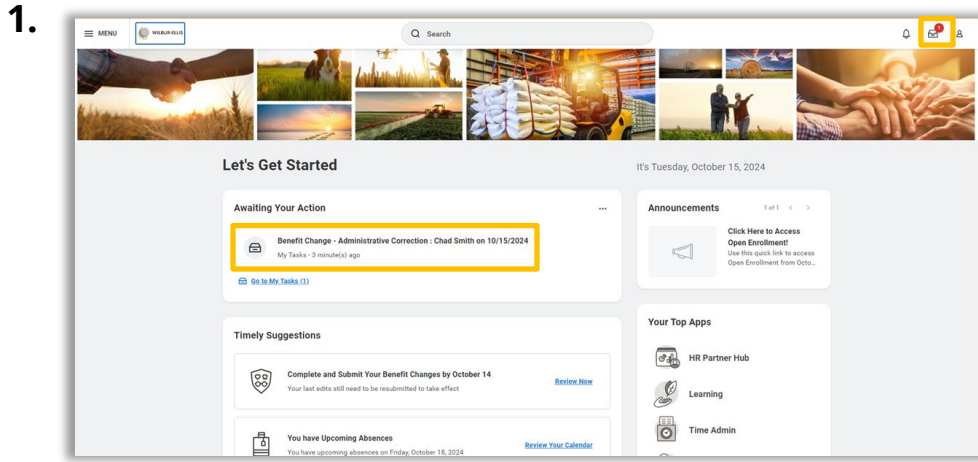
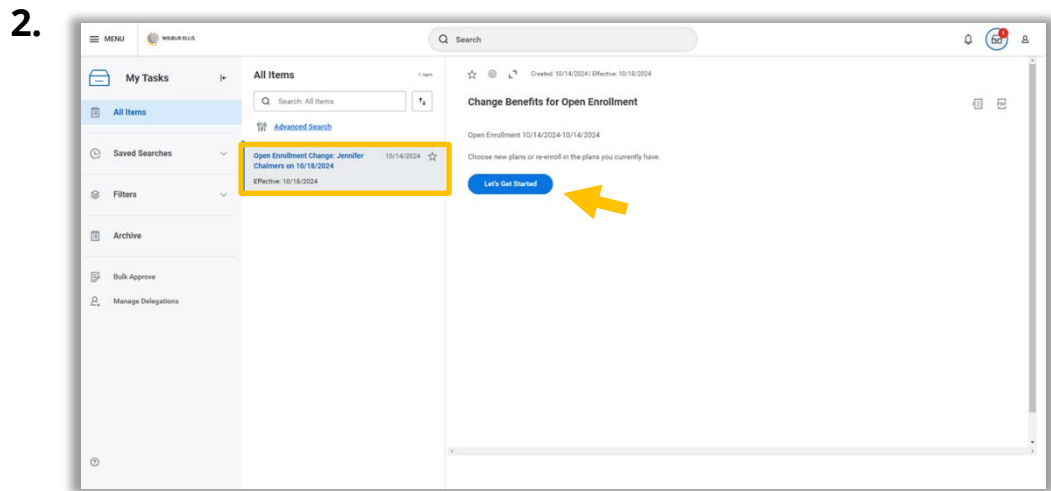


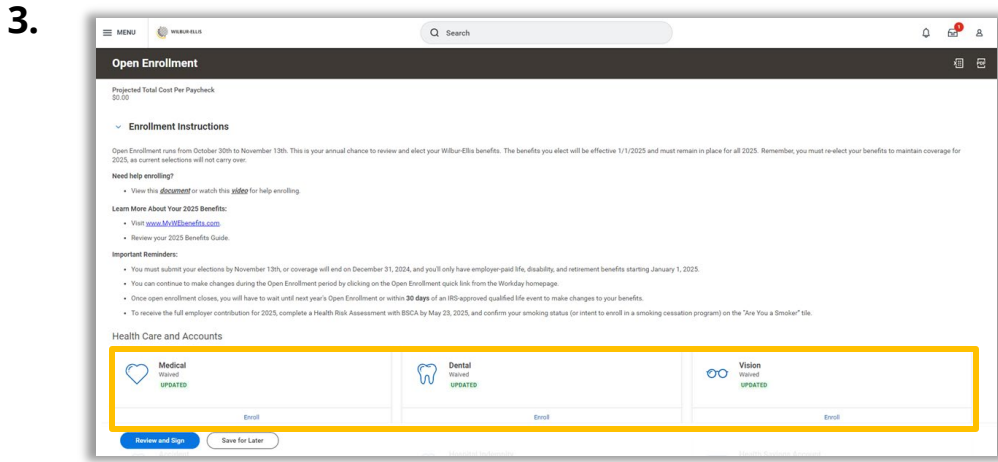
# HOW TO COMPLETE OPEN ENROLLMENT



On your Workday homepage, you might see a task for Open Enrollment under **Awaiting Your Action**. However, in this example, we are clicking the **My Tasks** icon at the top right-hand corner of the screen.



Find and click on your task for **Open Enrollment Change** and click on **Let's Get Started**.



This is your Open Enrollment landing page. From here, you will click on the **Enroll** link at the bottom of each benefit tile to make your elections. If you are currently enrolled in benefits, your previous elections will automatically populate in your tiles. Please review each tile even if you do not want to make any changes.

4. Once you have reviewed each tile and made your elections, click on **Review and Sign**.



# HOW TO COMPLETE OPEN ENROLLMENT

5.

Legal Notice: Please Read

By completing my Wilbur-Ellis benefits elections, I agree and acknowledge that the foregoing is true and correct:

- The summary plan descriptions for each benefit program and the important Annual Notices have been made available to me via [www.myWELBenefits.com](http://www.myWELBenefits.com) or by calling (415) 772-4000 to request a paper copy be mailed to me. In addition, benefits brochures and evidence of coverage provided for each of the carrier/providers have been made available to me and I have had the opportunity to ask questions regarding these benefits.
- I and my spouse, domestic partner, and/or dependents, as applicable, have elected to enroll in the Plan, and I live meet the eligibility requirements of the Plan. If I or my spouse, domestic partner or dependent(s) no longer meet the eligibility requirements under the Plan, I agree to notify [HRSS@wilbur-ellis.com](mailto:HRSS@wilbur-ellis.com) and update within 30 days of a change. I understand my coverage, as well as that of my spouse, domestic partner and/or dependents, may be rescinded if any of us makes an intentional misrepresentation of material fact or performs a fraudulent act relating to the Plan.
- My prior elections and existing benefits will not carry forward during an active open enrollment. In future years, certain elections may continue to be in effect or may be discontinued, and I will be responsible for ensuring that I review the open enrollment materials and make any appropriate elections or changes. If I do not make any changes to a continuing coverage option, I agree that option will continue in effect as explained to me in the open enrollment materials.
- I elect to receive the coverages specified in this election and, accordingly, to have the premium and contribution amounts that correspond to my elections deducted from my pay. I also agree and authorize the automatic deduction from my pay of any additional amounts resulting from subsequent elections, changes or adjustments to my elections and, accordingly, to have the premium and contribution amounts that correspond to my elections deducted from my pay. I also agree and authorize the automatic deduction from my pay of any additional amounts resulting from subsequent elections, changes or adjustments to my elections and, accordingly, to have the premium and contribution amounts that correspond to my elections deducted from my pay. My pay will be reduced on a pre-tax basis in order to cover my elections for me and, if applicable, my eligible spouse and/or dependents. By agreeing to pre-tax salary reductions, I understand that I am reducing my taxable income which could reduce my eligible income for determining Social Security benefits. I also understand that if I do not have sufficient pay to cover the full costs of my elections, I will need to make other arrangements to pay for my elections. In addition, Wilbur-Ellis may elect to prioritize among my elections to pay for some but not all of my coverage.
- I cannot change or revoke my elections during 2024, unless that change, or revocation is made on account of and corresponds with a valid change in status as specified in the Plan, or as otherwise required by law.
- No guarantee of the tax consequences of my elected coverage or benefits is provided herein and any failure by the Plan to meet any discrimination standards under the Internal Revenue Code may result in taxable income to me. The Plan Administrator may limit my reimbursements under an account-based program or otherwise modify my elections as it deems necessary to comply with applicable law.
- I understand that the information that I provide in this election and agreement, including my (and my family's) personal data and benefits elections, will be made available to the Firm's third-party vendors (including the insurers and carriers) for purposes of implementing and administering my/our elections and benefits. Accordingly, I consent to such data and information being made available for this purpose.
- My elections and this agreement are subject to the terms of the Plan as in effect from time to time and shall be governed by and construed in accordance with ERISA and the Internal Revenue Code and, if not preempted, the laws of the state I reside (other than the choice of law principles).
- If I have elected to participate in the Health Savings Account ("HSA") and, accordingly, I understand that in order to open the HSA, I must meet the requirements of the HSA provider. I am free to select my own HSA provider and have elected to utilize WEX for this purpose. If I do not meet the requirements to open an account by these vendors, then my contributions will be returned to me, the employer contributions will be forfeited, and my election will be deemed void. I also am only eligible to participate in the limited health flexible spending account ("FSA").

**PLEASE NOTE:** Wilbur-Ellis neither endorses WEX as the Health Savings Account ("HSA") vendor nor is it sponsoring the HSA program. Rather, Wilbur-Ellis' role with respect to the HSA is limited to permitting you, as an eligible employer participating in the Plan, to make pre-tax contributions to the HSA through the Plan's cafeteria plan component.

If I have elected to participate in one or both of the FSAs, I understand that there are limits on the amount that I can contribute pre-tax to these FSAs and my elected contribution amount complies with these limits. I also understand that if I do not properly submit requests for reimbursement out of my FSA(s) by the December 31, 2024, then those amounts will be forfeited for that year.

10. Electronic Consent: By clicking "Submit", I hereby consent to the use of Electronic Signatures as my formal acceptance of all electronic records covered by the Electronic Signature and Global and National Commerce Act of 2000 ("ESIGN") which includes: documents, forms, account applications, electronic trade confirmations, statements, agreements and projections. I consent to receive my notices or personal email address as currently on file with Wilbur-Ellis. I understand that as long as I am an employee of Wilbur-Ellis and have an active work email address, that email will be used for these communications to me unless I elect otherwise. I understand it may be necessary for me to inform [HRSS@wilbur-ellis.com](mailto:HRSS@wilbur-ellis.com) if my email address changes or if I prefer to receive the communication at a different email address. I also understand that I may withdraw this consent at any time by completing a similar form stating that I no longer consent to electronic communication. In addition, I understand that I may request a paper version of the electronically furnished documents free of charge.

I Accept

**Submit** Cancel

You will be able to review your benefit elections here. Once you have finished reviewing, click the box for **I Accept** and click **Submit**. As a reminder, your enrollment will not be complete until you have clicked the **Submit button**.

6.

Submitted

You've submitted your elections.

Congratulations, your Benefits Enrollment is now complete!

Please review your enrollment for accuracy by following these steps:

- Navigate to Workday
- Select the Profile icon - View Profile
- Select the Active tab
- Select Benefits - View My Benefits Statement
- Select the Benefits Event prompt
- Select the desired benefit event you want to view and Select OK
- Review all information for accuracy - Carefully review your plans elected/ waived, covered dependents, and coverage levels.
- Save or print a copy for your records if everything is correct.

If you notice an error, please return to your open enrollment task to make changes. You have until November 13, 2024 to make changes to your elections.

Other important details:

- Insurance Cards— Medical, Dental, and HSA cards will arrive by mail within 7-10 days.
- HSA reminders—Pay close attention to your email. You must set up your account with WEX before using your HSA card.
- Visit [www.myWELBenefits.com](http://www.myWELBenefits.com) for provider contact information, plan summaries, and other helpful information.

Important Dates:

Benefits go into effect	01/01/2025
Final day to update benefits	10/14/2024

**View 2025 Benefits Statement**

Done

After clicking Submit, you will be given the option to view and print your 2025 Benefit Statement. Click **View 2025 Benefit Statement** to do so. If not, click **Done**.

7.

Welcome

It's Tuesday, October 15, 2024

Awaiting Your Action

You're all caught up on your tasks.

Announcements 1 of 1

**Click Here to Access Open Enrollment!**  
Use this quick link to access Open Enrollment from Daily...

Timely Suggestions

Complete and Submit Your Benefit Changes by October 14  
Your last edits still need to be resubmitted to take effect. [Review Now](#)

You have Upcoming Absences  
You have upcoming absences on Friday, October 18, 2024. [Review Your Calendar](#)

Your Top Apps

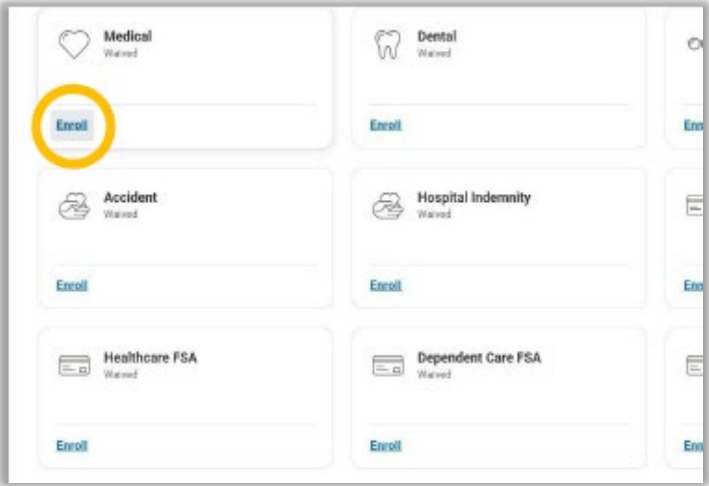
- HR Partner Hub
- Learning
- Time Admin

You will be able to make changes to your elections all through Open Enrollment, even if you have submitted previously. Just remember to click **Submit** on any changes you have made to save the most recent elections.

You can easily access your Open Enrollment, as many times as needed, by clicking on the **Quick Access** link in the Announcements Banner on your Workday home page.

# Adding Dependents to Your Coverage

1.



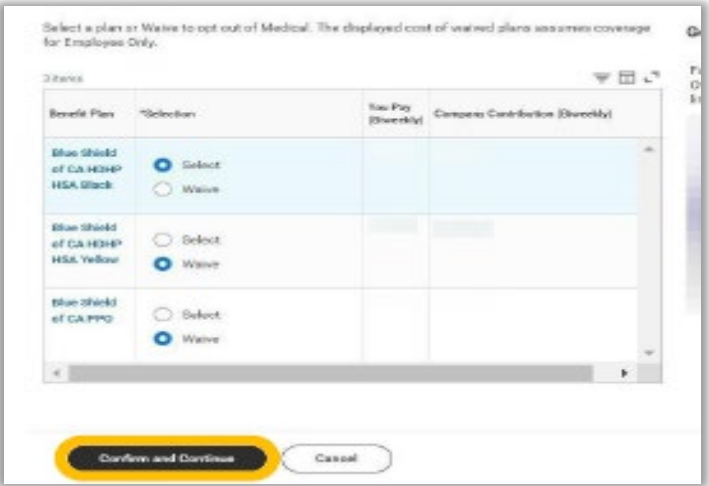
Click **Enroll** under the policy you wish to add dependents to

3.



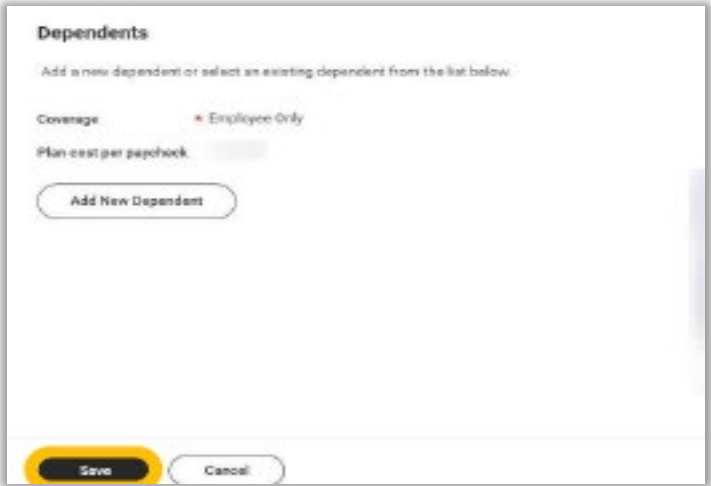
Click **Add New Dependent** and add everyone, in your immediate family, who you want to be covered.

2.



Click **Confirm and Continue**

4.



Click **Save**