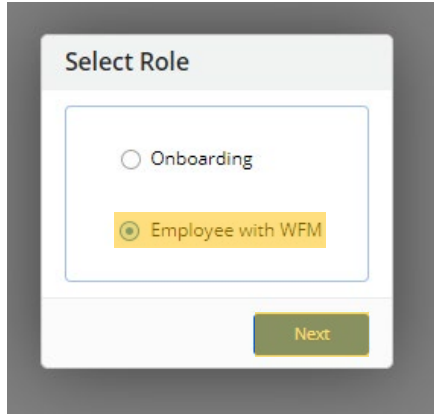
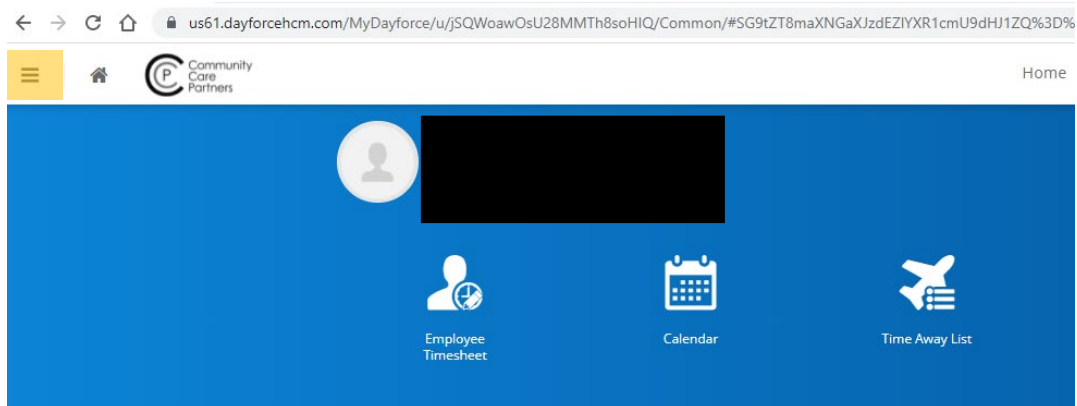


## New Hire Benefit Enrollment Instructions

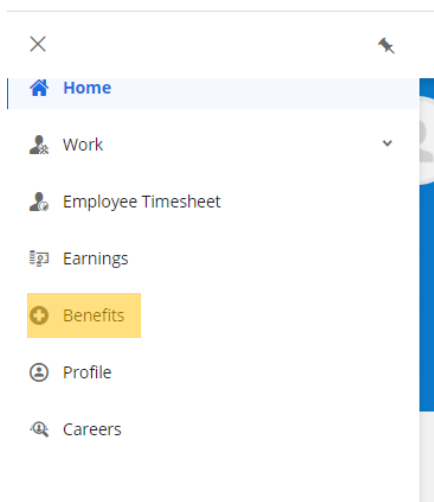
1. When logging in to Dayforce, you will select the “Employee with WFM” or “Employee with WFM Clock” role, whichever is designated for you and click Next.



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. As a new hire, you will select New Hire Enrollment and click "Start Enrollment"

Benefits

History

### Enrollments Refresh

Below is a listing of available Enrollments. To access an Enrollment select "Start/Continue Enrollment"

<b>New Hire Enrollment</b> Due in 29 day(s)	<span>Pending</span> <span>Start Enrollment</span>
<b>HSA Periodic Enrollment</b>	<span>Available</span> <span>Start Enrollment</span>
<b>Secondary Coverage Periodic Enrollment</b>	<span>Available</span> <span>Start Enrollment</span>

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

Benefits

### New Hire Enrollment Shopping Cart \$0.00 Close

**Introduction** Profile Elections Confirmation Summary

## New Hire Enrollment

Due in 29 day(s) - 1/27/2022

Close Next

Welcome to Community Care Partners New Hire Benefits Enrollment. For more details about our benefit options please click here: [Benefits Website](#)

#### 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**

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 someone as a beneficiary. If someone will be both, please add them under each section.

Benefits

**New Hire Enrollment** 🛒 \$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

**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 confirm your benefit enrollment.

Benefits

**New Hire Enrollment** 🛒 \$0.00 ✕

Introduction Profile **Elections** Confirmation Summary

**Benefit Elections**