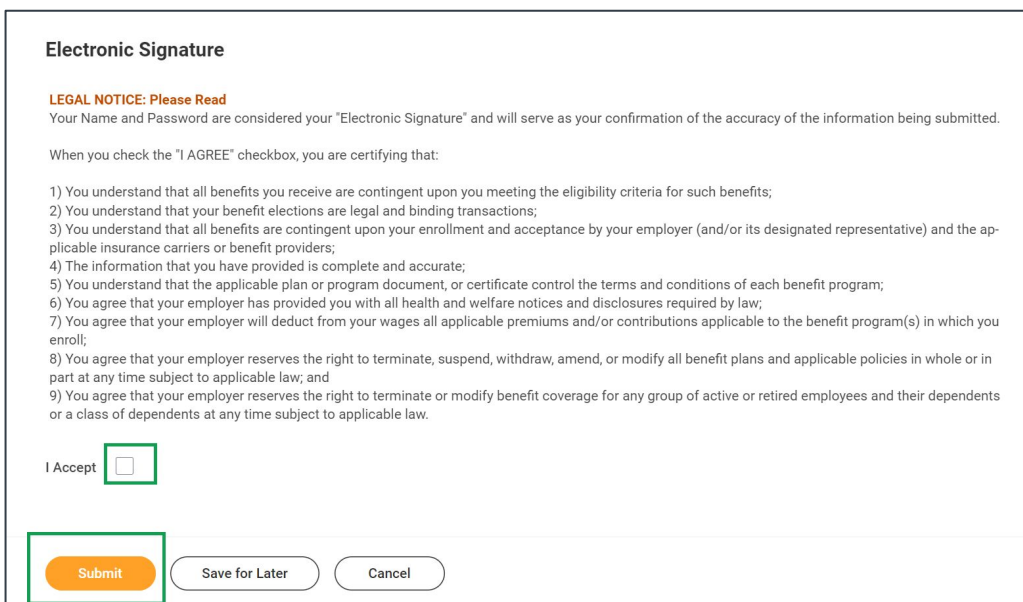
21. When you have finished enrolling in your benefits, click **Review and Sign**.



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

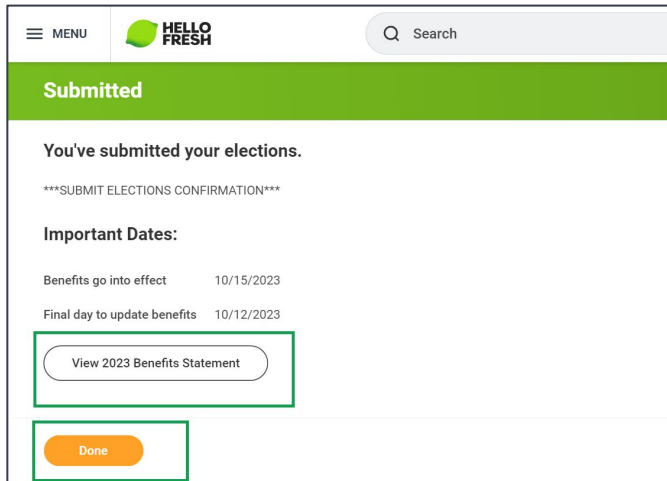


23. Scroll to the bottom of the page. Click the I Accept **checkbox**. Then click **Submit**.

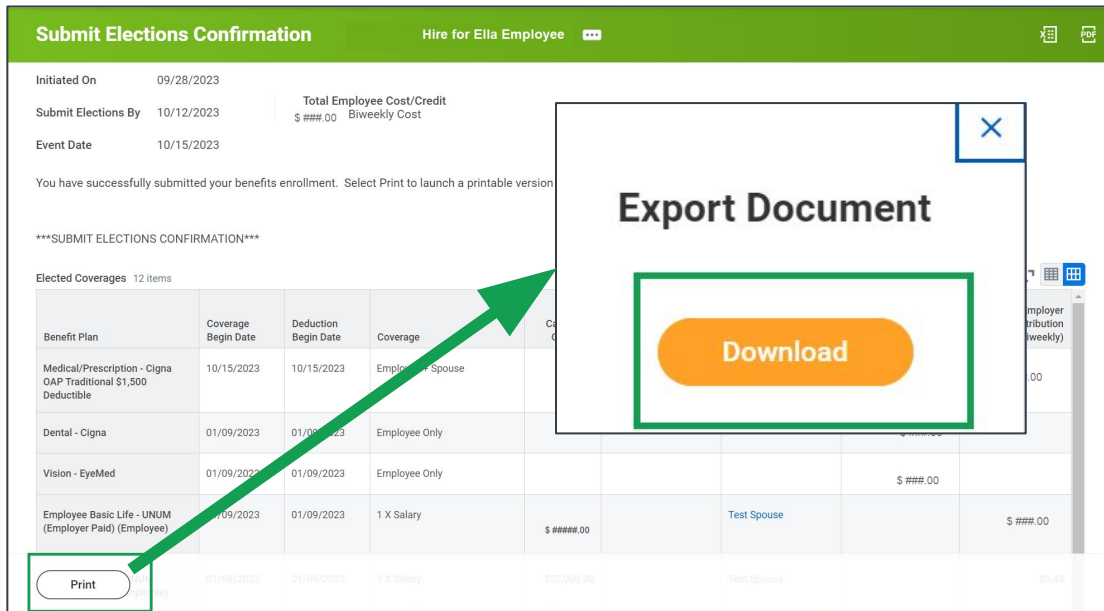




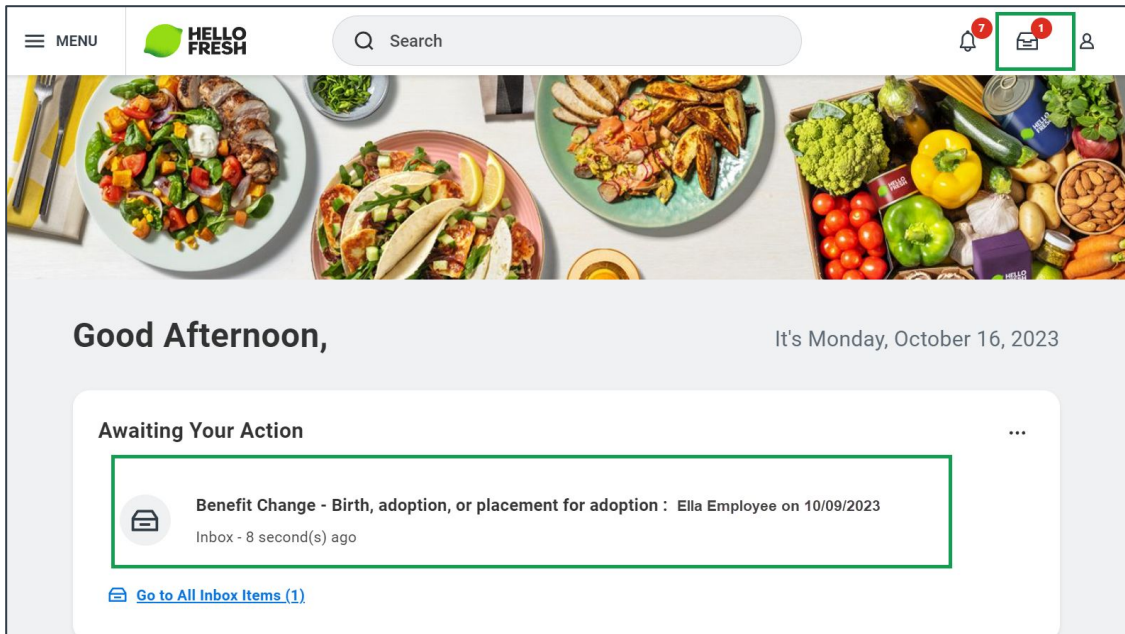
24. A new page will display stating that your elections have been submitted. Click the **View Benefits Statement** button to review and print



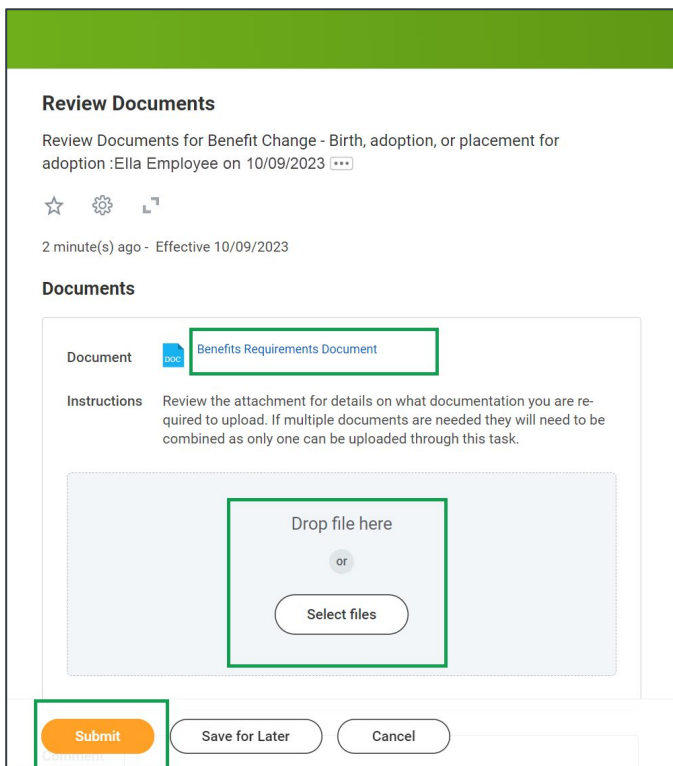
25. Click the **Print** button at the bottom of the Submit Elections Confirmation Page. Select **Download** from the Export Document pop up. The PDF containing your Benefit Elections will download to your device. Open your download folder to view/print/save the document.



26. From the Workday Home Page, click on the **Benefit Change** task on Awaiting your Action or click on your **Inbox**.



27. Your inbox opens the Review Documents page. Click the **Benefit Requirements Document** link to view/download/print it.



**Note:** HSA, Commuter, or beneficiary updates do not require documentation.



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28. Once you have the appropriate document scanned and saved to your device, click the **Select files** button to upload. Then click **Submit**.

**Review Documents**

Review Documents for Benefit Change - Birth, adoption, or placement adoption :Ella Employee on 10/09/2023 ...

☆ ⚙️ 🗨️

2 minute(s) ago - Effective 10/09/2023

**Documents**

Document Benefits Requirements Document

**Instructions** Review the attachment for details on what documentation you are required to upload. If multiple documents are needed they will need to be combined as only one can be uploaded through this task.

Drop file here  
or  
**Select files**

**Submit** Save for Later Cancel

Document Benefits Requirements Document

**Instructions** Review the attachment for details on what documentation you are required to upload. If multiple documents are needed they will need to be combined as only one can be uploaded through this task.

IMG-0737.PNG  
✓ Successfully Uploaded!

29. After submitting you will receive a pop-up notification.

**You have submitted**

Up Next: Benefits Operations SC | Approval by Benefits Operations SC, Benefits Operations View OE SC, or Benefits...

[View Details](#)

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)**