

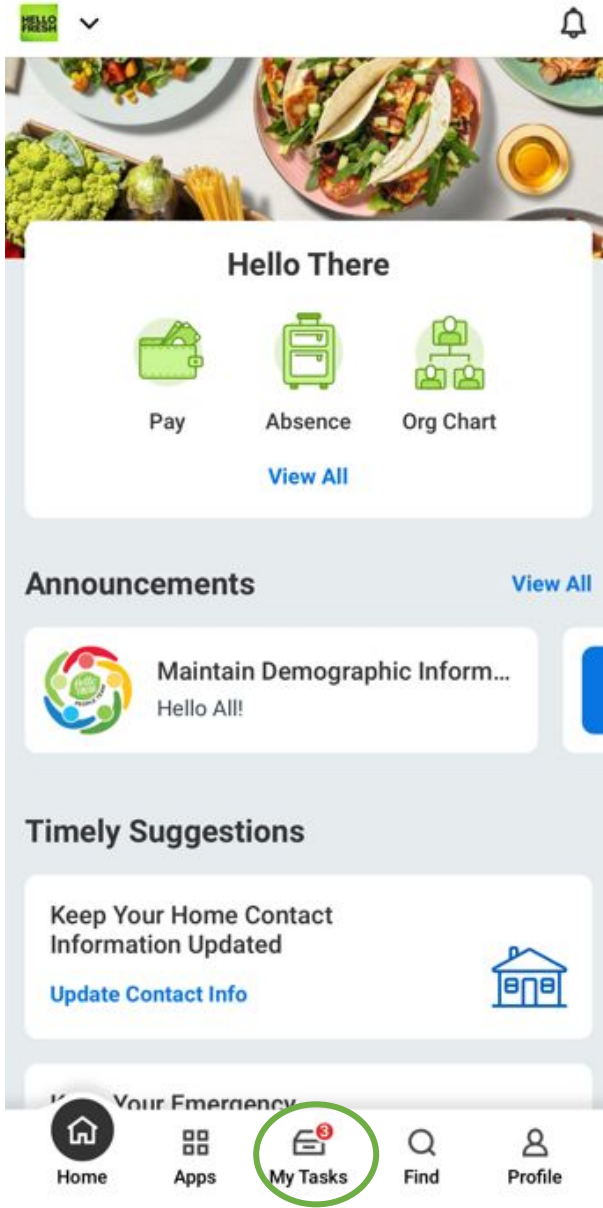


Benefits Enrollment for Open Enrollment - Mobile (Apple)

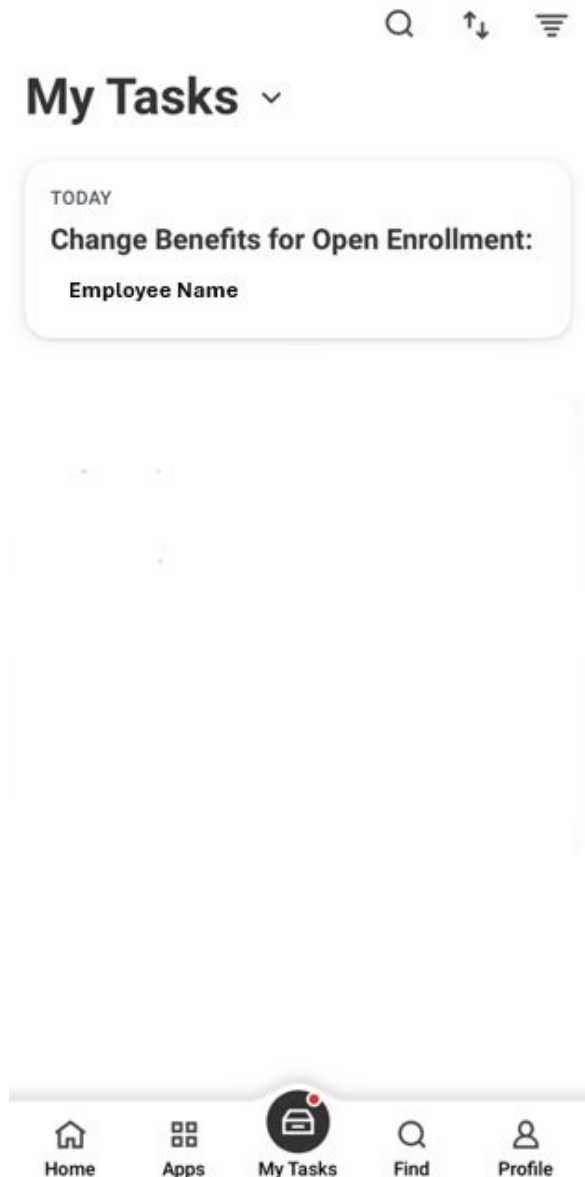
Enroll in Benefits

From the Workday Home Page:

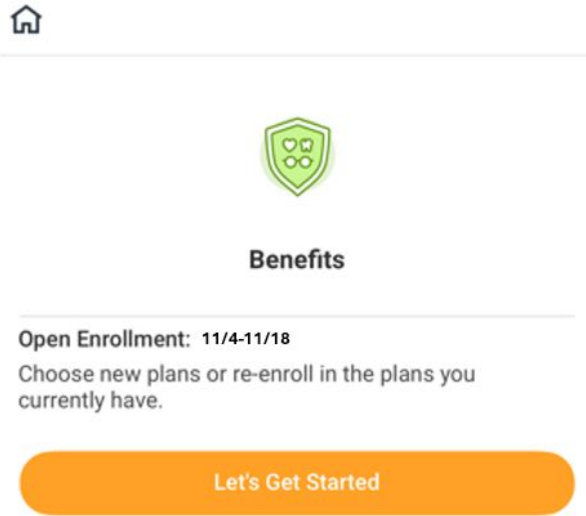
1. Click the **My Tasks**



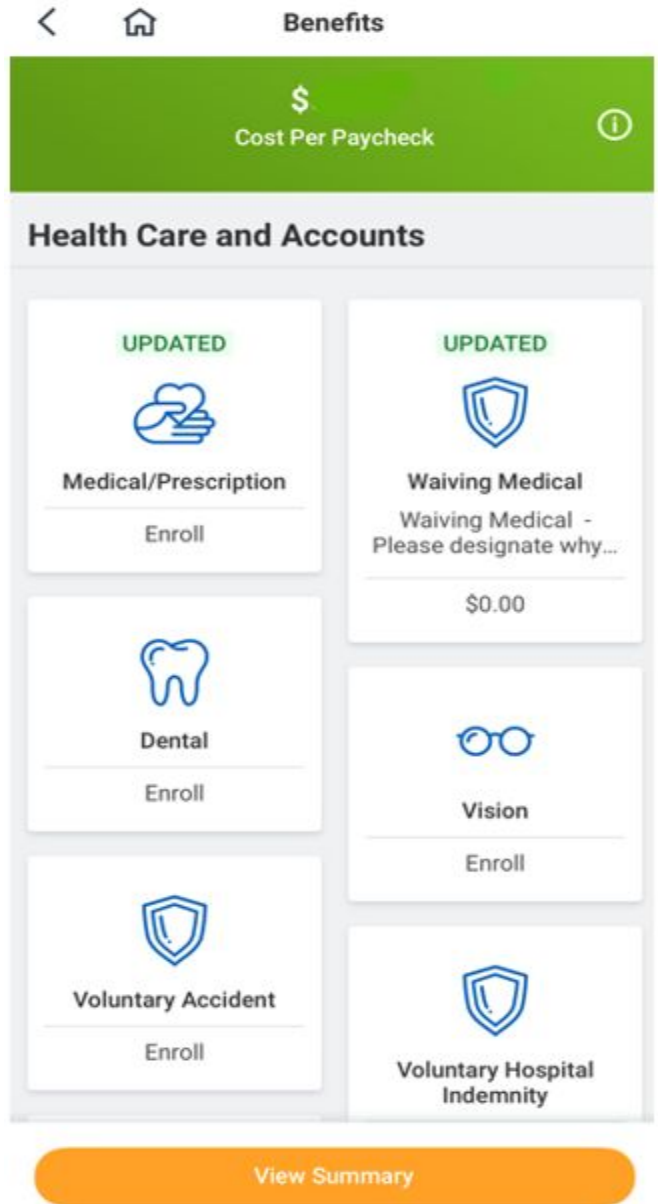
2. Click the **Change Benefits for Open Enrollment**



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



4. Click the individual tiles to manage your enrollments



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
Coverage Employee Only
Details

Cigna OAP Traditional \$1,000 Deductible
Cost Per Paycheck \$50.46
Coverage Employee Only
Details

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

Cancel Dependents Save

Cigna HDHP \$3,300 Deductible w/HSA
\$0.00
Cost Per Paycheck

Coverage
Employee Only

+ Add New Dependent

Existing Dependents

SPOUSE TEST
Spouse

Cancel Next

Add My Dependent From Enrollment

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**

[Cancel](#)

Add My Dependent From Enrollment

Name

Country *

✕ United States of America

Prefix

First Name *

Middle Name

Last Name *

Suffix

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 **Save** at the top of the screen.

[Cancel](#)

Dependents

[Save](#)

Cigna HDHP \$3,300 Deductible w/HSA
\$0.00
Cost Per Paycheck

Coverage
Employee Only

[+](#) **Add New Dependent**

Existing Dependents

SPOUSE TEST
Spouse



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

< **Waiving Medical**

Waiving Medical Information

Waiving Medical - Please designate why you are waiving medical

Co... I do not wish to elect this benefit at this time

Details

Waive

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 **Save** at the top of the screen.

Cancel **Dependents** **Save**

Waiving Medical - Please designate why you are...
\$0.00
Cost Per Paycheck

Coverage

I have Medicare

+ Add New Dependent

Existing Dependents



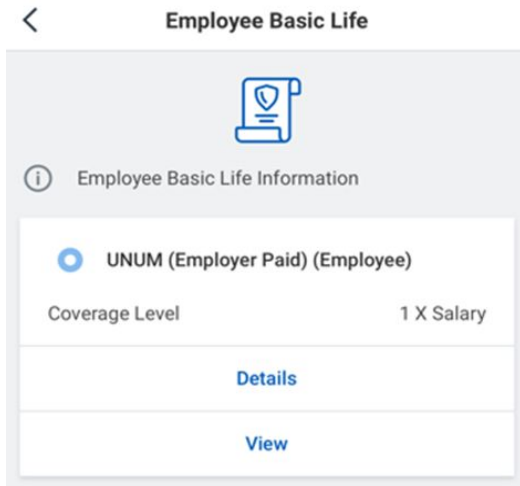
Note: Changing your medical plan from Waived to Enroll OR Enroll to Waive will prompt you to **Continue**

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

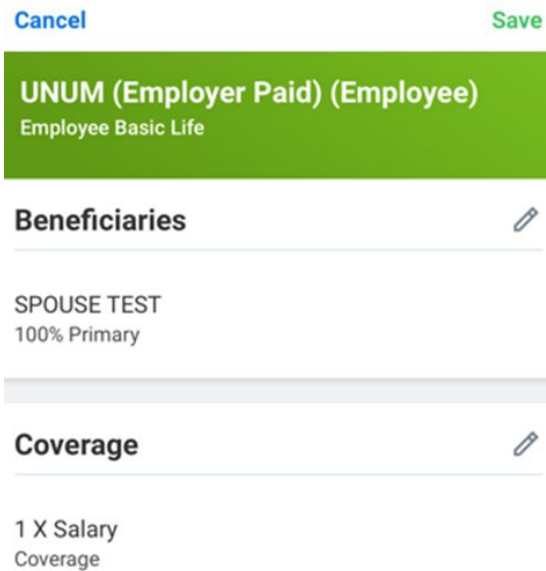
CANCEL **CONTINUE**



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](#)



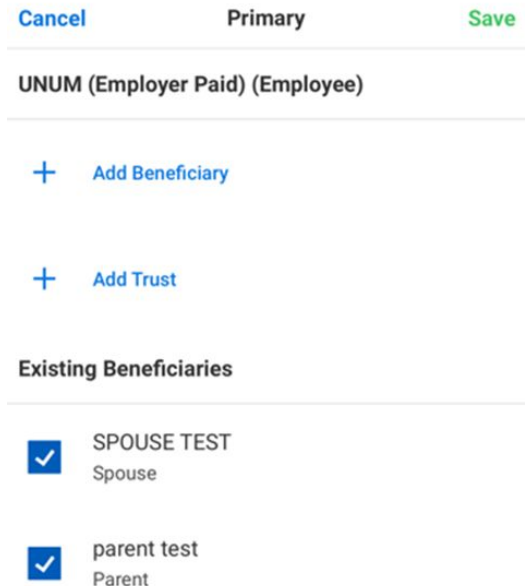
12. Then click on the pencil icon next to Beneficiaries.



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 **Done** at the top of the screen.

Cancel Done

Add Beneficiary

i Additional Information

Relationship *

Use as Beneficiary
Yes

Date of Birth

Age
-

Sex

Allow Duplicate Name

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 **Save**

Cancel **Primary** **Save**

UNUM (Employer Paid) (Employee)

+ Add Beneficiary

+ Add Trust

Existing Beneficiaries


SPOUSE TEST
Spouse


parent test
Parent


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 **Save** at the top of the screen.


Cancel **Beneficiaries** **Save**

UNUM (Employer Paid) (Employee)

Primary 

 60%

 40%

Secondary 

Add Beneficiaries



Note: This error will appear when trying to submit coverages if you do not have a beneficiary selected for 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** you will see a summary of the plans and total cost per paycheck

Benefit Name	Status
Waiving Medical Waiving Medical - Please designate why you are waiving medical I have Medicare	Included
Employee Basic Life UNUM (Employer Paid) (Employee) 1 X Salary (\$49,000.00) parent test (Parent), 40% Primary SPOUSE TEST (Spouse), 60% Primary	Included
Employee AD&D UNUM (Employer Paid) (Employee) 1 X Salary (\$49,000.00)	Included
Short Term Disability UNUM (Weekly) (Employee) 60% of Salary (\$558.00)	Included
Long Term Disability UNUM (Monthly) (Employee) 60% of Salary (\$2,418.00)	Included

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

Review

- 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



21. Once your benefits are submitted, you will want to click on [View Submitted Benefits](#)

Close

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 2025 Benefits Statement](#)

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



Submit Elections Confirmation

09/18/2024

Total Employee Cost/Credit

\$8.31 Biweekly Cost



Additional Information

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical - Waiving Please designate why you are waiving medical	01/01/2025	01/01/2025	I have Med
Employee Basic Life - UNUM (Employer Paid) (Employee)	01/01/2021	01/01/2021	1 X Salary
Employee AD&D - UNUM (Employer Paid) (Employee)	01/01/2021	01/01/2021	1 X Salary
Short Term Disability - UNUM	01/01/2021	01/01/2021	60% of Sal

Elected Coverages

10 Items




Plan Type
Medical/Prescription
Dental
Vision
Voluntary Accident
Voluntary Hospital Indemnity
Health Savings Account (HSA)

Waived Coverages

16 Items



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

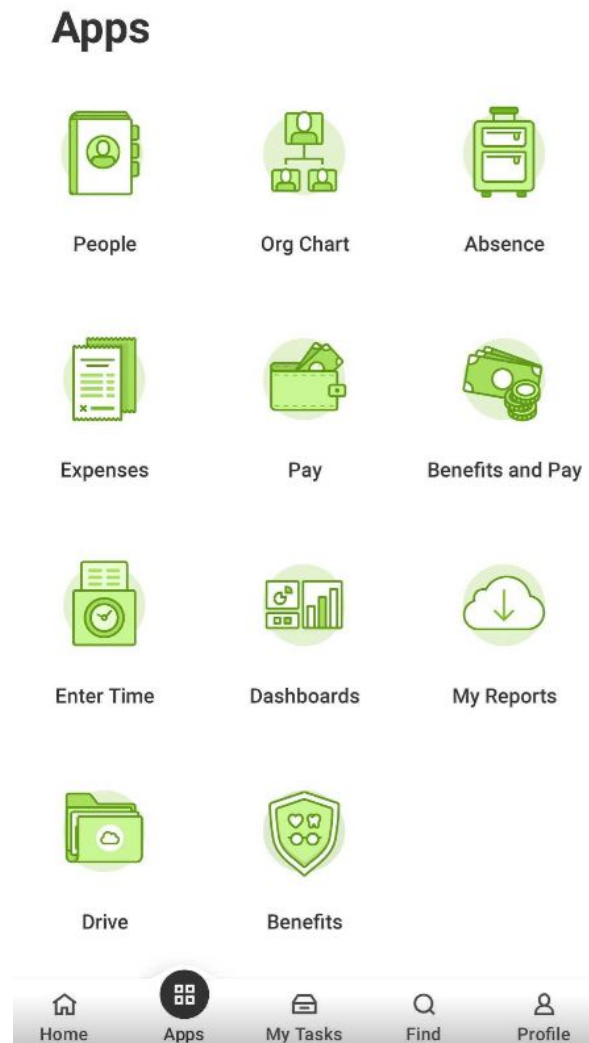
[Close](#) **Elected Coverages**

Benefit Plan	Coverage Begin Date	Deductible
Waiving Medical - Waiving Medical - Please designate why you are waiving medical	01/01/2025	01/01/
Employee Basic Life - UNUM (Employer Paid) (Employee)	01/01/2021	01/01/
Employee AD&D - UNUM (Employer Paid) (Employee)	01/01/2021	01/01/
Short Term Disability - UNUM (Weekly) (Employee)	01/01/2021	01/01/
Long Term Disability - UNUM (Monthly) (Employee)	01/01/2021	01/01/
New Jersey State Plan TDB - UNUM (Employee)	08/01/2022	08/01/
Voluntary Specified Disease (Critical Illness Employee/Children) - UNUM Option 3 - 30K Specified Disease (Critic...	01/01/2025	01/01/
Employee Assistance Program - Health Advocate	01/01/2024	01/01/
Medical Bill Saver -		

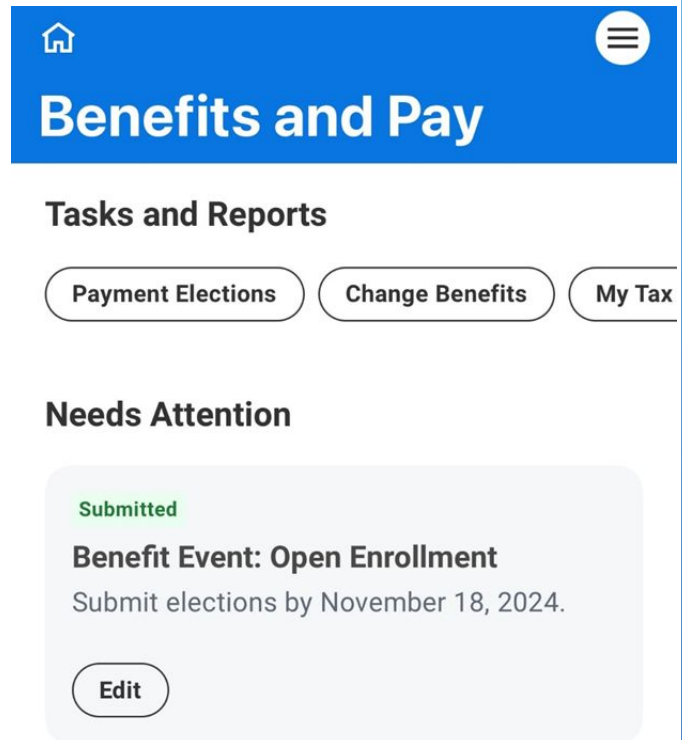
25	Employee + Spouse	0	tes
24	Employee Only	0	-
24	Employee Only	0	-
24	1 X Salary	\$46,000.00	-
24	1 X Salary	\$46,000.00	-
24	60% of Salary	\$522.00	-
24	60% of Salary	\$2,262.00	-
24	-	0	-



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)



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- 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

