

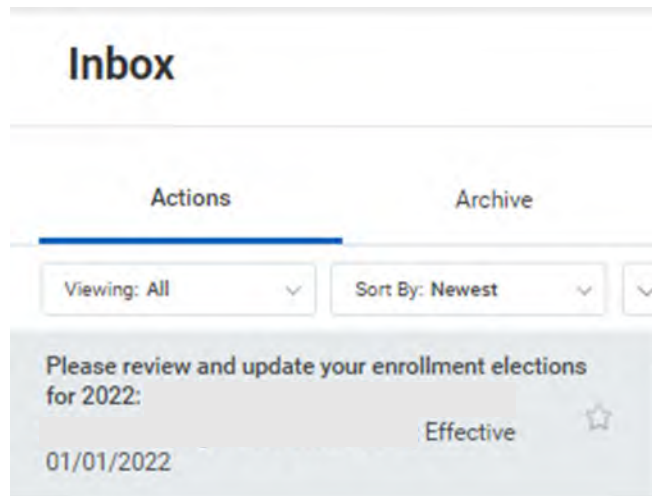


# 2023 Benefits Open Enrollment

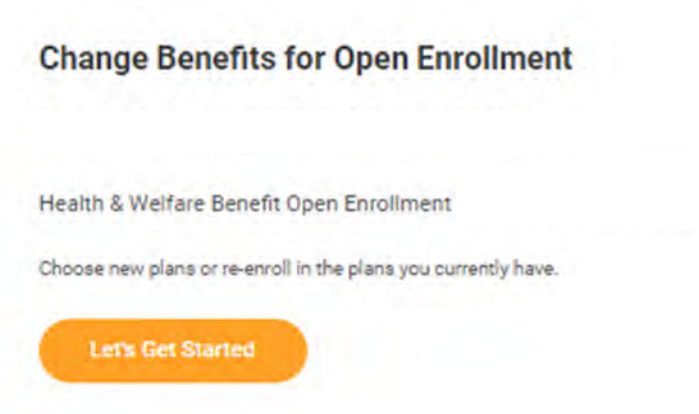
November 9 – November 23

# 2023 Open Enrollment

In your Workday Inbox you will find an Open Enrollment Action item.



Select the Let's  
Get Started Button



# 2023 Open Enrollment

If you have not already provided dependent social security information, Workday will prompt you to complete the missing data.

## Update Your Information

### Dependents Missing Social Security Numbers

You have dependents covered under your health care plan without a Social Security Number. Enter their Social Security Number (SSN) or Reason SSN is Not Available if you don't have access to their number at this time.

3 items

Dependent	*Social Security Number
	<input type="radio"/> Social Security Number (SSN) <input type="text"/>

## Information Updated

Thanks for updating your information.

Next up, you'll confirm benefits you'd like to keep the same, or add any changes you'd like to make.

Continue

Cancel

# 2023 Open Enrollment



The enrollment screen will include all the benefit plan options for you to review and update as needed for the new year.

**Health & Welfare Benefits Open Enrollment**

Projected Total Cost Per Paycheck  
\$123.34




---

**Health Care and Accounts**




 <b>Medical</b> BCBS IL Well onTarget Program - No Firm Medical	 <b>Dental</b> Delta Dental TX PPO
Cost per paycheck Included	Cost per paycheck \$49.69
Coverage Individual	Coverage Individual + Family
Dependents 3	Dependents 3
<a href="#">Manage</a>	<a href="#">Manage</a>

---

**Insurance**



 <b>Short Term Disability (STD)</b> Sun Life (Individual)	 <b>Vision</b> VSP VSP LL	 <b>HSA</b> Waived
Cost per paycheck Coverage	Cost per paycheck \$14.29 Coverage Individual + Family	Coverage Enroll
Dependents 3	Dependents 3	
<a href="#">Manage</a>	<a href="#">Manage</a>	

---

 <b>Travel Accident Insurance</b> BTA provider \$500k (Individual)	 <b>Healthcare FSA</b> Waived	 <b>Dependent Care FSA</b> Waived
Cost per paycheck Coverage	Coverage Enroll	Coverage Enroll
Dependents 3		
<a href="#">Manage</a>	<a href="#">Enroll</a>	<a href="#">Enroll</a>

---

**Additional Benefits**




 <b>Supplemental AD&amp;D</b> Sun Life (Individual + Family)	 <b>Employee Assistance Program</b> Sun Life
Cost per paycheck \$9.00	Coverage Individual and any immediate Family Members
Coverage \$500,000	
<a href="#">Manage</a>	<a href="#">View</a>

# 2023 Open Enrollment

Your current medical, dental, vision and voluntary insurance elections will carry forward from your current enrollment elections.

The Health Savings Account (HSA) and Flexible Spending Accounts do not carry forward and you must actively choose an election each year. Select the [Enroll](#) option to make your election for the new year.


You must elect to enroll in the High Deductible medical plan in order to contribute to the HSA.

 <b>HSA</b> Waived	 <b>Healthcare FSA</b> Waived
<a href="#">Enroll</a>	<a href="#">Enroll</a>
 <b>Dependent Care FSA</b> Waived	
<a href="#">Enroll</a>	

# 2023 Open Enrollment

To review, make changes or enroll for the new benefit year, select the [Manage](#) or [Enroll](#) below the plan.

**Health Care and Accounts**

**Medical**  
BCBS IL PPO Base

Cost per paycheck


\$77.67

Coverage

Individual

[Manage](#)



**Vision**  
Waived

[Enroll](#)



# 2023 Open Enrollment

As you Manage or Enroll in the plans for the new plan year and save the changes, a confirmation of your election update for that plan will display. You must take the final Review and Sign step at the end of the process in order for the updates to be effective for the new plan year.



**Your Dental changes have been updated,  
but not submitted**

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.



**Your Basic Group Term Life + AD&D  
changes have been updated, but not...**

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

When you have completed all the plan election changes for the new year, select the Review and Sign option at the bottom of the page.

Review and Sign

# Enrolling or Making a Plan Change

When you select Enroll or Manage, the plan enrollment options will be displayed. Choose which plan you would like to enroll in and select the Confirm and Continue button at the bottom of the page to move to the next screen to elect the level of coverage.

## Medical

Projected Total Cost Per Paycheck  
\$86.67

### Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Individual.

3 items

*Selection	Benefit Plan	You Pay (Semi-monthly)	Company Contribution (Semi-monthly)	Plan Details
<input checked="" type="radio"/> Select <input type="radio"/> Waive	BCBS IL PPO Base	\$77.67	\$368.94	<a href="#">Locke Lord Medical Plans</a>
<input type="radio"/> Select <input checked="" type="radio"/> Waive	BCBS IL PPO with HSA	\$26.57	\$351.06	<a href="#">Locke Lord Medical Plans</a>
<input type="radio"/> Select <input checked="" type="radio"/> Waive	BCBS IL Well onTarget Program - No Firm Medical	Included	\$0.00	<a href="#">Locke Lord Wellness - BCBSIL Well onTarget</a>

Benefit plan information can be found on the Locke Lord Benefits Site. Select the Links next to the plan to navigate to the details.

Confirm and Continue

Cancel



# Enrolling or Making a Plan Change

Your current level of coverage will display. Use the prompt to change your level of coverage.

## Medical - BCBS IL PPO Base

Projected Total Cost Per Paycheck  
\$86.67

### Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage

\* x Individual ...

Search

- ☒ Individual
- ☐ Individual + Spouse
- ☐ Individual + Child(ren)
- ☐ Individual + Family
- ☐ Individual + Domestic Partner or Civil Union Spouse
- ☐ Individual + 1 + Dom Part or Civ Un Spouse
- ☐ Individual + Dom Part or Civ Un Family

Click on the this symbol to see the different coverage options available.

Plan cost per paycheck

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>		Spouse	

Save

# Adding a Dependent

If you select to enroll dependents in a plan that offers dependent coverage:

1. Select the dependent name if their information is already in Workday, or
2. If the dependent is not in Workday, select Add New Dependent.

## Medical - BCBS IL PPO Base

Projected Total Cost Per Paycheck  
\$265.52

### Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage

\* Individual + Spouse ...

Plan cost per paycheck \$256.52

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	John Smith	Spouse	10/05/1976

# Adding a Dependent

When adding a new dependent, you have the option to:

- Select an existing beneficiary or emergency contact, or
- Assign the new dependent as a possible beneficiary to avoid creating a duplicate entry when making life insurance beneficiary designations.

Selecting Use as Beneficiary *does not* automatically make this person a beneficiary.

## Add My Dependent From Enrollment

☐ Use an Existing Beneficiary or Emergency Contact

☒ Create Dependent

Use as Beneficiary ☒

Instructions on adding a dependent from Maintain enroll instruction

OK

Cancel

# Adding a Dependent

Follow the prompt fields to add dependent information including

- Full Name
- Social Security Number
- Address and Phone Information

## Add My Dependent From Enrollment

For the Address and Phone information select the Use Existing field if your dependent has the same contact information as you to auto populate the remaining fields. Any future updates to your contact information will also update your dependent address and phone information automatically.

# Adding a Beneficiary

When prompted for selecting a Beneficiary for life insurance coverage, you may select an existing Beneficiary or Trust or Add a new one.

## Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

The screenshot shows a web interface for managing beneficiaries. On the left, there is a list of existing beneficiaries with expand/collapse icons (+ and -). The first entry is labeled '\*Primary Beneficiary'. A dropdown menu is open, showing options: 'Existing Beneficiary Persons', 'Existing Trusts', 'Add New Beneficiary or Trust', and a 'Search' field. To the right of the dropdown is a table with a header 'Percentage' and a single row containing the value '0'. The interface includes standard web controls like a search icon, a list view icon, and a refresh icon.

*Primary Beneficiary	
Existing Beneficiary Persons	>
Existing Trusts	>
Add New Beneficiary or Trust	
Search	⋮

Percentage
0

# Adding a Beneficiary

Follow the prompts to create a new Beneficiary or Trust and assign to the plan.

## Add New Beneficiary or Trust

A beneficiary is the person or entity you name to receive this benefit. A trust is an arrangement that allows a third party, or trustee, to hold assets on behalf of a beneficiary or beneficiaries.

Would you like to add a new beneficiary or trust?

☒ Add New Beneficiary

☐ Add New Trust

Continue

Cancel

### Add New Beneficiary or Trust

Relationship \*

Use as Beneficiary ☒

Date of Birth MM/DD/YYYY

Age (empty)

Gender select one

Allow Duplicate Name ☐

Legal Name Contact Information National I

Country \* United States of America

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

# Questions

Please contact the HRHotline with any questions at 401.455.7670 (x401.7670) or [HRHotline@lockelord.com](mailto:HRHotline@lockelord.com).