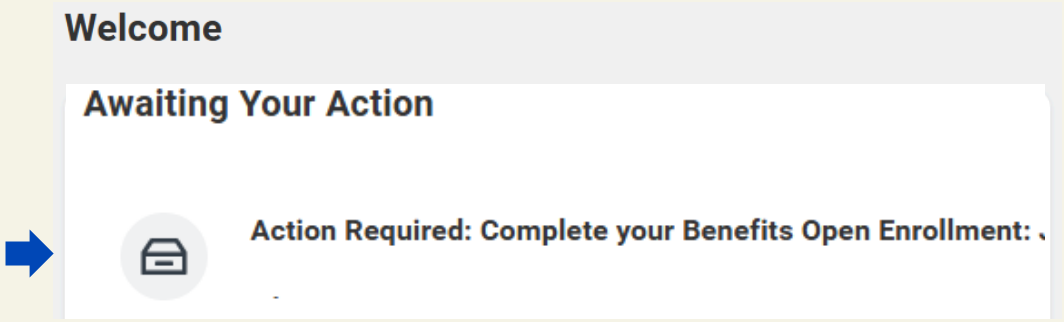


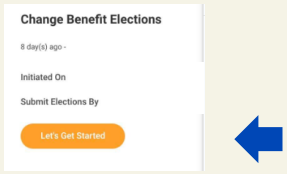
HOW TO: Enroll in Benefits (Annual Enrollment)

Step 1: Navigate to Workday: **https://www.myworkday.com/MethodistHealthSystem**

Step 2: Select "**Complete your Benefits Open Enrollment**" task from the "**Awaiting Your Action**" box on the Workday Home Page.



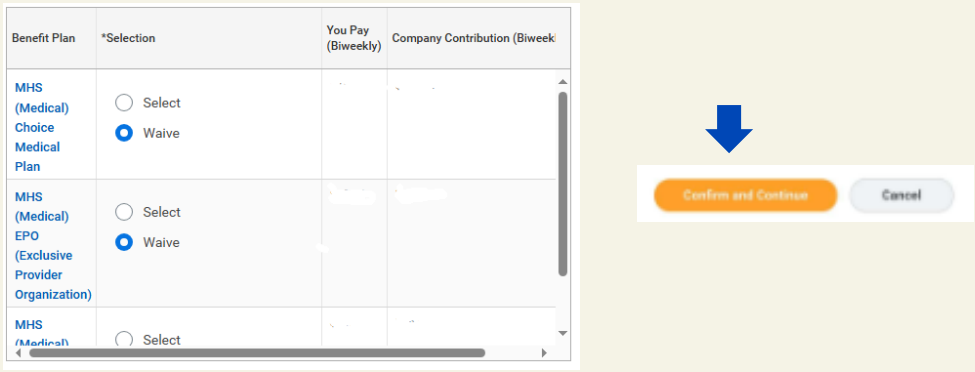
Step 3: Select "**Let's Get Started**"



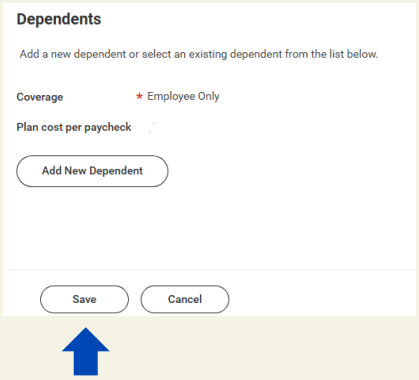
Step 4: Select "**Enroll**" to start your election for each plan.

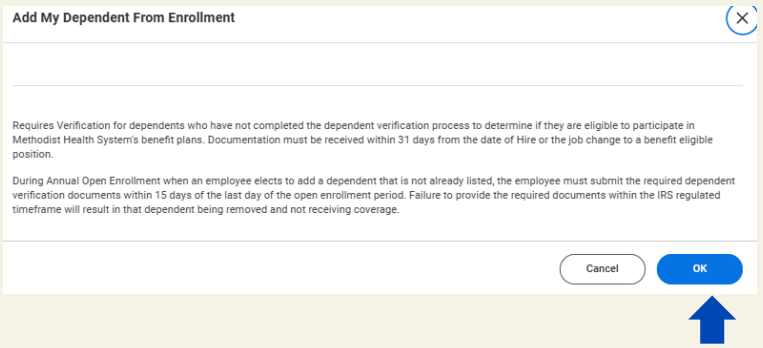


Step 5: You will see the list of all options available for the plan type you selected. Click "**Select**" to enroll in the plan of your choice. If you do not wish to enroll in this plan type (medical, dental, vision, etc., make sure the "**waive**" option is selected." Click "**Confirm and continue**".

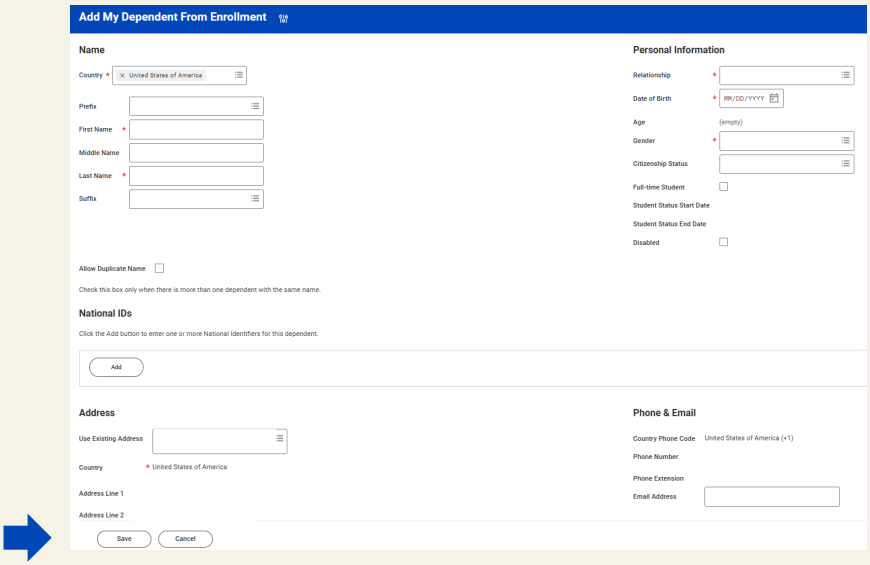


Step 6: If you elected to enroll in a plan, your next screen will allow you to **select the coverage level,** such as Employee Only, Employee + Spouse, Employee + Child(ren) or Employee + Family. The options may vary based on the type of plan you selected. If you are adding dependents, select "Add New Dependent". On the next screen select "Ok".



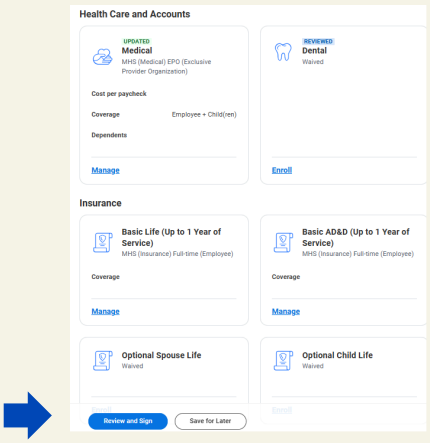


Step 7: Complete the fields with the red asterisks (*) on the "**Add My Dependent From Enrollment**" screen. You must also enter an address & Social Security number for each dependent. Select "**Save**" after you've added your family members.

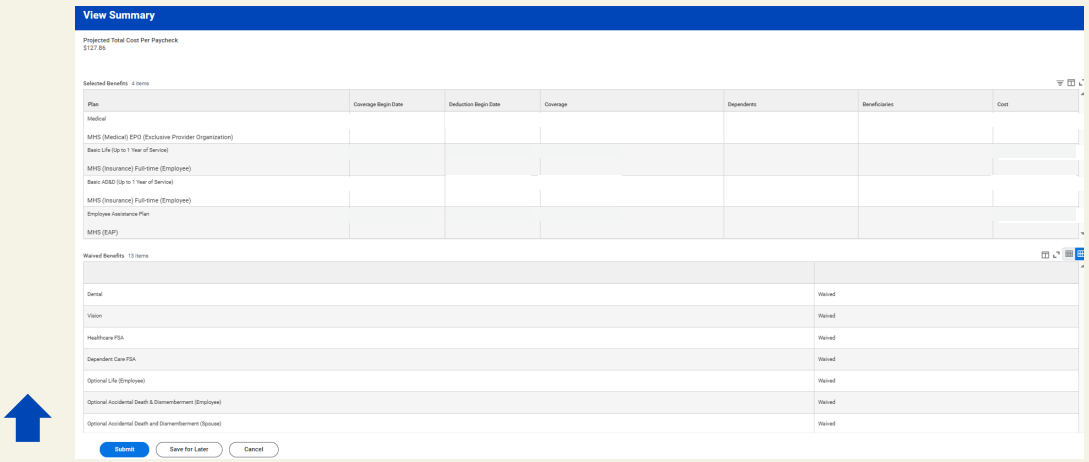


NOTE: You will be required to add beneficiary information to the Basic Life and Basic AD&D plans before you can complete your elections.

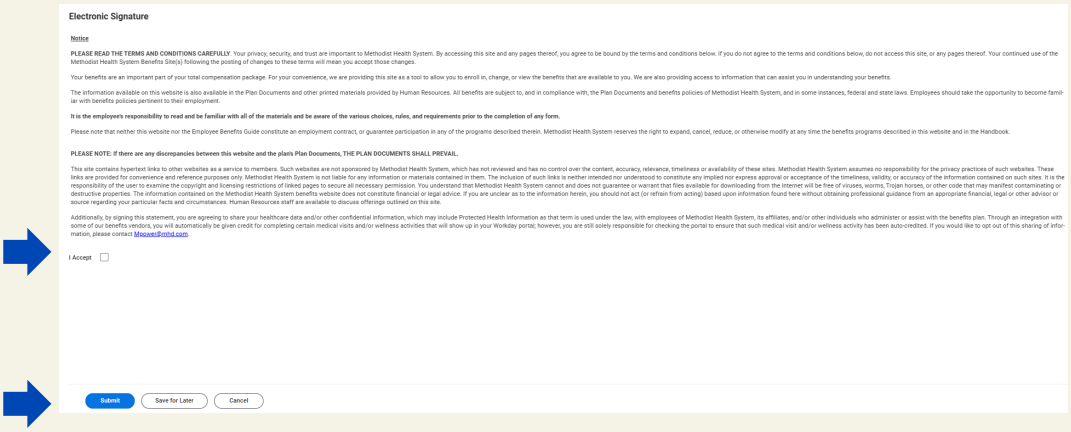
Step 8: Once you have made each of your plan selections, select "Review and Sign" to see a summary of your elections.



Step 9: A summary screen will show each of your elected plans, your coverage level, your dependents to be covered in each plan, your beneficiaries and your bi-weekly costs.



Step 10: Once your elections are complete, scroll to the bottom of the "**View Summary**" screen to electronically sign your elections. To finalize your enrollment, select "**Submit**".



Step 11: The "Submitted" message will appear once you've completed the enrollment process. To close out of the election screens, select "Done".

