

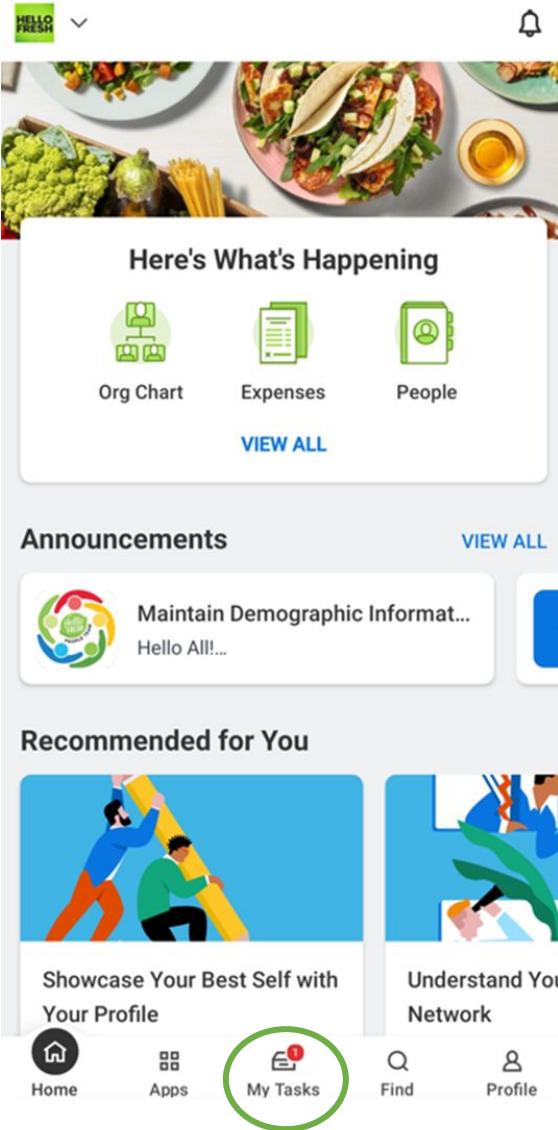


Benefits Enrollment for Open Enrollment - Mobile (Android)

Enroll in Benefits

From the Workday Home Page:

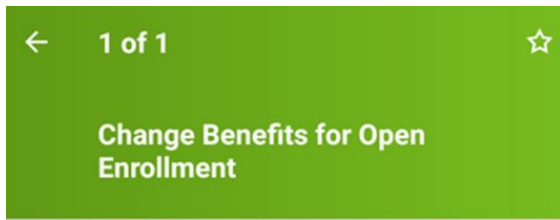
1. Click the **My Tasks**



2. Click the **Change Benefits for Open Enrollment**



3. Click the **Let's Get Started**



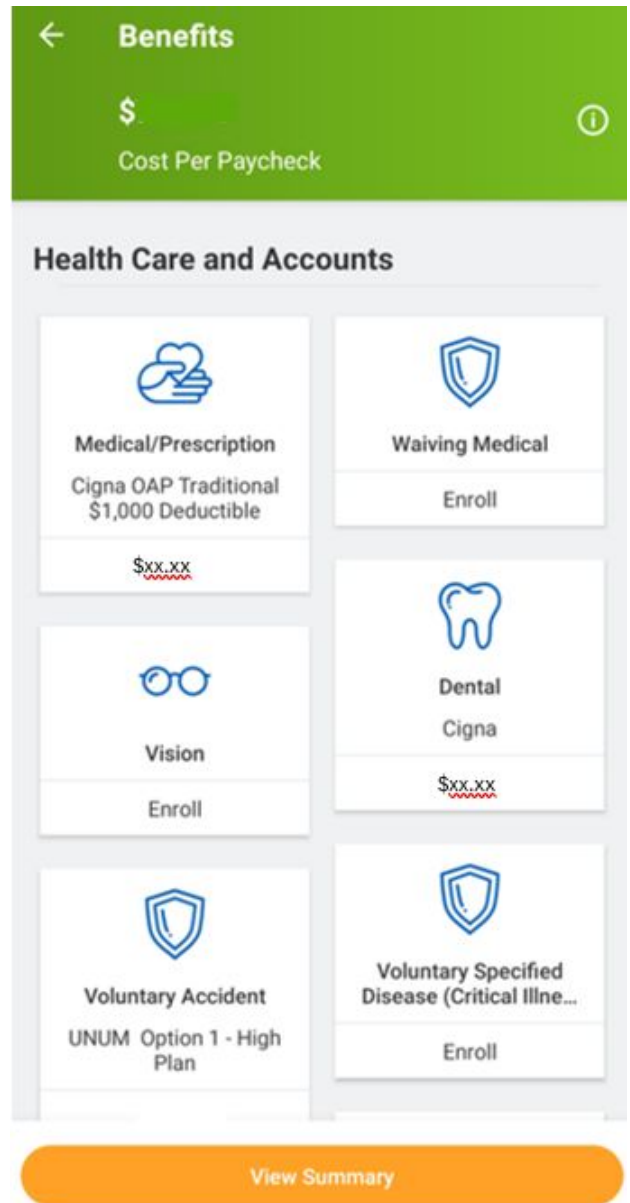
Benefits

Open Enrollment: 9/3 - 11/18

Choose new plans or re-enroll in the plans you currently have.

Let's Get Started


4. Click the individual tiles to manage your enrollments




EveryPlate

5. When you open a tile, you will see the option to elect a plan or waive coverage. Default coverage will say Employee Only if newly enrolling but dependents can be added once a plan is selected.

← **Medical/Prescription**



 Medical/Prescription Information

Cigna HDHP \$3,300 Deductible w/HSA
Cost Per Paycheck \$
Coverage Employee Only

DETAILS


Cigna OAP Traditional \$1,000 Deductible
Cost Per Paycheck \$
Coverage Employee Only

DETAILS

EDIT

Waive



Note: More information on the plans including the plan summaries and instructions can be found by clicking on the 

6. Once you select a plan, you will have the option to add dependents on the next screen. Click on **Add New Dependent** then **Next** on the following screen

× **Dependents** ✓

Cigna HDHP \$3,300 Deductible w/HSA
\$
Cost Per Paycheck

Coverage
Employee Only

+ **Add New Dependent**

Existing Dependents

× **Add My Dependent From Enr...** →

Employee Name

If adding a domestic partner, please complete the **Domestic Partner Affidavit** sent to your Workday inbox after you submit this enrollment.



7. The required fields for adding your dependent will be marked with a *. Once you are done click **OK**

× Add My Dependent From Enrollment

Name

Country *
X United States of America

Prefix

First Name *

Middle Name

Last Name *

Suffix

Personal Information

OK

8. Once you have added a dependent, you can click **Add New Dependent** to add additional dependents or check the boxes for the dependents you are adding to the coverage. To remove a currently covered dependent uncheck the box next to their name.

Your coverage level and biweekly premium will automatically update based on the covered dependents you select.

Once you have checked the box for all dependents you wish to cover, you will click the checkmark at the top of the screen.

× Dependents **✓**

Cigna OAP Traditional \$1,000 Deductible
\$
Cost Per Paycheck

Coverage
Employee Only

+ Add New Dependent


Existing Dependents

test spouse
Spouse



9. To waive medical coverage, you must go to the Waiving Medical Plan and select **Waiving Medical**

← **Waiving Medical**



(i) Waiving Medical Information

Waiving Medical - Please designate why you are waiving medical

Coverage Participating in Spouse's Plan

DETAILS

EDIT

Waive



Note: Changing your medical plan from Waived to Enroll OR Enroll to Waive will prompt you to **Continue**

By selecting this plan, you will be waived from Waiving Medical - Waiving Medical - Please designate why you are waiving medical.

[CANCEL](#) [CONTINUE](#)


10. The next screen will ask you to select a reason for waiving. Click on the 3 lines next to coverage to select a reason for waiving. Once you have selected your waiver reason click the checkmark at the top of the screen.

× **Dependents** ✓

Waiving Medical - Please designate why you are waiving medical

\$0.00

Cost Per Paycheck

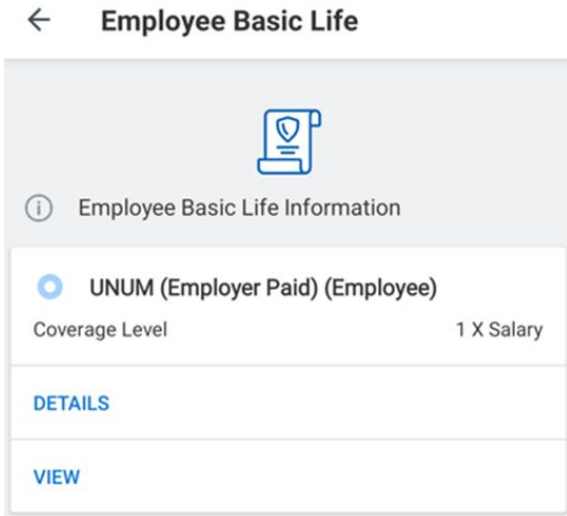
Coverage 

[+ Add New Dependent](#)

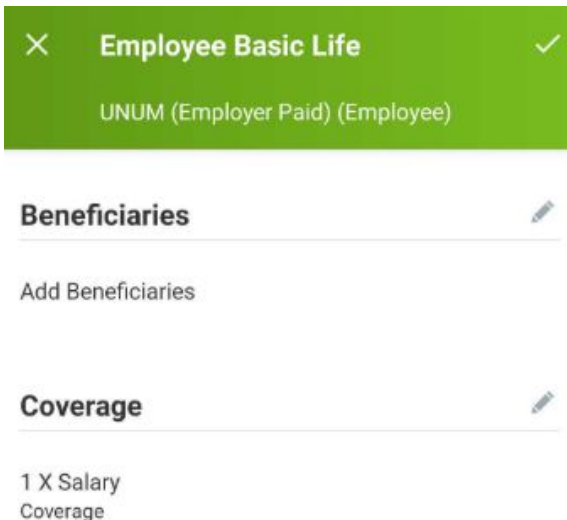
Existing Dependents



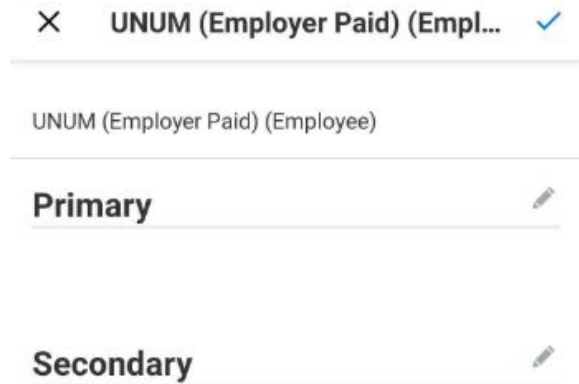
11. Primary Beneficiaries are required on all enrolled Life and AD&D plans (Employee Basic Life and Employee AD&D are provided by HelloFresh at no charge and you are automatically enrolled). To add or change a beneficiary, please click on the plan tiles and select **View**



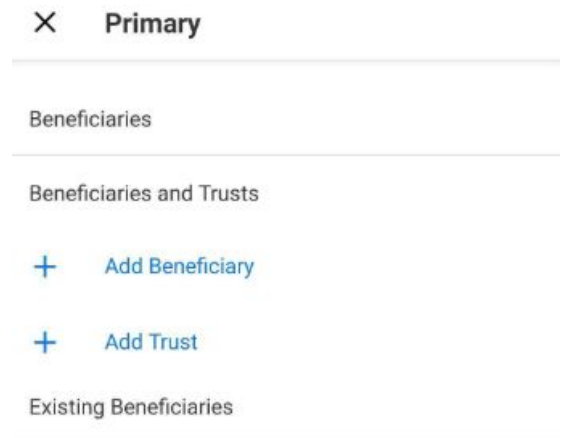
12. Then click on the pencil icon next to Beneficiaries.



13. Click on the Pencil icon next to Primary/Secondary (note that Secondary beneficiaries are not required).



14. On this screen you can add or change beneficiaries. If a beneficiary is already in the system for you they will be listed on screen, or select Add Beneficiary.



15. Required fields will be marked with a *. Once their information has been entered click the checkmark at the top of the screen.

✕ **Add Beneficiary** ✓

ⓘ

Relationship *

⋮

Use as Beneficiary

Yes

Date of Birth

📅

Age

-

Sex

⋮

Allow Duplicate Name

Legal Name

Country *

✕ United States of America ⋮

16. Please note that the address and type (Home/Work) will be required. To use an existing address (for example, your address is they live with you), click on the 3 lines next to **Use Existing Address**. Once the address has been entered click the arrow next to Details.

← **Details**

Use Existing Address

⋮

Country *

✕ United States of America ⋮

Address Line 1 *

Address Line 2

City *

State *

⋮

Postal Code *

County

17. Check the box next to each name you wish to designate as a beneficiary. A beneficiary will not be listed to select if they are already designated (Primary or Secondary). Once you have selected each beneficiary click the X next to Primary/Secondary (top left corner) to continue with your designation.

X Primary

Beneficiaries

Beneficiaries and Trusts


+ Add Beneficiary

+ Add Trust

Existing Beneficiaries

SPOUSE TEST
Spouse


parent test
Parent

 **Note:** If you are newly electing voluntary life coverage for yourself or spouse, or increasing current coverage over the guaranteed issue amount, you will need to complete an Evidence of Insurability (EOI) form that will be sent to your tasks once Open Enrollment has closed.

18. Beneficiary percentages needs to total 100%. If you have more than one person selected, you can use the sliding scale or type in the percentages. Once the percentages are complete, please click the checkmark at the top of the screen.

X UNUM (Employer Paid) (Empl... ✓

UNUM (Employer Paid) (Employee)


Primary 


SPOUSE TEST

60

parent test

40

Secondary 

 **Note:** This error will appear when trying to submit your elections, if you do not have a beneficiary selected for each enrolled Employee Life or AD&D plans.

 1 or more benefit plans require at least 1 beneficiary designation. Enter a beneficiary...

19. Once you have reviewed and finalized your plans selection, select **View Summary** where you will see a summary of the plans you elected and total cost per paycheck

×
Review

\$
 Cost Per Paycheck

Selected Benefits

Medical/Prescription Cigna OAP Traditional \$1,000 Deductible Employee Only	\$
Dental Cigna Employee Only	\$
Vision EyeMed Employee Only	\$
Employee Basic Life UNUM (Employer Paid) (Employee) 1 X Salary (\$44,000.00) Alvaro mercado (Other), 100% Primary	Included
Employee AD&D UNUM (Employer Paid) (Employee) 1 X Salary (\$44,000.00) Alvaro mercado (Other), 100% Primary	Included
Short Term Disability UNUM (Weekly) (Employee) 60% of Salary (\$498.00)	Included
Long Term Disability UNUM (Monthly) (Employee) 60% of Salary (\$2,158.00)	Included

20. You will need to scroll to the bottom of the screen and click **Accept** before you can click **Submit**

×
Review

\$
 Cost Per Paycheck

by the administrator 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



21. Once your benefits are submitted, you will want to click on **View Submitted Benefits**

✕ Confirmation



You've submitted your elections.

Final day to update your benefits during open enrollment
November 18, 2024

Benefits go into effect
January 1, 2025


[View Submitted Benefits](#)

22. This screen will list a Confirmation of your elections. Please screenshot for your records


← **Submit Elections Confirmation** ⓘ

Total Employee Cost/Credit
 \$ Biweekly Cost


Benefit Plan	Coverage Begin Date
Medical/Prescription - Cigna GAP Traditional \$7,000 Deductible	01/29/2024
Dental - Cigna	01/29/2024
Vision - EyeMed	01/29/2024

Elected Coverages
 10 Items 

Plan Type
Waiving Medical
Voluntary Specified Disease (Critical Illness)
Voluntary Accident


Waived Coverages
 14 Items 

Benefit Plan	Provider Website
Employee Basic Life - UNUM (Employer Paid) (Employee)	Life, AD&D, and Disability Insurance UNUM
Employee AD&D - UNUM (Employer Paid) (Employee)	Life, AD&D, and Disability Insurance UNUM

Beneficiary Designations
 2 Items 

Electronic Signature



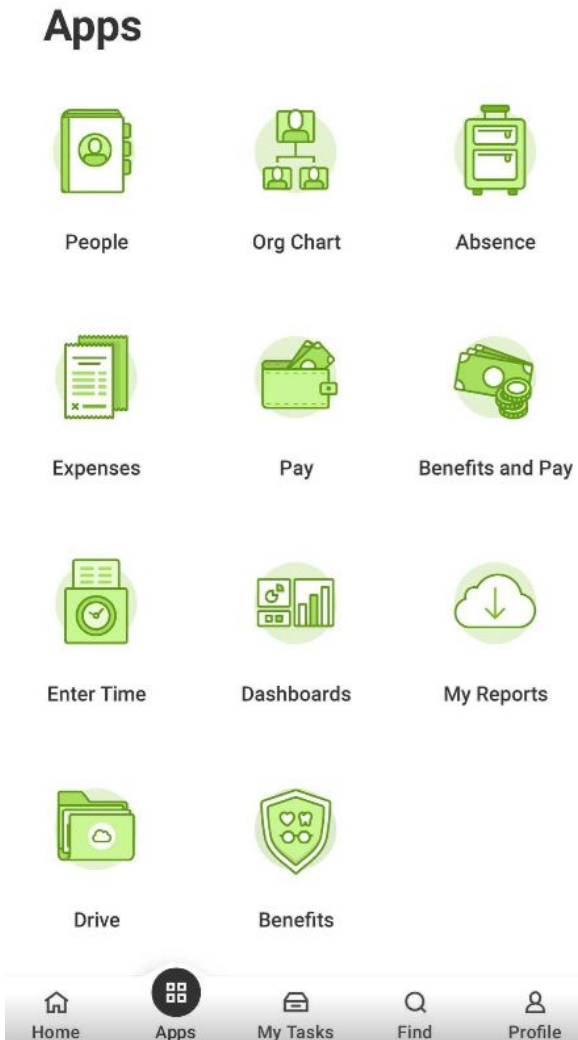
23. Clicking the  will bring up more details about your elections. Please screenshot these screens (scroll right for more details)

← Elected Coverages		
Benefit Plan	Coverage Begin Date	Dr
Medical/Prescription - Cigna OAP Traditional \$1,000 Deductible	01/01/2025	
Dental - Cigna	07/22/2024	
Vision - EyeMed	07/22/2024	
Employee Basic Life - UNUM (Employer Paid) (Employee)	07/22/2024	
Employee AD&D - UNUM (Employer Paid) (Employee)	07/22/2024	
Short Term Disability - UNUM (Weekly) (Employee)	07/22/2024	
Long Term Disability - UNUM (Monthly) (Employee)	07/22/2024	
Employee Assistance Program - Health	07/22/2024	

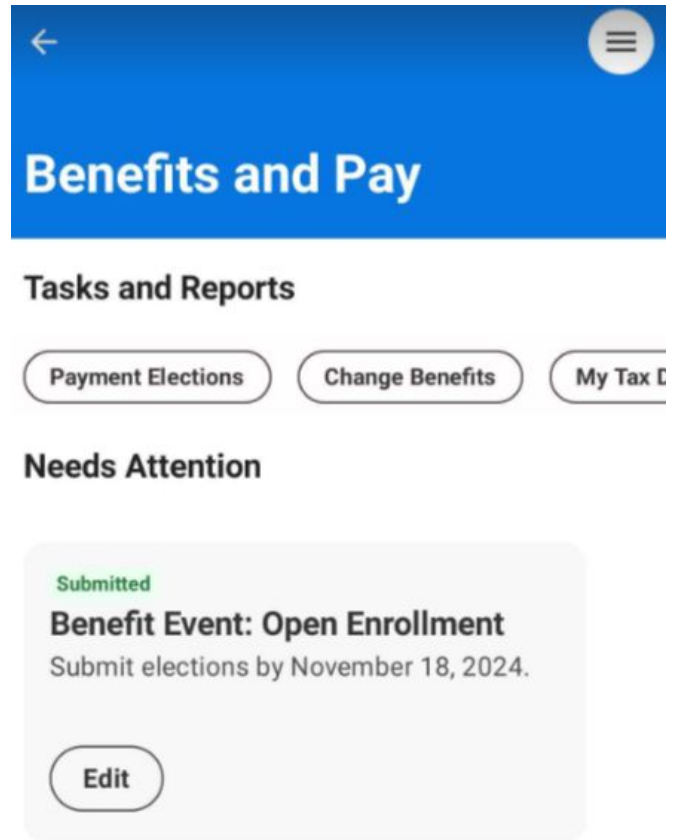
← Elected Coverages			
ite	Coverage	Calculated Coverage	Dep
25	Employee + Spouse	0	test
24	Employee Only	0	-
24	Employee Only	0	-
24	1 X Salary	\$46,000.00	-
24	1 X Salary	\$46,000.00	-
24	60% of Salary	\$522.00	-
24	60% of Salary	\$2,262.00	-
24	-	0	-



24. To make changes during Open Enrollment after you submit, go to **Apps** and select **Benefits and Pay**



25. Once in **Benefits and Pay** you will see **Benefit Event: Open Enrollment**. Click on **Edit** and the portal will open up.



Note: 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)



- 26. If you did not save a copy of your elections initially, you will have access for 90 days after elections are submitted to still download.
- 27. Go to My Tasks and click on Archive
- 28. From there you can search for **Open Enrollment Change**.
- 29. In the upper right hand corner, there is an icon you can click that will PDF your elections

