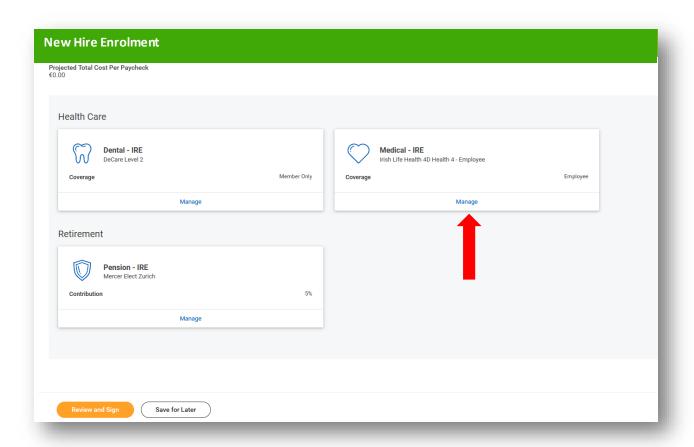
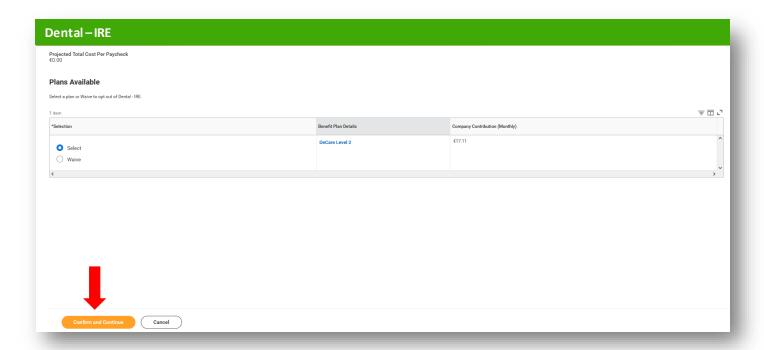


From your main homepage in Workday, click on your inbox, where you will see a "New Hire Enrollment" item. This will stay in your inbox for 30 days in which time you can make your benefit choices. Click "Let's Get Started".

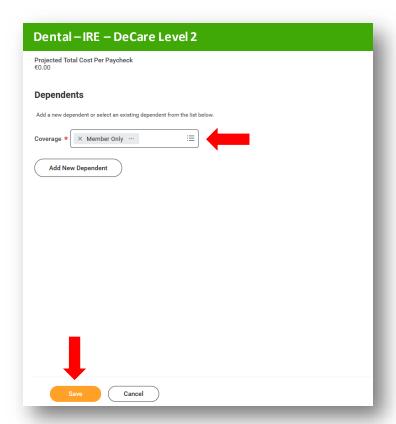
Please Note: You can save your enrolment elections and complete at a later time. To pick up where you left off, just go into your Inbox.



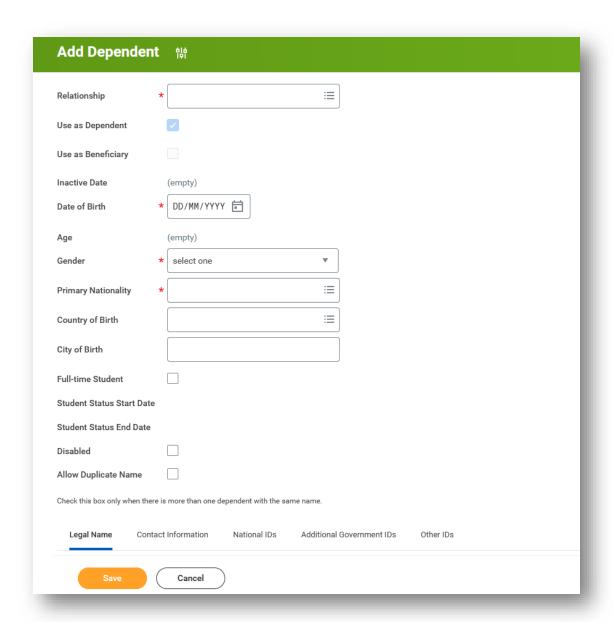
Here you will see all the benefit packages available to you and this is how you will make your selections for each plan. If you have not made any selections, it will say "Enroll" under each plan. If you have already made some selections or are coming back to complete your selections, it will say "Manage". Click on each plan to make your selections.



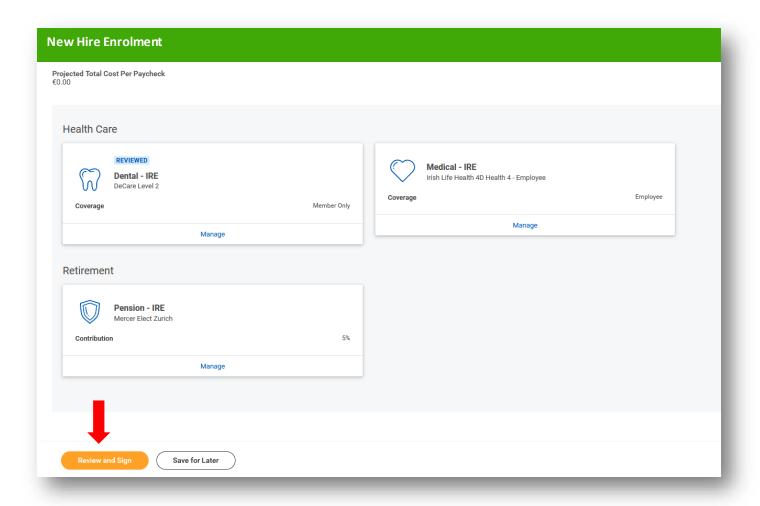
Once you are in the plan you wish to edit, you can click "Select" if you wish to enrol in that plan, or "Waive" if you do not want to be enrolled. Once you are happy with your selections, click "Confirm and Continue".



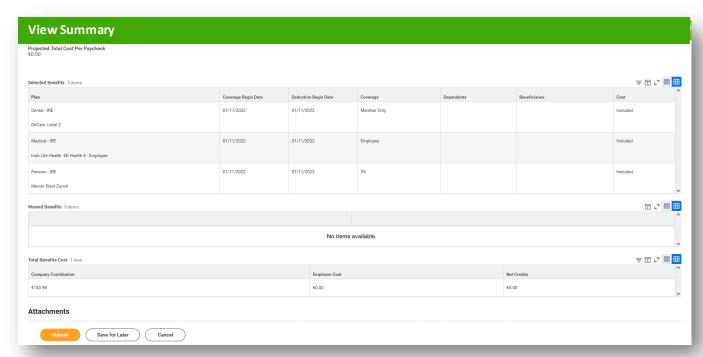
This next page is where you will select your coverage. If you have any dependents to add to your plan, click "Add New Dependent" and fill in their information. Once this is complete, click "Save".



If you clicked "Add New Dependents" this is the page you will enter in your dependent's information. Once complete, click "Save" to continue.



Once you have made your selections for each plan you will be brought back to the main page. **Please note, you have not finished the enrolment process yet.** Click "Review and Sign" to continue.





Here you will see a summary of your plan selections. If you are happy with your selections, click "Submit" to complete the enrolment process. If you want to make a change, click "Cancel" to go back to the main page.

You've submitted your elections. View 2022 Benefits Statement

 $Success!\ Select\ 'Done'\ and\ you\ will\ have\ successfully\ enrolled\ into\ your\ benefits.$