

Navigating Mobile Open Enrollment

Mobile

Open enrollment is your yearly opportunity to update your benefit plans, designate your beneficiaries, make changes to your current coverage and add or remove dependents. Benefits Open Enrollment is Nov 4-20. If you do not take action during this time, you won't be enrolled in health, dental, vision or most other voluntary benefits. During this period, you will receive a **Change Benefits for Open Enrollment** task in My Tasks. To do so, click on the **Benefits and Pay** hub in your Top Apps and click on Benefits, then Dependents if you need to add a dependent. To add, click the Add button and complete all the fields with a red asterisk. The following steps will help you to complete your open enrollment.

Note: Please make sure all your dependents are in Workday prior to electing benefits.

 **Important:** Once the period ends, you will only be able to make changes if you experience a qualifying life event (e.g., marriage, birth, loss of coverage).

For more information about the Annual Open Enrollment in Workday, please contact MyHR.HelpDesk@carle.com. Visit benefits.carle.org for plan details, enrollment directions and more information.

Get ready: What You'll Need

Before starting your enrollment, gather the following information from any new dependents:

- Official documents (birth certificate, marriage license, legal guardianship)
- Social Security Number (SSN)
- Date of birth
- Current address (if different from yours)

You should also determine your beneficiary designations for life insurance. This can include individuals, charities, and/or trusts. Trust or charity details, if applicable.

 Missing documents? You may upload supporting documentation and have 5 business days to provide the official versions.

View current 2025 benefit elections

To view your current 2025 benefit elections, in Workday on your mobile device, navigate to the menu click **Benefits and Pay**, then click **Benefits**, then **Benefits by Date**, and then the **checkmark**. This will allow you to view your elections by date. If you want to see your current benefits, use today's date and click **Ok**. Use the arrow button to expand to full screen. If you would like to print this screen, please click the PDF button in the upper right-hand corner of your Workday screen. You can then download the document and print.

Updating your benefit elections after submission

You can make changes to your benefit elections during the open enrollment period (11/4-11/20) from the **Benefits and Pay** app. See [Updating Your Enrollment](#) on page 9 for specific instructions.

Table of Contents

Get ready: What You'll Need.....1

View current 2025 benefit elections1

Updating your benefit elections after submission1

Open Enrollment Steps for Mobile.....3

 My Tasks inbox 3

 Benefits and Pay App..... 3

 Add or Modify Dependents..... 6

 Add Disability and Group Life Insurance 7

 Designate Life Insurance Beneficiaries 7

 Add Additional Benefits..... 8

 Complete Your Enrollment..... 8

Updating Your Enrollment10

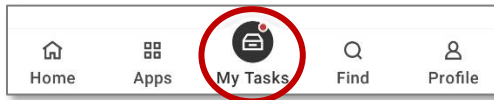
 How to reopen your event..... 10

Open Enrollment Steps for Mobile

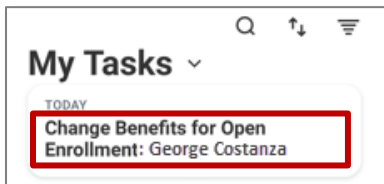
Initiating Open Enrollment can be done through a task or from the **Benefits and Pay** app.

My Tasks inbox

1. Select the **My Tasks** icon.

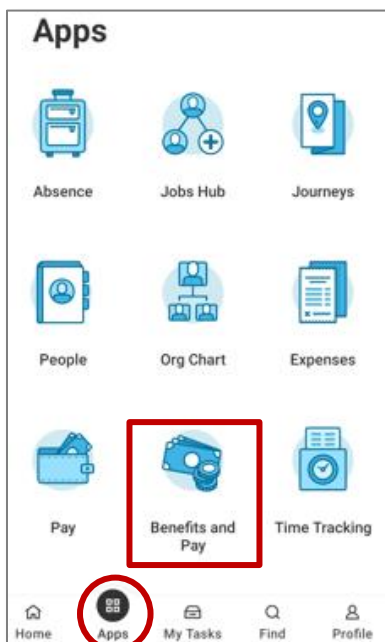


2. Select the **Change Benefits for Open Enrollment** task.

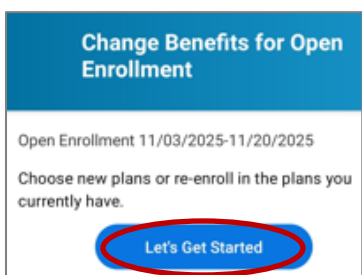


Benefits and Pay App

1. Select **Apps**
2. Select **Benefits and Pay**



3. Select **Let's Get Started**



- Answer the tobacco use question and select **Continue**.

Tobacco Use

Tobacco Use
The Carle Health Plan charges a bimonthly \$25 tobacco user surcharge if one or more members use nicotine. The tobacco user surcharge applies to team members and their dependents who are enrolled in the health plan and use tobacco products or e-cigarettes that contain nicotine.

Team members should indicate their and their covered dependents non-tobacco user status by completing this Tobacco Use Affidavit.

Carle makes available a reasonable alternative standard for team members and/or covered dependents to avoid the tobacco-user surcharge. If it is medically inadvisable for a team member and/or covered dependents to participate in the smoking cessation program, team members are afforded the opportunity to comply with the recommendations of the individual's personal physician.

If a plan member's tobacco user status changes, the team member must contact the MyHR.HelpDesk@carle.com or call (217) 902.5300. The tobacco surcharge will be refunded for the full plan year for those plan members who meet the reasonable alternative standard.

Question

Do you use tobacco/nicotine products?
If a tobacco/nicotine user is enrolled in a health plan a **tobacco user fee of \$25** will be added to the health plan premium that is deducted from your pay.

NOTE: Tobacco products include cigarettes, e-cigarettes, cigars, chewing tobacco, pipe tobacco, or any other products regardless of the frequency or method of use.

Answer *

☒ No, I do NOT use tobacco products

☐ Yes, I use tobacco products

Continue

- Select **Continue** from the **Information Updated** page.

← **Information Updated**

Thanks for updating your information.

Next up, you'll confirm benefits you'd like to keep the same, or add any changes you'd like to make.

Continue

- The **Benefits** page displays. Scroll down to choose a category. Select **Enroll** to begin enrollment.

← **Open Enrollment**

Projected Total Cost (Per Deduction)
\$4.95

Health Care and Accounts



Medical

Waived

Enroll



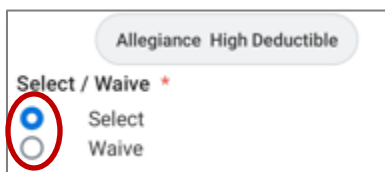
Dental

Waived

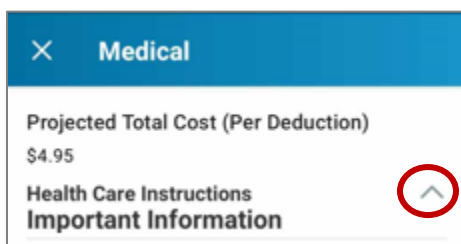
Enroll

Review and Sign

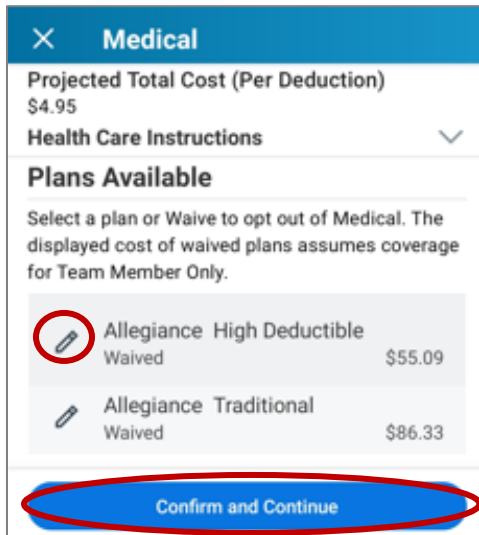
7. For each category, choose **Select** or **Waive**.



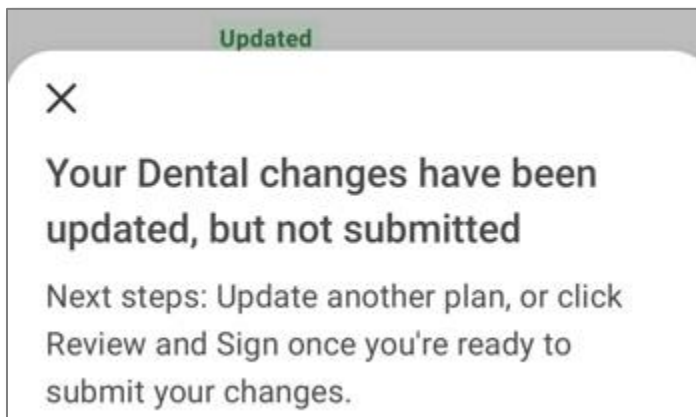
8. Select the plan, then expand the **Health Care Instructions** section to view plan information and details, along with the provider's contact information.



9. Select the **Edit** icon to modify your coverage, if needed. Select **Confirm and Continue**.



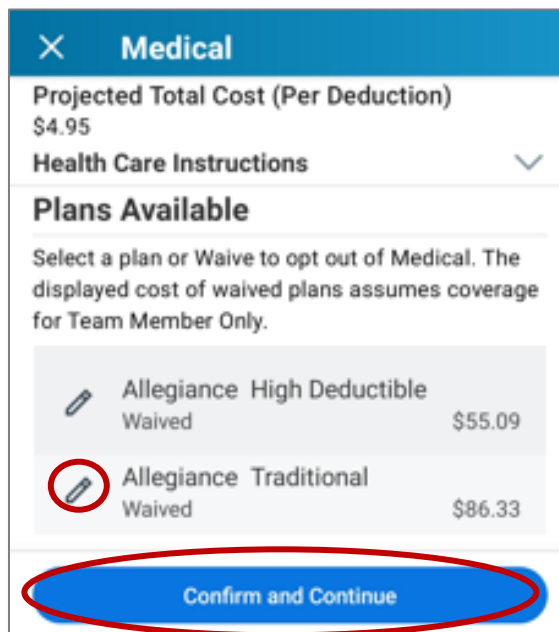
Note: A reminder will be displayed to confirm the update to coverage. These changes have not yet been submitted.



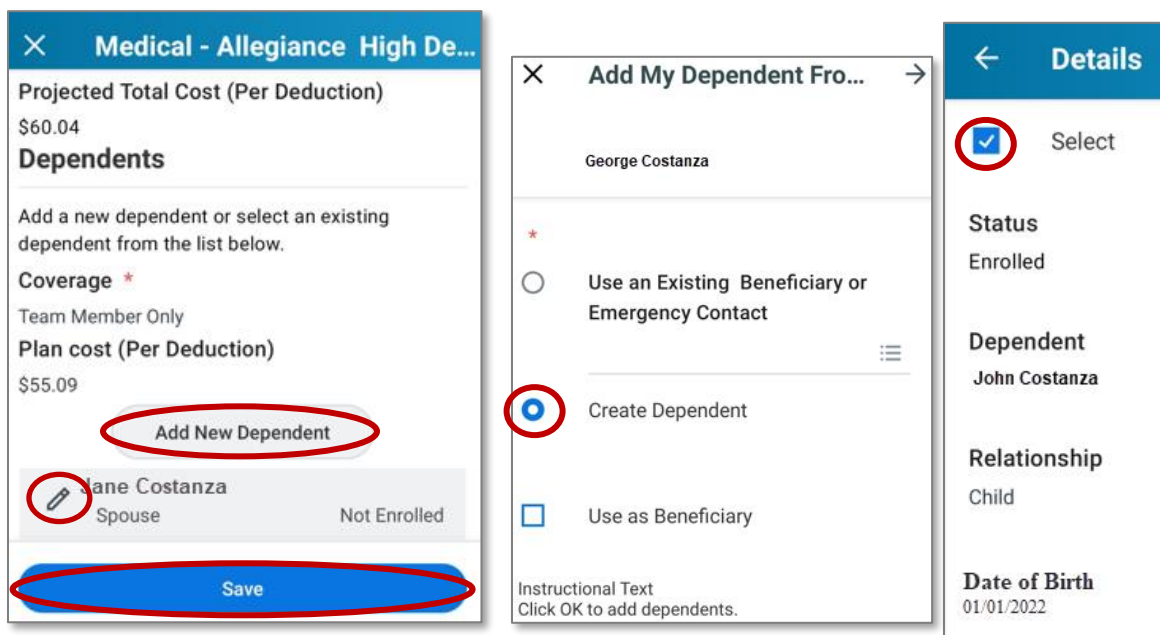
Add or Modify Dependents

If you elect or modify a benefit plan during open enrollment, you can add dependents or modify existing dependents.

10. Select **Enroll** or **Manage** to elect or modify a benefit plan. Use the **Edit** icon to select or waive a plan (as shown in previous steps). Select **Confirm and Continue** to add or modify dependents.



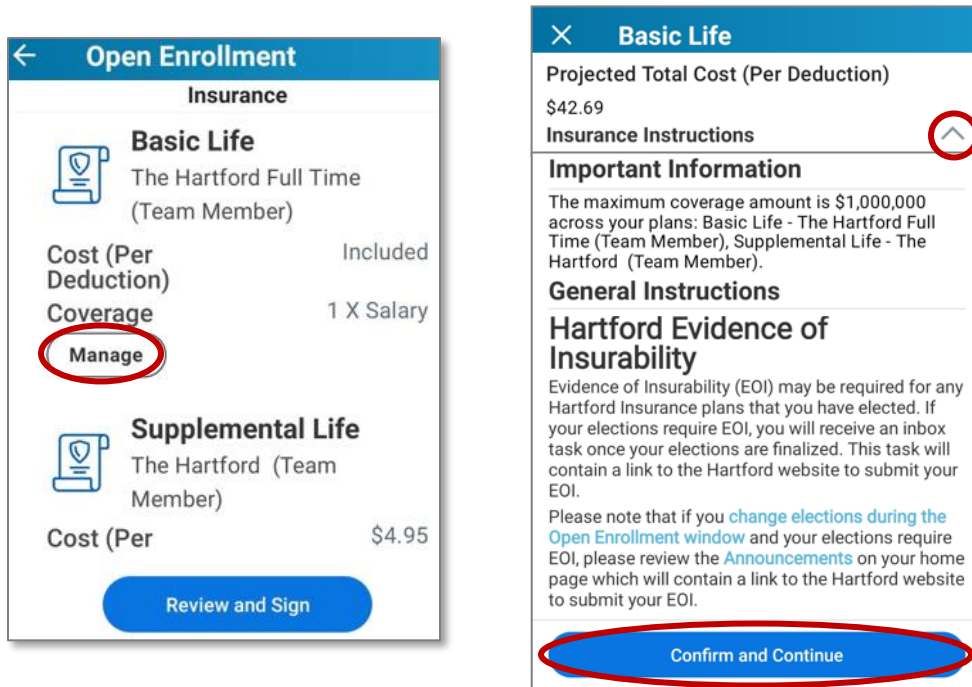
11. Select **Add New Dependent** and complete the questions. You can also add or remove an existing dependent from the plan by clicking the pencil icon and selecting or clearing their checkbox. Complete all required information before moving on to the next step.



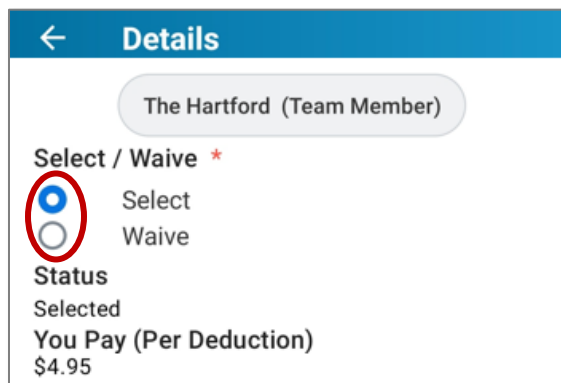
12. Select **Save**.

Add Disability and Group Life Insurance

- From the **Insurance** section, select **Manage** or **Enroll** to modify your benefit elections. Review the **Insurance Instructions** and **Important Information**.



- Select or **Waive** each benefit election. Select the **Edit** icon to modify your coverage as needed, then select **Done**.



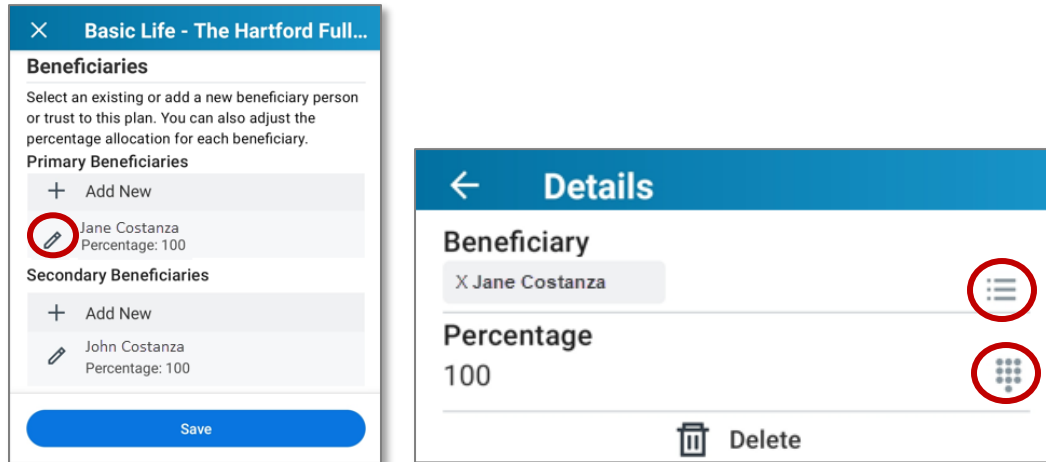
- Select **Confirm and Continue**.

Note: To elect optional spouse or child life insurance, you must elect 1X optional employee life insurance.

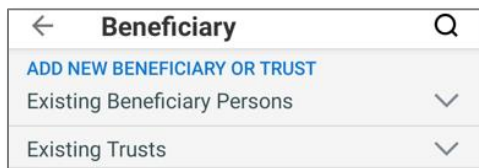
Designate Life Insurance Beneficiaries

- From the **Insurance** section, select each category to open your enrollment options.
- For new enrollments, select **Enroll**, then the **Edit** icon and the plan name to view the plan description or provider website.
- For current enrollments, select **Manage**, then **Confirm and Continue** to modify your beneficiaries.

19. Select the **Edit** icon, then the **Percentage** field to view and modify your beneficiary percentages and coverage amounts. Your primary beneficiary and contingent beneficiaries must add up to 100%.



20. Select **Add New** to add a new beneficiary.
21. Select **existing beneficiaries** or **add a new beneficiary**. To add a new beneficiary, select **Add Beneficiary** or **Add Trust** by first selecting **Add New**, then expanding the Beneficiary prompt. To remove an existing beneficiary, select the **Edit** icon next to their name and select **Delete**.



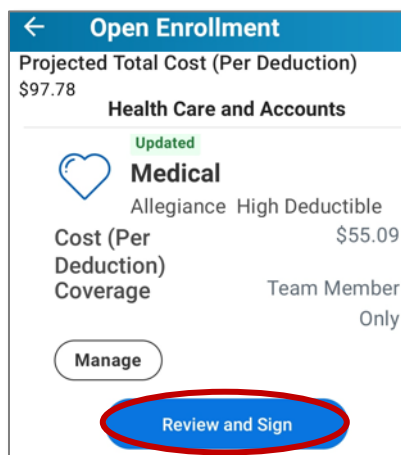
22. After filling out the requested information, select **Done**.
23. Enter the percentage of benefits for each beneficiary.
24. Select **Done**, then **Save**.

Add Additional Benefits

You can select optional benefits in the **Additional Benefits** section, such as hospital indemnity or identity theft. You can select or waive coverage for each category.

Complete Your Enrollment

25. Select **Review and Sign**.



26. Scroll down to review your benefit elections and upload any required documentation in the **Attachments** section. Select the **I Accept** checkbox to confirm your electronic signature. Select **Submit**. A confirmation page displays.

View Summary

Projected Total Cost (Per Deduction)
\$97.78

Indicate your agreement with these elections via the electronic signature checkbox at very bottom of page.

Selected Benefits

Medical Team Member Only	\$55.09
Dental Team Member + F...	\$37.74
Basic Life 1 X Salary	Included
Supplemental Life \$90,000	\$4.95

Submit

View Summary

Waived Benefits

Vision
Accident
Hospital Indemnity
Identity Theft Protection
Health Savings Account
Healthcare FSA
Dependent Care FSA
Limited FSA
Spouse/Domestic Partner Life

Submit

View Summary

Total Benefits Cost

Company Contribution
\$351.70
Team Member Cost
\$97.78
Net Cost
\$97.78
Attachments

Electronic Signature

Legal Notice: Please Read
Your name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the in [View More...](#)

☒ I Accept

Submit

Note: If you do not select the **I Accept** checkbox to confirm your electronic signature. A notification will display.

Select I Accept under the Electronic Signature section to submit your elections.

27. Select **Done** to return to **My Tasks** or select the **View 2025 Benefits Statement** to view an election confirmation.

Submitted

You've submitted your elections.

No information is available.

Important Dates:
Benefits go into effect
01/01/2026
Final day to update benefits
11/20/2025

View 2026 Benefits Statement

Done

Submit Elections Confirmation

11/03/2025

Total Team Member Cost/Credit
\$97.78 Per Deduction Cost

Benefit Plan	Coverage Begin Date
Medical - Allegiance High Deductible	01/01/2026
Dental - Cigna Enhanced	01/01/2026
Basic Life - The Hartford Full Time (Team Member)	04/01/2023

Elected Coverages
5 Items

Plan Type
Vision
Accident
Hospital Indemnity

Waived Coverages
15 Items

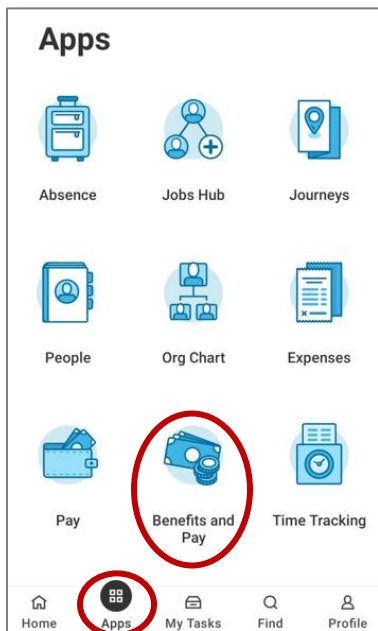
Back To Event

Updating Your Enrollment

You can update your Open Enrollment choices any time until the last day of the enrollment window (11/4-11/20).

How to reopen your event

28. Open the **Apps** and select **Benefits and Pay**.



29. On the **Overview** tab, locate the **Benefit Event: Open Enrollment** card (you will see the submit elections by date).
30. Click **Edit** to reopen the event.



31. Finish up
 - a. Update any plans you need, then click **Review and Sign** again.
 - b. Scroll to the bottom, check **I Accept**, and click **Submit** to resubmit your elections.