

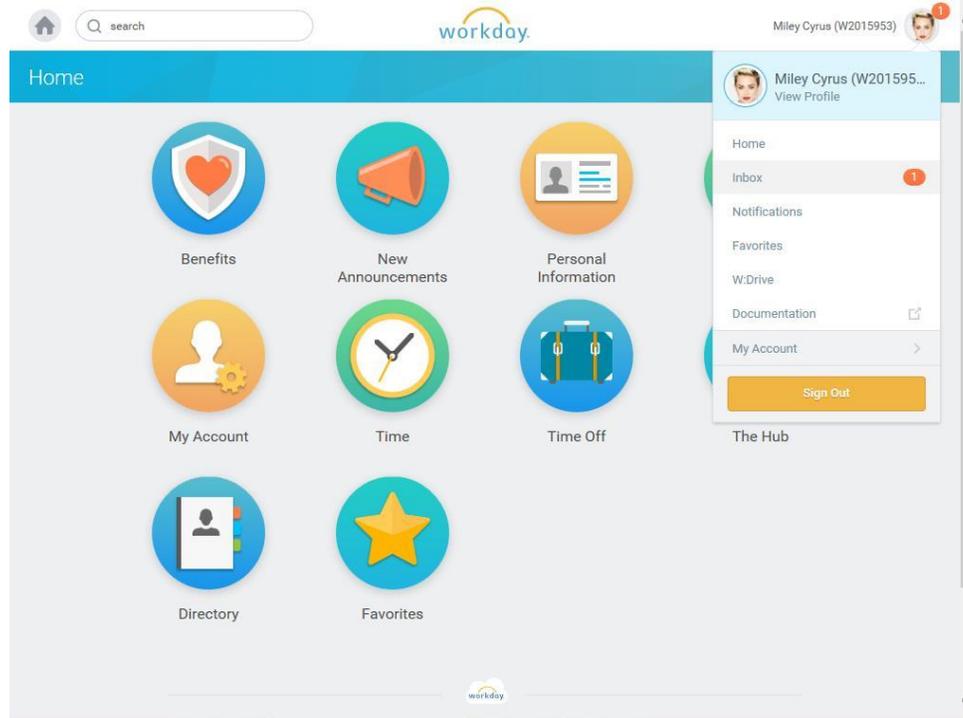
## How to Access Enrollment Events from Your Inbox

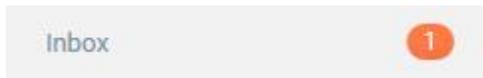
Use this procedure to access Enrollment Events from your Workday Inbox. Periodically, you will receive tasks in your Workday Inbox related to benefits. It is important to check your Inbox regularly as there may be a task that requires your action.

### Procedure:

1. Click the **My Account**  icon.

#### Home

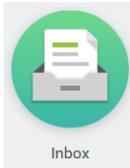


2. Select the **Inbox**  hyperlink.

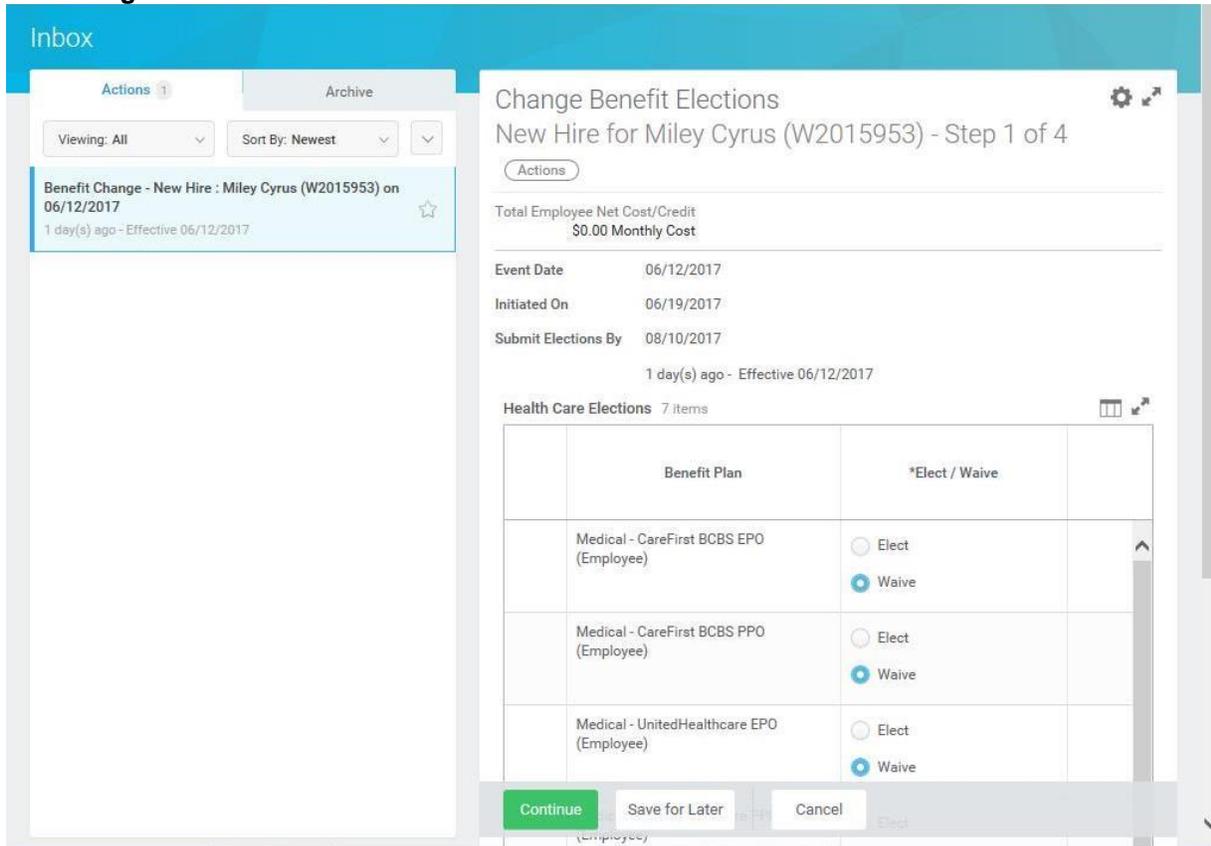


**Information:** The number of new tasks will appear in an orange circle next to the My Account icon.



**Shortcut:** You can also access your Inbox by clicking the **Inbox**  worklet from your home page.

### Change Benefit Elections



3. Click the task in your Inbox.



**Information:** Check your Workday Inbox regularly for benefits related tasks that require your action to complete. Some examples of benefits related tasks are below:

|                        |  |
|------------------------|--|
| <b>Open Enrollment</b> | Current employees will receive information regarding selecting new benefits as a part of the open enrollment process.                      |
| <b>New Hire</b>        | New employees will receive information for completing the action items related to selecting benefits as a part of the on-boarding process. |

4. Click the Toggle Fullscreen  icon to enlarge screen.



**Complete the task in your Inbox**

← 1 of 1

Change Benefit Elections New Hire for Miley Cyrus (W2015953) - Step 1 of 4 Actions Settings

Total Employee Net Cost/Credit  
\$0.00 Monthly Cost

Event Date  
06/12/2017

Initiated On  
06/19/2017

Submit Elections By  
08/10/2017

1 day(s) ago - Effective 06/12/2017

Health Care Elections 7 items Grid

| Benefit Plan                              | *Elect / Waive  | Enroll Dependents | Coverage |
|---|---|-------------------|----------|
| Medical - CareFirst BCBS EPO (Employee)   | <input type="radio"/> Elect<br><input checked="" type="radio"/> Waive |                   |          |
| Medical - CareFirst BCBS PPO (Employee)   | <input type="radio"/> Elect<br><input checked="" type="radio"/> Waive |                   |          |
| Medical - UnitedHealthcare EPO (Employee) | <input type="radio"/> Elect<br><input type="radio"/> Waive            |                   |          |

Continue Save for Later Cancel

5. Complete the task in your Inbox.



Once you complete a task, it will no longer appear in your Inbox. You may have to refresh your Inbox before the item disappears from your Inbox.

6. The System Task is complete.