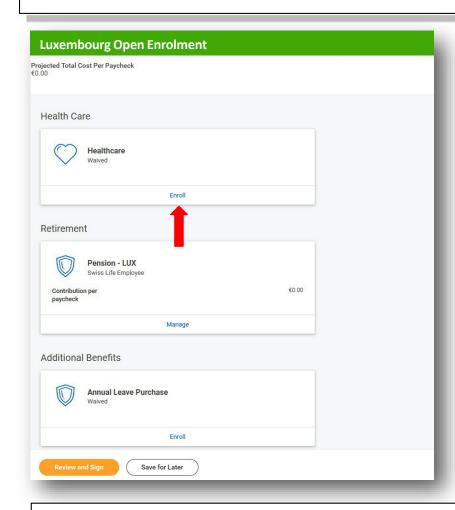
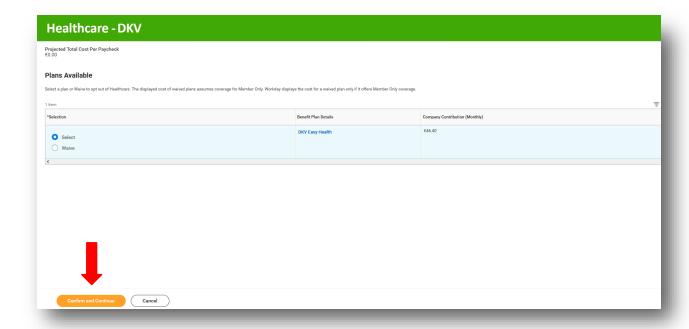


From your main homepage in Workday, click on your inbox, where you will see a "Luxembourg Open Enrolment" item. This will stay in your inbox for 2 weeks in which time you can make your benefit choices. Click "Let's Get Started".

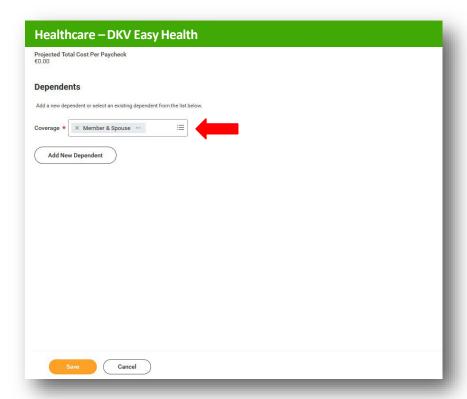
Please Note: You can save your enrolment elections and complete at a later time. To pick up where you left off, just go into your Inbox.



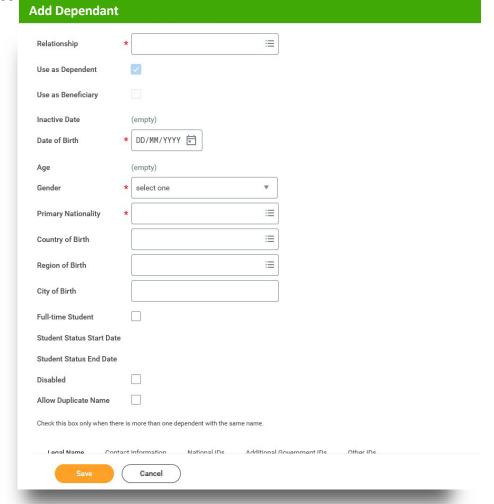
Here you will see all your benefit plans and this is how you will make your selections for each plan. If you are already enrolled in the plan, it will say "Manage" and if you are not already enrolled, it will say "Enrol".



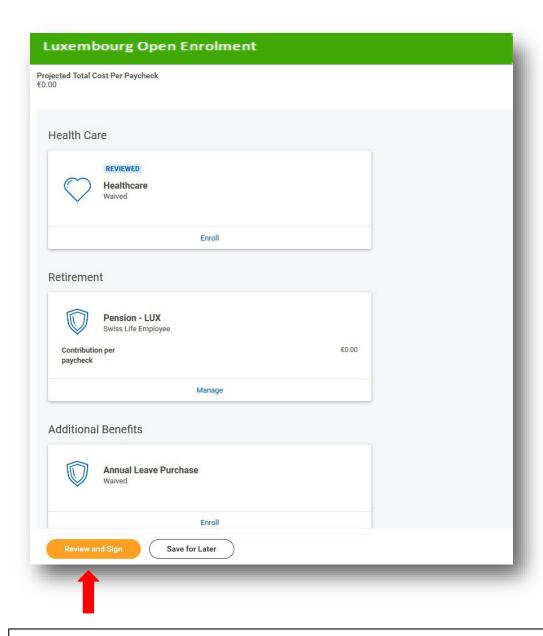
Once you are in the plan you wish to edit, you can click "Select" if you wish to enrol in that plan, or "Waive" if you do not want to be enrolled. Once you are happy with your selections, click "Confirm and Continue".



You will then be asked to enter in the information for any dependants you wish to add to your plan. Click "Save" to continue.

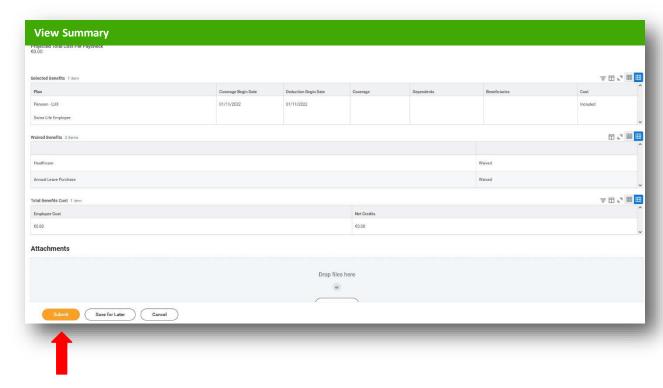


If you clicked "Add New Dependants" this is the page you will enter in your dependant's information. Once complete, click "Save" to continue.

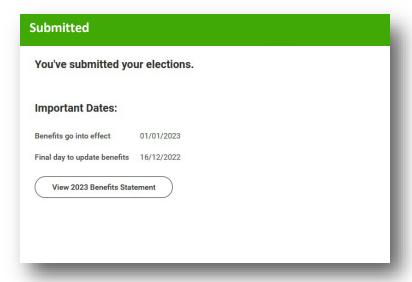


Once you have made your selections for each plan you will be brought back to the main page.

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 edits/selections, click "Submit" to complete the enrolment process. If you want to make a change, click "Cancel" to go back to the main page.



Success! After clicking submit, you will know you have completed your enrolment when you see the above message.