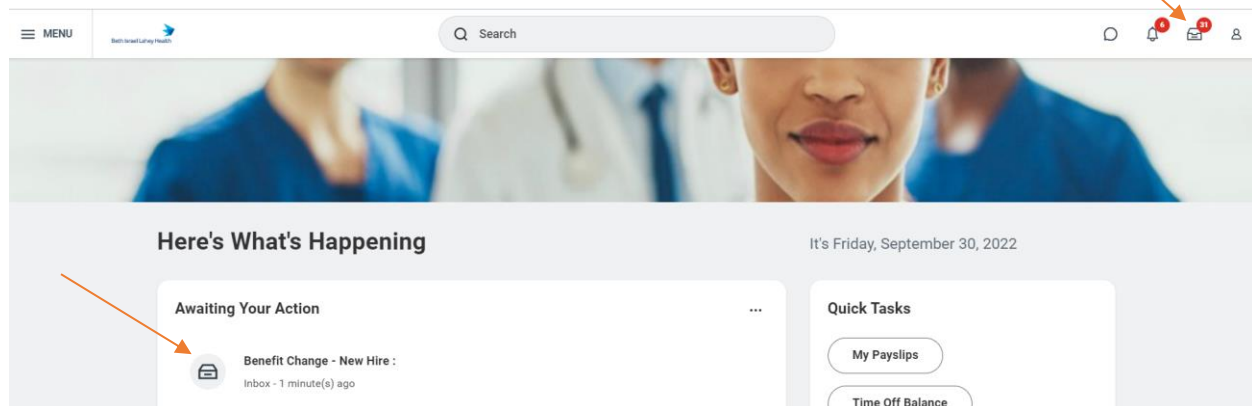


How to Elect Benefits in Workday

Follow these instructions to submit your benefits online as a New Hire or as the result of a recent job change at BILH.

1. Log into Workday here: <https://www.myworkday.com/bilh/login.html>
2. On your Workday Homepage, you will see a section called **Awaiting Your Action**.
IMPORTANT: You must complete all tasks awaiting your action first in order to view your benefits event. If you do not see your benefits enrollment event, complete all other actions under Awaiting Your Action first, then refresh your screen by clicking on the BILH logo in the upper left corner.

You should now see your benefit enrollment event under **Awaiting Your Action**, click on it to be taken to your event in the Workday inbox. You may also access your Workday task inbox by clicking the icon in the top right corner of the screen.



3. Click **Let's Get Started** to open your event.

Change Benefit Elections

12 minute(s) ago - Effective 08/15/2022

Initiated On 09/30/2022

Submit Elections By 10/29/2022

Let's Get Started

***Note:** you may be asked to update missing information for one or more of your dependents before proceeding. Complete this step, and you will then be taken to your enrollment.

4. Each of your available benefit options will be displayed on the screen. Click into each benefit you wish to enroll in or change. Within each benefit, you will have the opportunity to add/assign dependents and/or beneficiaries to the desired plans. For detailed instructions on adding and editing dependent and beneficiary profiles, search the Managing Your Dependent or Managing Your Beneficiary article in Workday.

- When you have updated each of your desired benefit elections, click **Review and Sign** at the bottom of the screen.
- Review your benefits on this screen for accuracy. If you need to go back to make additional changes, hit **Cancel** to return to the previous screen, or you may choose **Save for Later** to exit and return to this event within 30 days of the event effective date. When you are satisfied with the changes displayed on this screen, hit **Submit** to complete your enrollment.

View Summary New Hire ☰

Projected Total Cost Per Paycheck
\$0.00

Selected Benefits 3 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents
Basic Life Voya (Employee)			1 X Salary	
Long Term Disability (LTD) Unum (Employee)			60% of Salary	
Employee Assistance Program				

- Once you have hit **Submit** on the above screen, you will receive a confirmation email to your outlook inbox. You may now view your submitted changes under **Benefits > View Benefit Elections**.