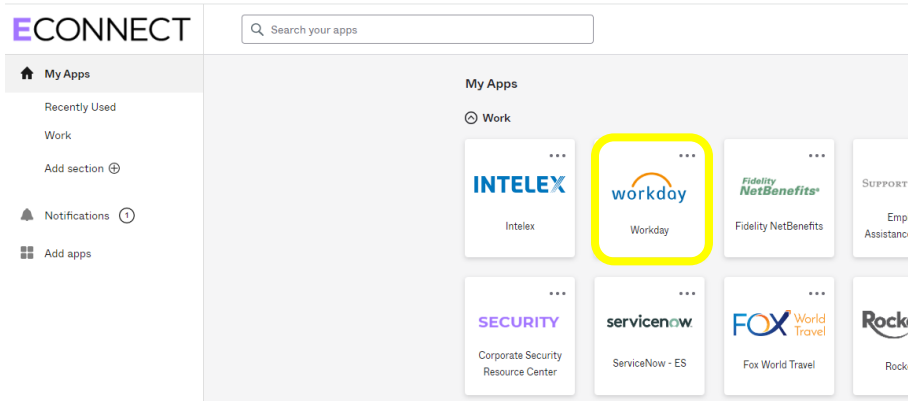
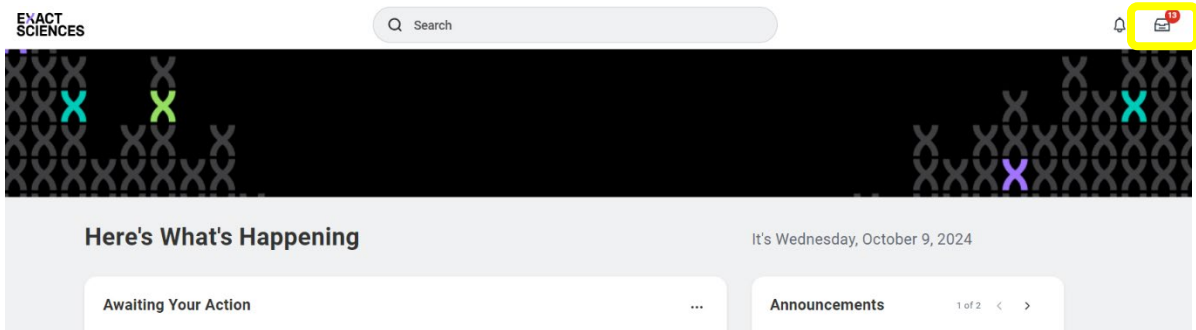


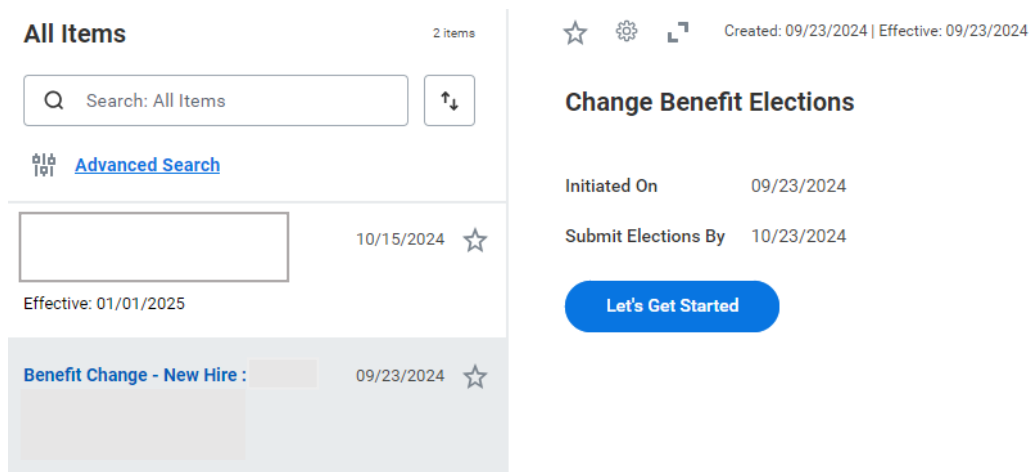
1. Navigate to Workday through eConnect (<http://econnect.exactsciences.com>)



2. Once in Workday, navigate to your **Task Inbox**.



3. Click on your **Benefit Change – New Hire** event and then **Let's Get Started**.



- 4. Answer the Health Information question and click **continue** twice

**Health Information**

**Tobacco Use**

Question Have you used tobacco in any form in the past 12 months?

Answer \*  Yes  
 No

**Continue** **Cancel**

- 5. For each benefit, click “**Enroll**” to open the options and make your elections.

Health Care and Accounts

<b>Medical</b> Waived <b>Enroll</b>	<b>Dental</b> Waived <b>Enroll</b>	<b>Vision</b> Waived <b>Enroll</b>
<b>Accident Insurance</b> Waived <b>Enroll</b>	<b>Hospital Indemnity</b> Waived <b>Enroll</b>	<b>ID Theft Protection</b> Waived <b>Enroll</b>
<b>Reimbursement Account</b> Waived <b>Enroll</b>	<b>Health Savings Account</b> Waived <b>Enroll</b>	<b>Healthcare FSA</b> Waived <b>Enroll</b>

- 6. **Confirm and Continue** Some benefits you can enroll dependents into, if that is the case, follow steps 7-9.

**Confirm and Continue** **Cancel**

- 7. Select **Add New Dependent** and click **OK** to continue **Dependents**

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

Coverage \* Employee Only

Plan cost per paycheck \$41.54

**Add New Dependent**

**OK** **Cancel**

- a. Enter all required fields denoted by red asterisks, make sure to scroll down on the page to view all fields and select **Save**

First Name

- 8. Verify Dependent was added to enrollment. **Go back to step 7 if you have additional dependents to add.**

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	[Redacted]	Spouse	[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	Child	[Redacted]
<input checked="" type="checkbox"/>	Baby Text	Child	03/31/2022

- 9. Input new dependents Social Security Number if National ID was not entered during step 7 and select **Save**. If you do not have the SSN number at this time, please remember to update later.

Dependent Social Security Numbers 1/10/2022

Dependent	*Social Security Number
Baby Text	<input type="radio"/> Social Security Number (SSN) <input type="text" value=""/> <input checked="" type="radio"/> Reason SSN is Not Available <input type="text" value="None not provided"/>

- 10. Continue to select the benefits you want to elect. **Go back to step 5 and repeat** (you will not need to add new dependent(s), simply select dependent(s) from list)

- 11. Once you have made elections to all the various benefit plans select **Review and Sign**

- 12. On the **View Summary** page carefully review your benefit elections and ensure they are correct based upon your intent.

- a. To understand what your cost per paycheck will be, you will take the **“Projected Total Cost Per Paycheck”** and **subtract** the **“Projected Total Credits”**

- 13. Once you have confirmed your benefit elections are correct, select **I Accept** and then click **Submit**. You must complete this step for your changes to be processed in Workday.

I Accept

14. Select **View Benefits Statement**. You can then select **Print** to keep a copy for your personal records.

**IMPORTANT:**

1. You need to Print and/or Save this page as proof of your elections for 2025 coverage
2. If you are to receive the benefit credit incentive (due to HRA participation) for 2025, that value is listed in the Benefit Credit (Bi-weekly) column and will be subtracted from the Employee Cost Total.
3. The coverage begin date shown is the first date in which you participated in the available benefit program and may not specifically state 1/1/2025. All benefits shown on this benefits summary will be effective for the plan year 2025 unless updated after the date the document was viewed.



View 2025 Benefits Statement

Print

15. If you performed any of these additional actions during your enrollment, you will have follow-up tasks to complete in your Workday inbox:
- a. Added Domestic Partner
    - i. You will need to upload the completed “Domestic Partner Registration & Affidavit” form to complete enrollment for your Domestic Partner.
  - b. Waive HSA
    - i. You will need to review the HSA Waiver document and click I Agree. By waiving you will not receive any employer contributions.
  - c. Voluntary Life over the guaranteed issue amount
    - i. You have elected coverage over the guaranteed issue amount for the Voluntary life benefit(s) and you are required to complete the Evidence of Insurability (EOI) within 60 days. If you do not complete the EOI within 60 days the coverage amount will default to the guaranteed issue amount.
  - d. Enrolled in Family Formation
    - i. You will need to review the Family Formation FAQ and click Submit.