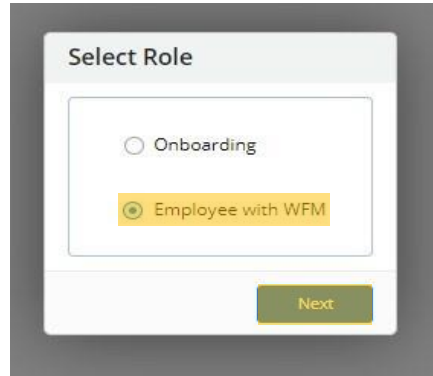
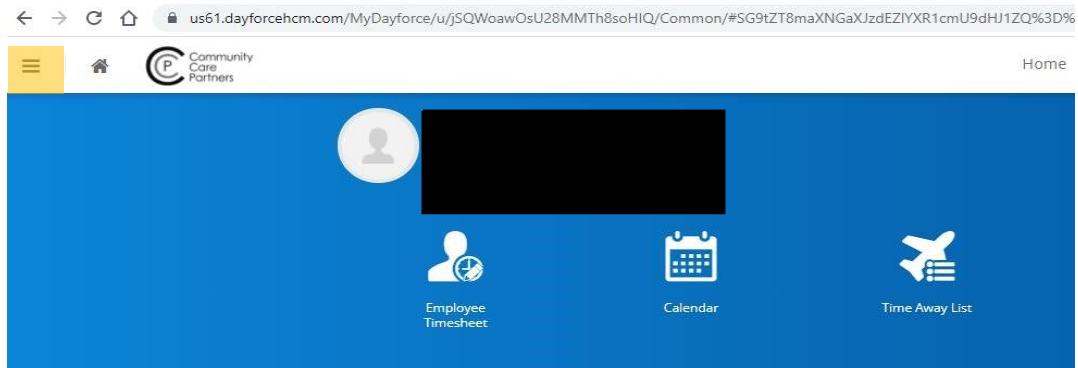


## Open Enrollment Instructions

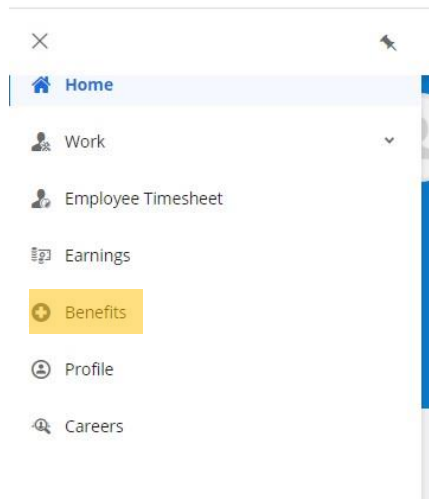
1. When logging in to Dayforce, you will select the “Employee with WFM” or “Employee with WFM Clock” role, whichever is designated for you and click Next.



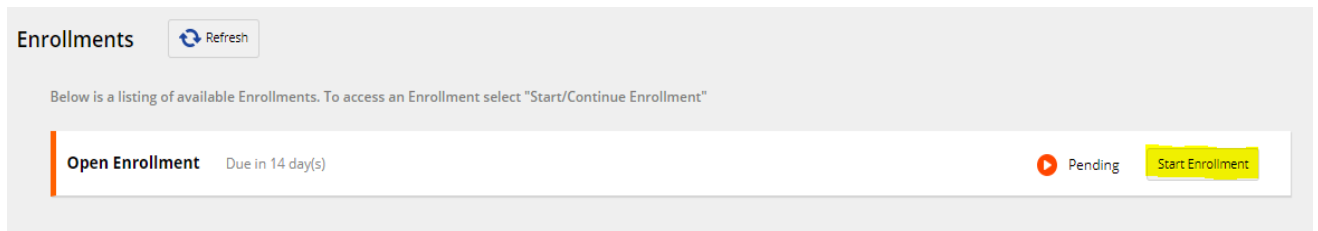
2. Next you will navigate to the Menu at the top left of the screen.



3. From your menu, please click on Benefits.

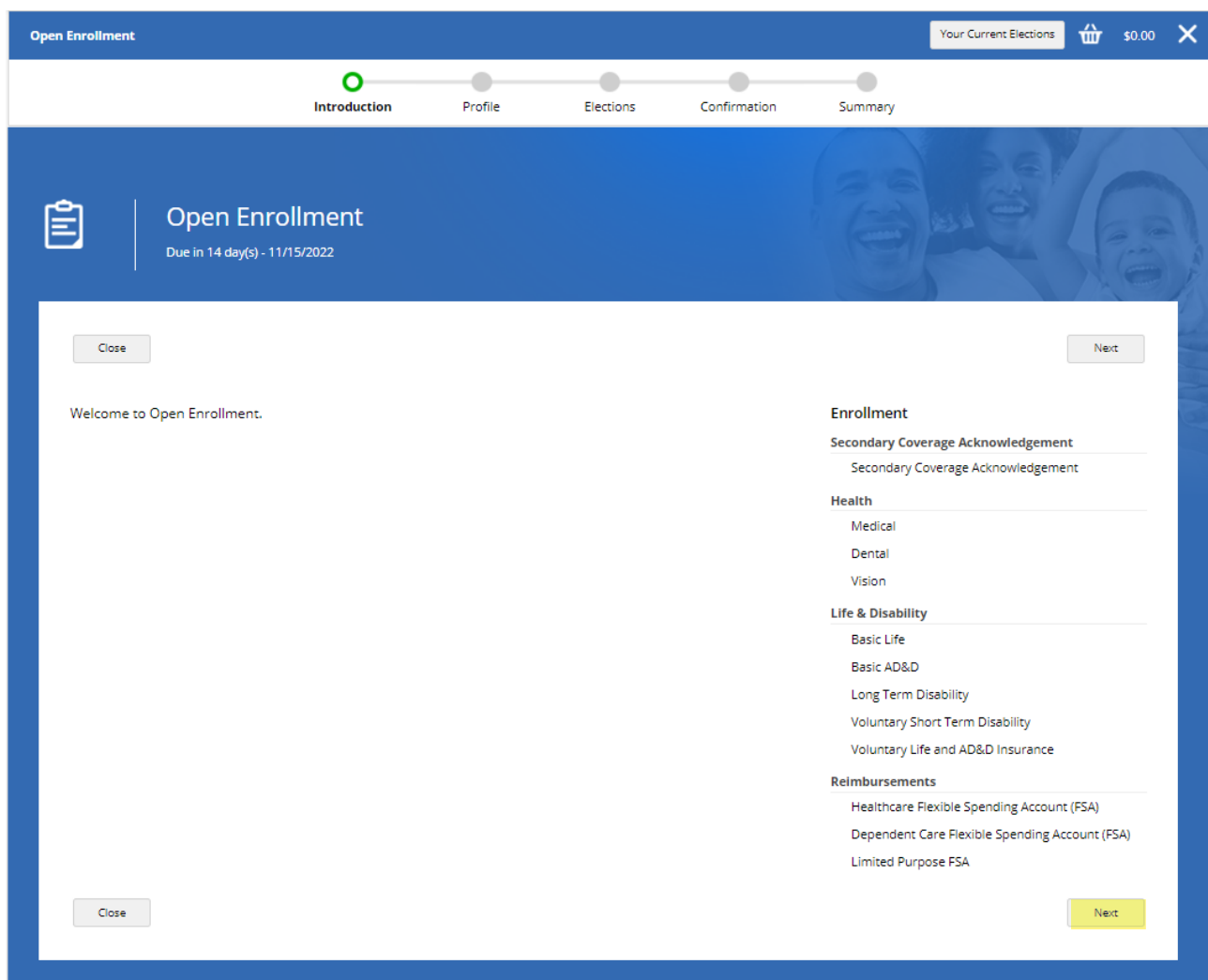


- Once in Benefits, you will need to select your enrollment type. You will select Open Enrollment and click "Start Enrollment"



The screenshot shows a web interface for "Enrollments". At the top left, there is a "Refresh" button. Below the header, a message states: "Below is a listing of available Enrollments. To access an Enrollment select 'Start/Continue Enrollment'". A card for "Open Enrollment" is displayed, indicating it is "Due in 14 day(s)". To the right of the card, there is a "Pending" status with a play button icon and a yellow "Start Enrollment" button.

- From there you will see an introduction screen to begin enrollment. Click Next.



The screenshot shows the "Open Enrollment" introduction screen. At the top, there is a blue header with "Open Enrollment" on the left and "Your Current Elections" with a shopping cart icon and "\$0.00" on the right. Below the header is a progress bar with five steps: "Introduction" (highlighted with a green circle), "Profile", "Elections", "Confirmation", and "Summary". The main content area has a blue background with a family photo. On the left, there is a clipboard icon and the text "Open Enrollment Due in 14 day(s) - 11/15/2022". Below this is a "Close" button. On the right, there is a "Next" button. The main content area contains a "Welcome to Open Enrollment." message and a list of enrollment options under the heading "Enrollment". The options are categorized into "Secondary Coverage Acknowledgement", "Health", "Life & Disability", and "Reimbursements".

**Enrollment**

- Secondary Coverage Acknowledgement**
  - Secondary Coverage Acknowledgement
- Health**
  - Medical
  - Dental
  - Vision
- Life & Disability**
  - Basic Life
  - Basic AD&D
  - Long Term Disability
  - Voluntary Short Term Disability
  - Voluntary Life and AD&D Insurance
- Reimbursements**
  - Healthcare Flexible Spending Account (FSA)
  - Dependent Care Flexible Spending Account (FSA)
  - Limited Purpose FSA

6. First you will be prompted to add any beneficiaries or dependents. If you are enrolling anyone else to be covered by any of the coverage options, you will add them as a dependent. For life insurance, you will need to add at least one beneficiary. If the person added will be both a dependent and a beneficiary, please add them to each section.

**Open Enrollment** Your Current Elections \$0.00

Introduction **Profile** Elections Confirmation Summary

**Profile Forms**  
Please review and confirm the profile information below. Upon completion, please proceed by selecting "Next".

Close Save Draft Back Next

**Current Beneficiary Information**

**Current Beneficiary(s)**  
Below is the list of your current beneficiary(s). You have the ability to Add or Remove a beneficiary. Limited editing is also available.

+ Add ✕ Remove

Beneficiary	Relationship	Birth Date	View/Edit
			View/Edit
			View/Edit
			View/Edit

**Current Dependent Information**

Close Save Draft Back Next

7. You will then begin your enrollment. On each screen you will be prompted to either enroll or waive coverage. Once all elections are made you can review and submit your benefit enrollment.

**Open Enrollment** Your Current Elections \$34.96

Introduction **Profile** Elections **Confirmation** Summary

**Confirmation**  
Please review the summary of your elections. You are not enrolled until you click the 'Submit Enrollment' button and your choices are approved.

Close Save Draft Back Print **Submit Enrollment**