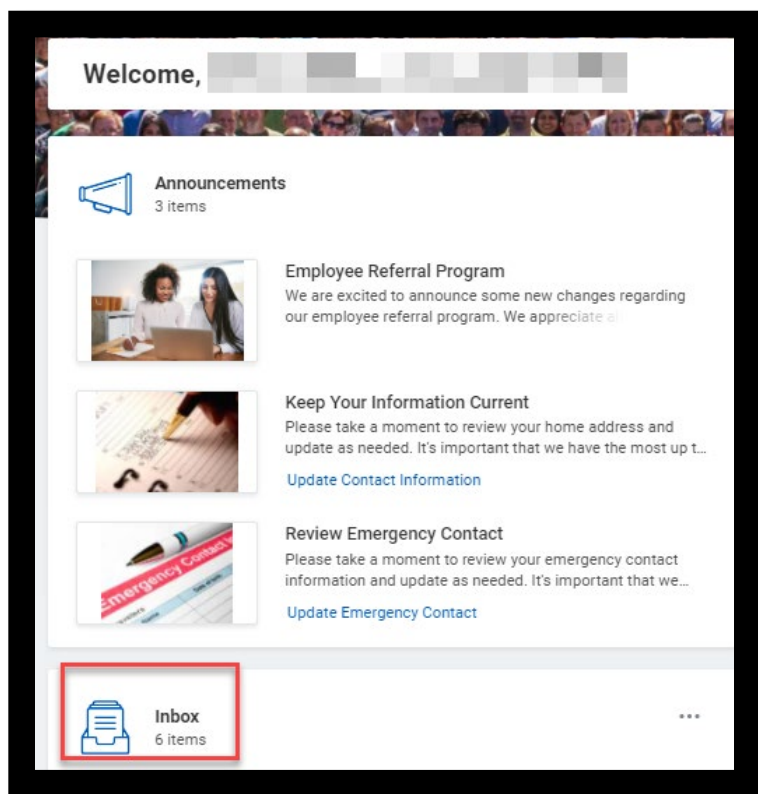


# Quick Start Guide: Navigate New Hire Benefits Enrollment (US Employees)

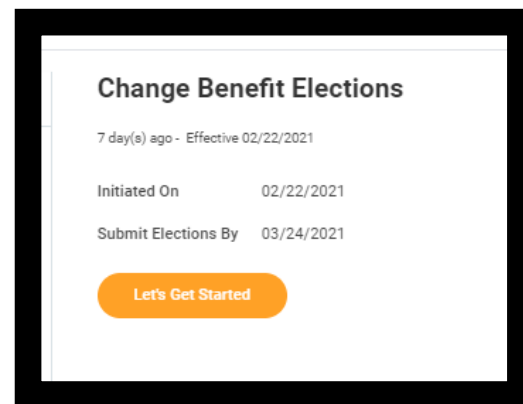
This quick start guide provides step-by-step instructions on how to navigate US Benefits Enrollment in Workday. **As a new hire you have 31 days from your first day of work to enroll in health plans and make other benefits elections.**

## BENEFITS ENROLLMENT STEPS

1. Click on the **Benefits Change – New Hire** task in your Workday inbox. For more information on our 2021 benefits details, go to our US benefits portal at [benefits.proofpoint.com](https://benefits.proofpoint.com)



2. The **Change Benefit Elections** page will display. Click on the **Let's Get Started** button.



3. Click on **Enroll/Manage** for each **Health Care and Accounts, Insurance**, and view **Additional Benefits** plan choices.
4. For Health Care and Accounts, select a plan or Waive to opt out of coverage.
5. Once you made your selection, click **Confirm and Continue**.
6. The **Dependents** page will display. For more information about adding a dependent from plans, see the next section. Click **Save**.

## ADDING DEPENDENTS

You can add dependents to your Health Care plans.



**Note:** Adding a dependent to one plan will not automatically make this change to each of your plans. You will need to repeat this process for each of your plan.

1. Click the **Enroll** hyperlink in the desired plan.



2. Under Plans Available, **Waive/Select** for the **Benefit Plans**.

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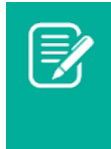
3. Click on **Confirm and Continue**.
4. The **Dependents** page will display. Click on **Add New Dependent**.
5. Review the instructional text and click **OK** to add dependent(s).
6. Complete all required information. Click **Save**.
7. You will be returned to the **Dependents** page. Click on **Save**.



Note: You can also remove a dependent by unchecking the box next to the name on the list of dependents.

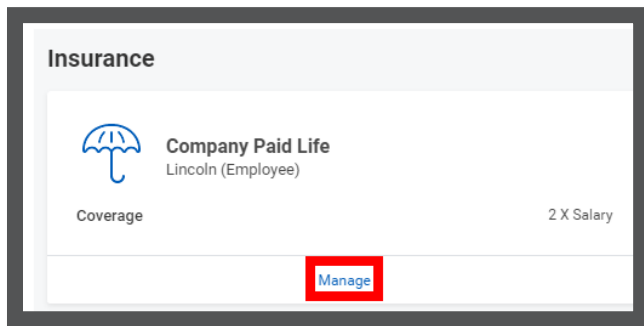
### DESIGNATE BENEFICIARIES

The **Company Paid Life Insurance** plan and the **Accidental Death and Dismemberment** plan require beneficiaries. This means that you must designate one or more beneficiaries to each plan.



Note: If you do not designate beneficiaries to these plans, then you will get an error message when you try to submit your elections.

1. Click on **Manage** hyperlink for the plan.



2. The **Select** option will default. Click on **Confirm and Continue**.
3. Click the **Add Row** icon (+) to add a beneficiary.
4. To remove a beneficiary, click the **Remove Row** icon (-) next to that beneficiary.

5. Enter the **Percentage** of benefits for each beneficiary in the **Primary Beneficiary** and **Secondary Beneficiaries** section. Your **Primary Beneficiary** and **Secondary Beneficiaries** percentages must add up to 100%.



Note: Only a Primary Beneficiary is required. However, we encourage you to identify a Contingent beneficiary.

### SHORT-TERM DISABILITY (STD), LONG-TERM DISABILITY (LTD), AND EMPLOYEE ASSISTANCE PROGRAM

The **Short-Term Disability (STD)**, the **Long-Term Disability (LTD)**, and the **Employee Assistance Program (EAP)** plans are available for all US employees at no additional cost. All employees are enrolled by default. This does not require any action from the employee.

### COMPLETE YOUR ENROLLMENT

1. Click on **Review and Sign** to submit your elections.
2. The **View Summary** page will display. Review your selected benefits coverage levels, beneficiaries, and the cost associated with the selected benefits. You can **Save for Later** if you would like to come back to this task in your Workday inbox.
3. Scroll to the bottom of the page, check the box next to **I Accept**, and click **Submit**.
4. The Submitted page will display. Click on **View 2021 Benefits Statement** button.
5. Click **Print** to generate a PDF version for your records.
6. Click on the **Download** prompt.
7. The document will download. Review and save this document to your computer. You may also want to email yourself a copy.