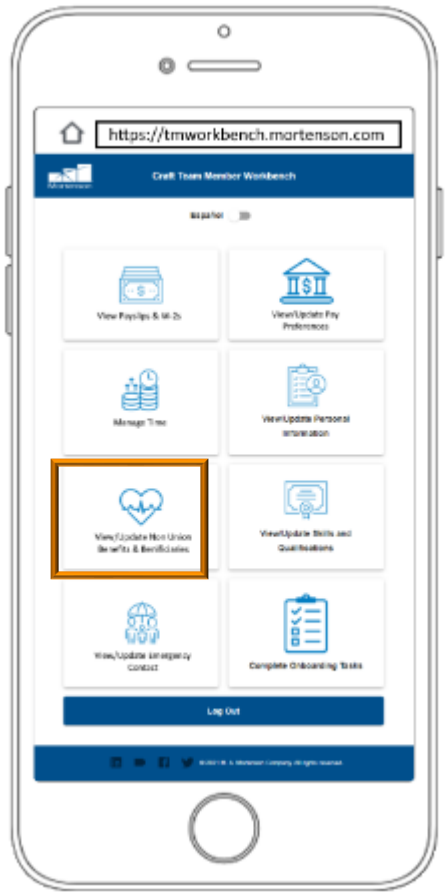
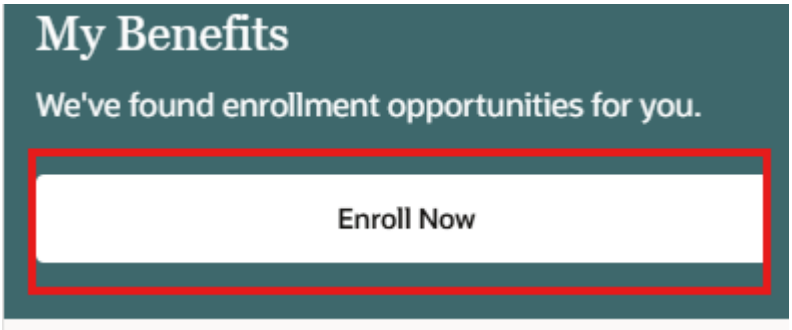
# Navigate to the Home Page

| Step | Instructions | Example |
|---|---|---|
| 1 | Navigate to the home page of the Team Member Workbench.<br><br>Click the **View/Update Non-Union Benefits & Beneficiaries** tile. |  |
| 2 | Under My Benefits, click **Enroll Now.** |  |

| Step | Instructions | Example |
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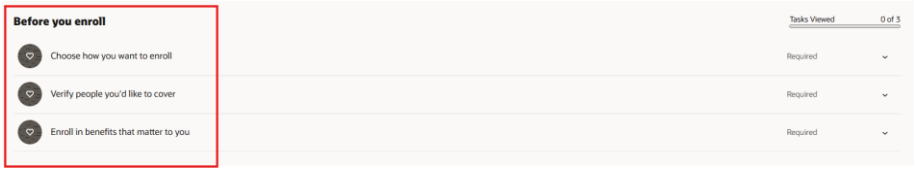
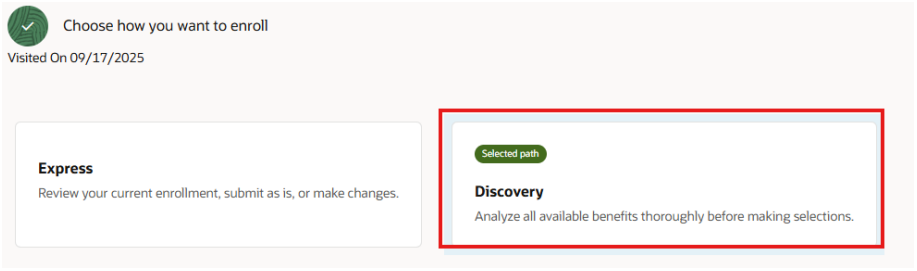
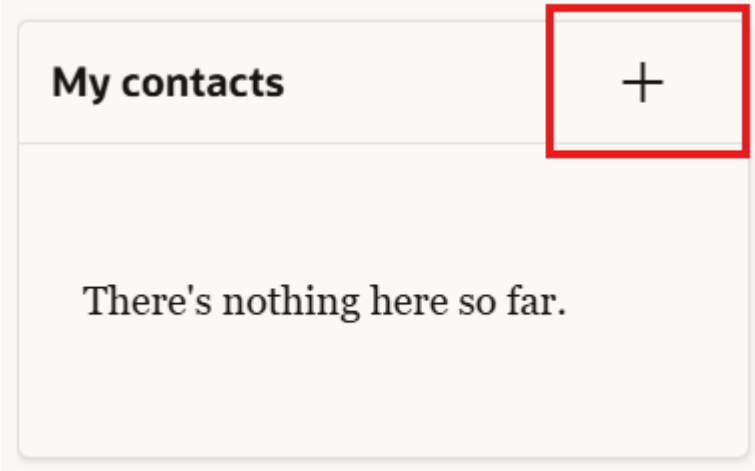
| 3 | Under **Before You Enroll** complete all required tasks. |  |
| 4 | The first task is **Choose how you want to enroll.**<br>**New Hires use Discovery.**<br>**Note:** The Express option is for current Team Members with Qualified Life Events or during Open Enrollment. |  |
| 5 | Next, under Verify people you would like to cover. Click the **+** by **My Contacts** to enter people you will be covering on insurance or using as a Beneficiary.<br>**NOTE:** If you are a rehire, your prior contacts may appear. You do not need to add them again. |  |

| Step | Instructions | Example |
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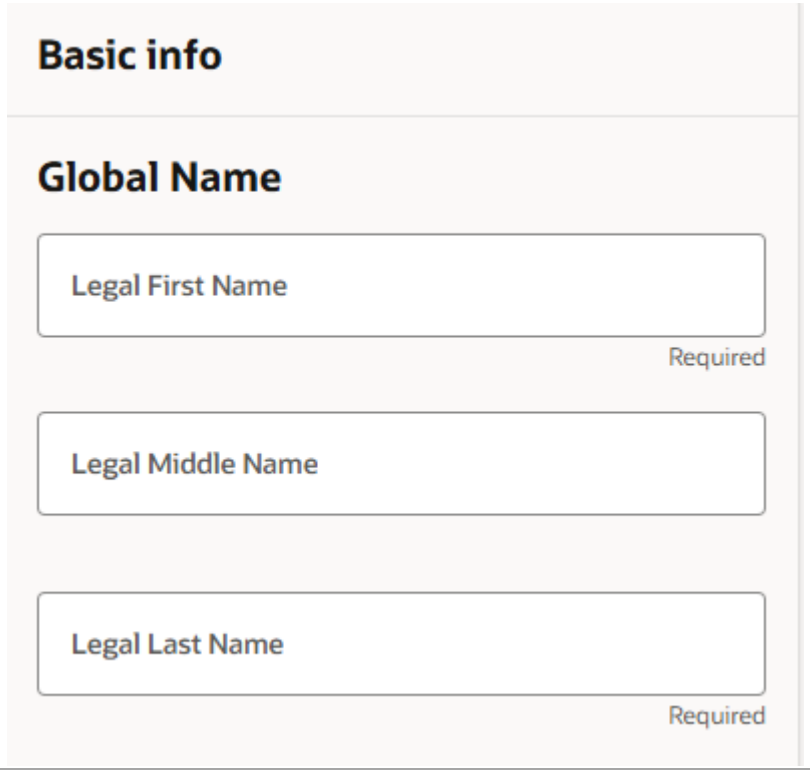
| 6 | Enter Contact/Dependent/ Beneficiary Information. |  |

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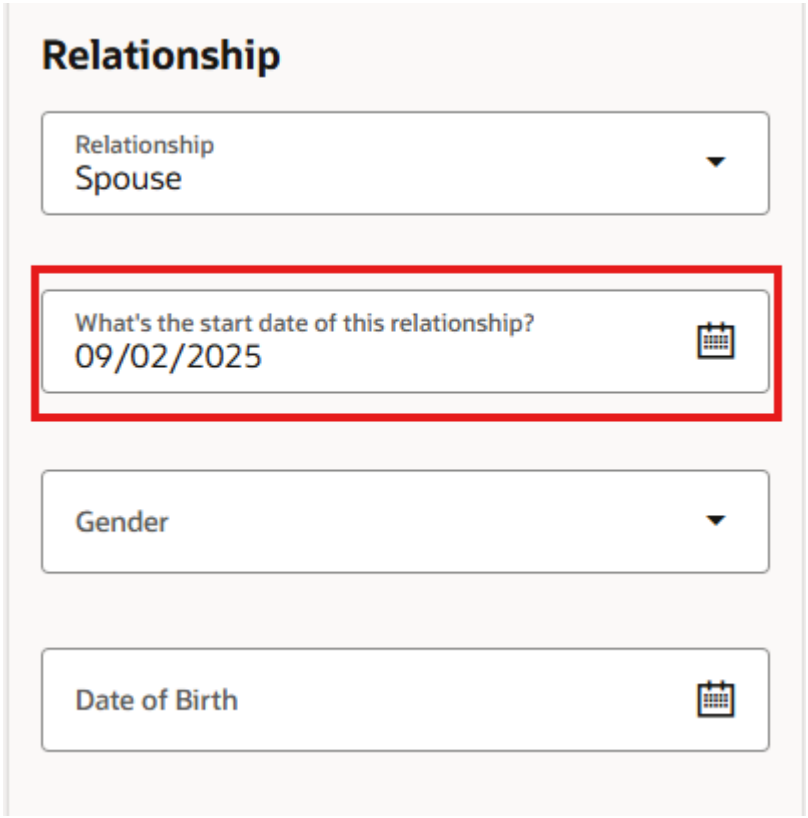
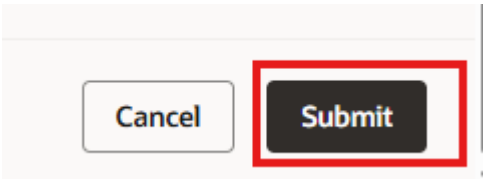
| 7 | **Enter Relationship Information.**<br><br>**NOTE:** For New Hires, Relationship Start Date should be your *HIRE date or a date prior to your Hire date*. It cannot be a date after your Hire date.<br><br>If you are covering a person as your dependent or beneficiary their **date of birth and SSN are required.** ***If you do not know the SSN, leave blank and add at a later date. DO NOT enter your own SSN for a Spouse or Child.***<br><br>**SSN** should be entered in the **National Identifier** Section |  |
| 8 | Once all information is entered for people you would like to cover, click **Submit** |  |

| Step | Instructions | Example |
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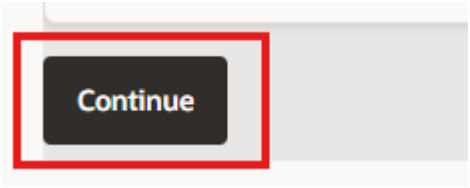
| 9 | Once all people you want to cover have been entered, Click **Continue.** |   |

| Step | Instructions | Example |
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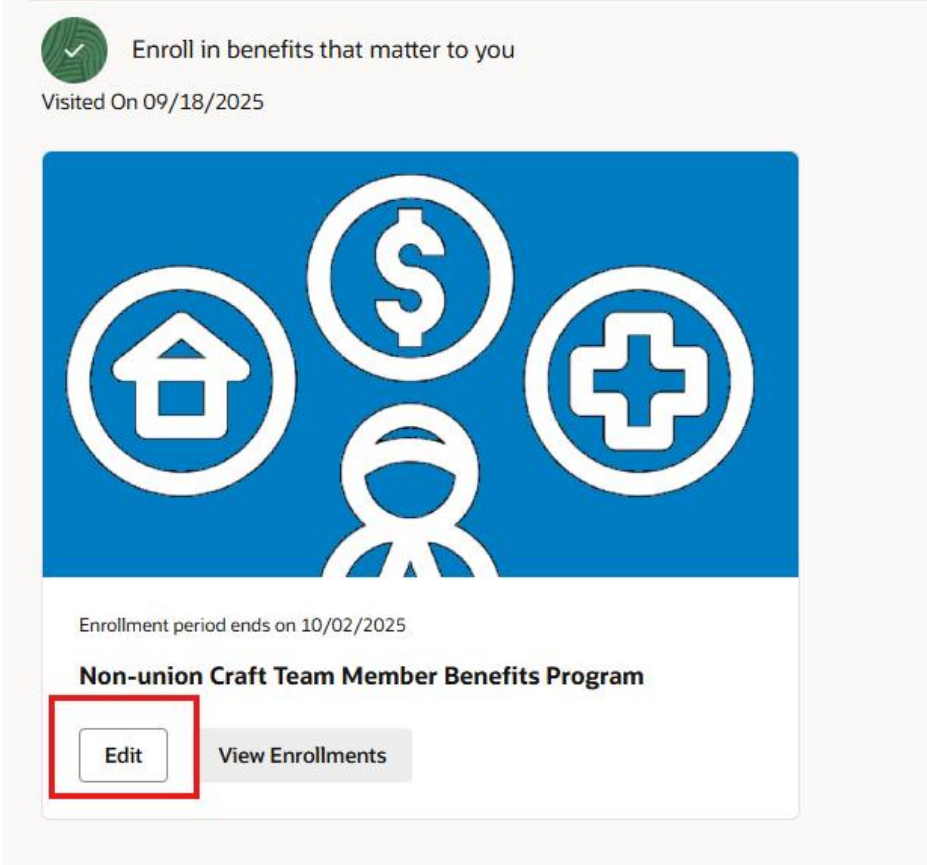
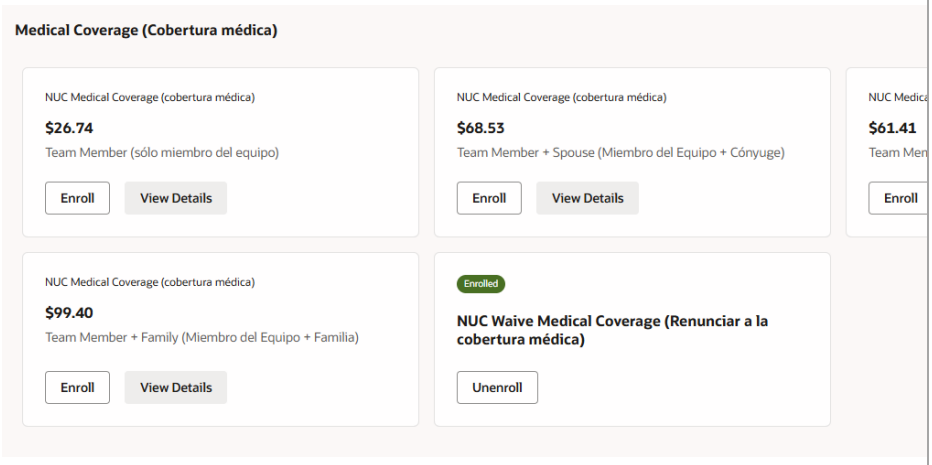
| 10 | Next, under **Enroll in benefits that matter to you,** Click **Edit** to open Benefit options |  |
| 11 | Select the **Medical plan** you wish to enroll in or leave Waive Medical selected. |  |

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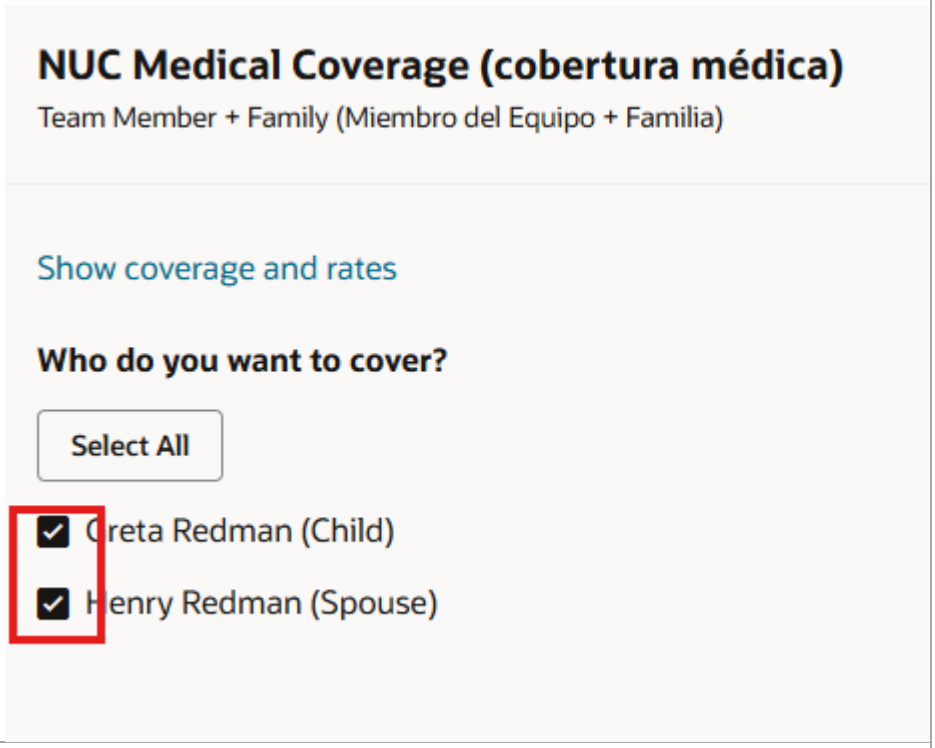
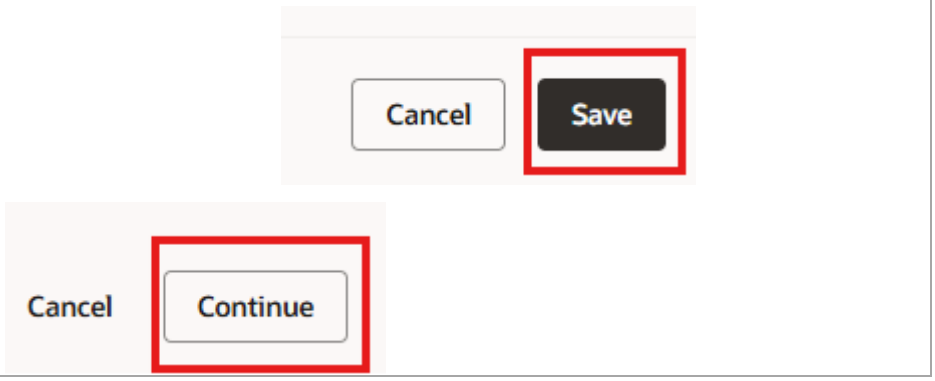
| 12 | If you are covering dependents, you'll want to check the box next to their name in the **Who do you want to cover?** section. |  |
| 13 | Then click **Save** and **Continue** |  |

| Step | Instructions | Example |
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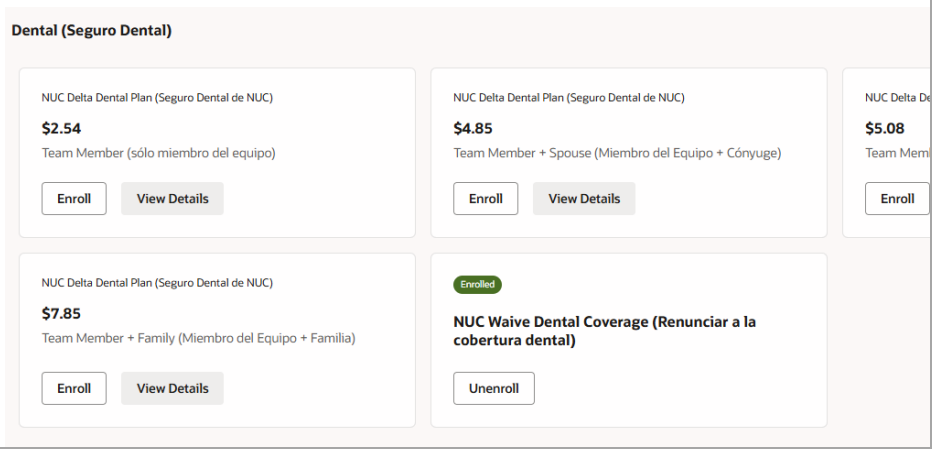
| 14 | Do the same for your **Dental Elections or** leave Waive Dental selected. |  |

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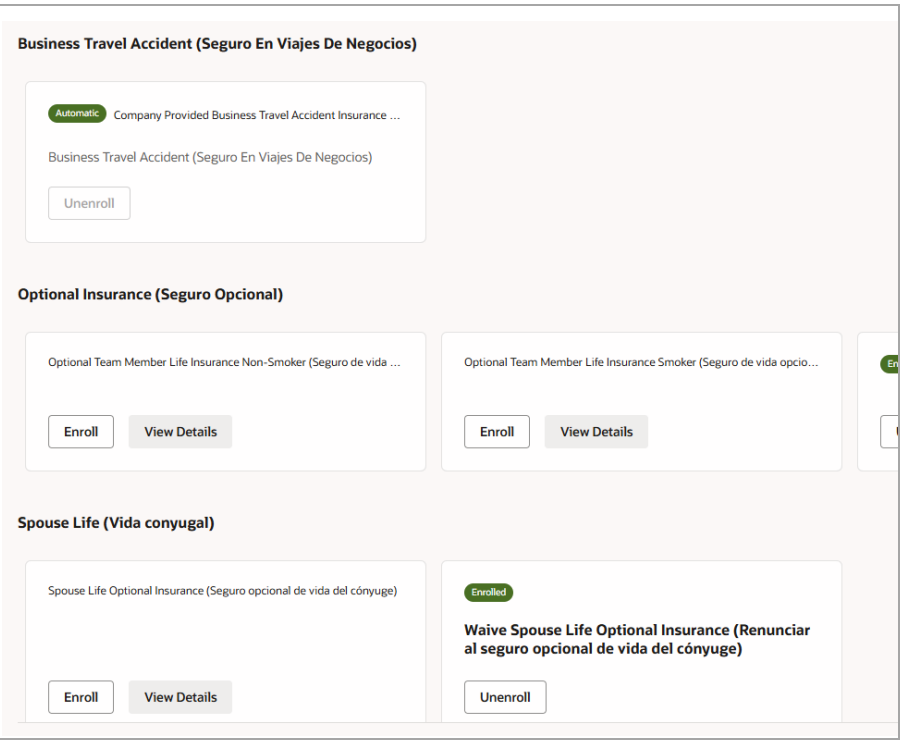
| 15 | Next, make your Optional Life insurance selections, or leave Waive selected |  |

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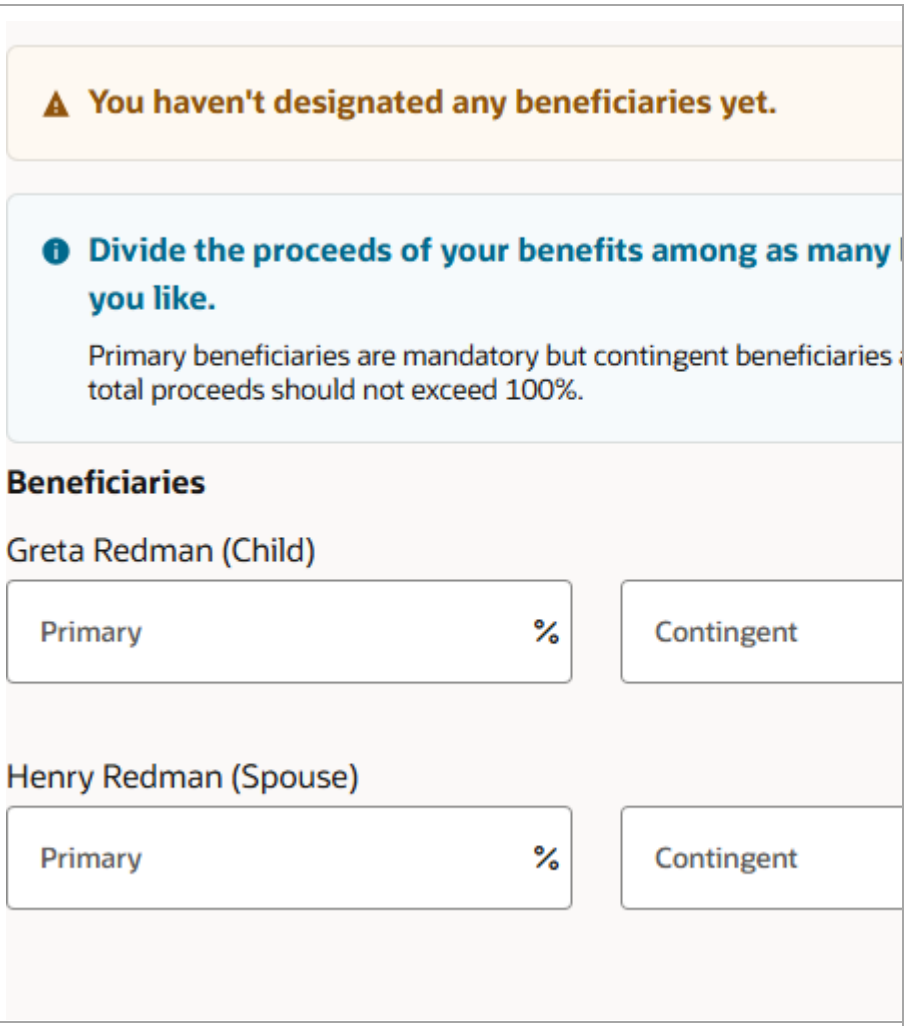
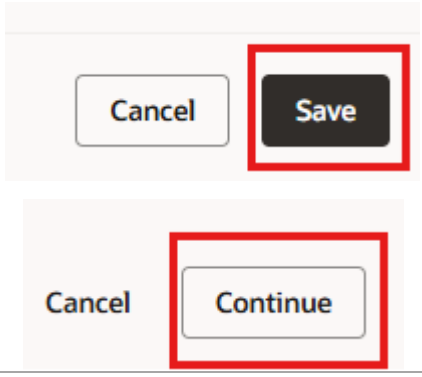
| 16 | If electing Optional insurances, be sure to **Designate your Beneficiaries.**<br><br>Under the **Primary Beneficiaries** you will select who you'd like to receive your life insurance benefit in the event of your passing. If you choose more than 1 person, the total % must equal 100.<br><br>Under the **Contingent Beneficiaries** select who you'd like to receive your life insurance benefit in the event of you and your primary beneficiaries passing. |  |
| 17 | Once all Optional Life elections have been made, Click **Save** and **Continue**. |  |

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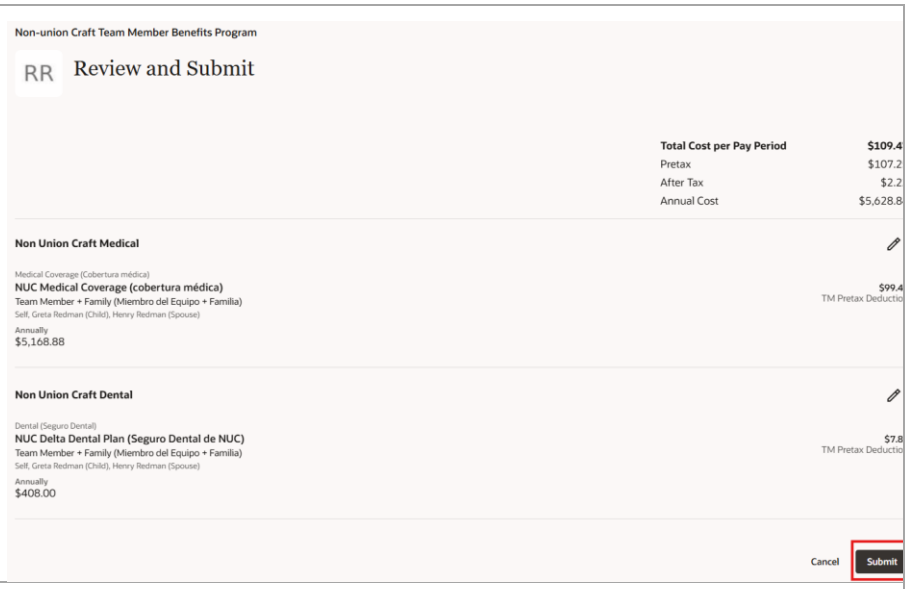
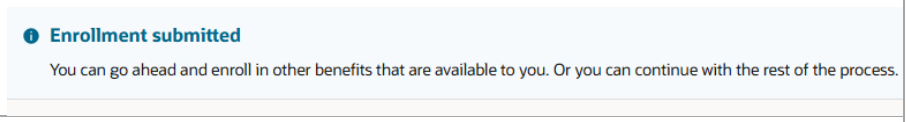
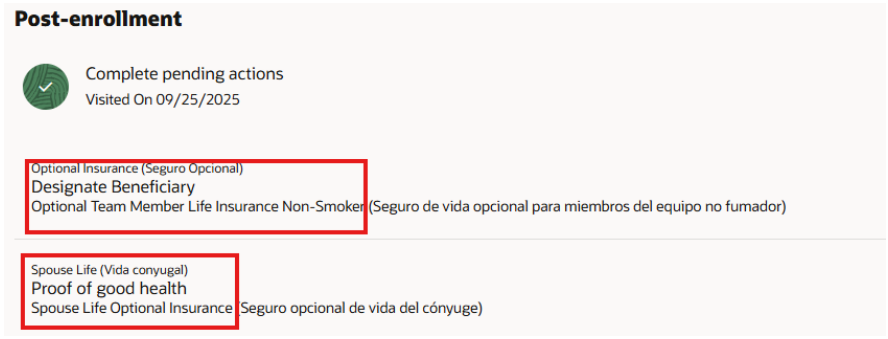
| 18 | Once all Benefit Elections have been made, you will be brought to a **Review and Submit** page. This will show all Benefit elections as well as a cost breakdown.<br><br>If any changes need to be made, you can click the *pencil* to bring you back to those election options.<br><br>If everything looks correct, Click **Submit** |  |
| 19 | A Confirmation will appear at the top of the page when your enrollment is complete. |  |
| 20 | Under the **Post-enrollment** section, you will see any *pending tasks* that need attention. These could include beneficiaries that need to be added or Evidence of Insurability if you've elected life insurance over the guaranteed amount<br><br>***These tasks should be completed by the end of your enrollment period.*** |  |

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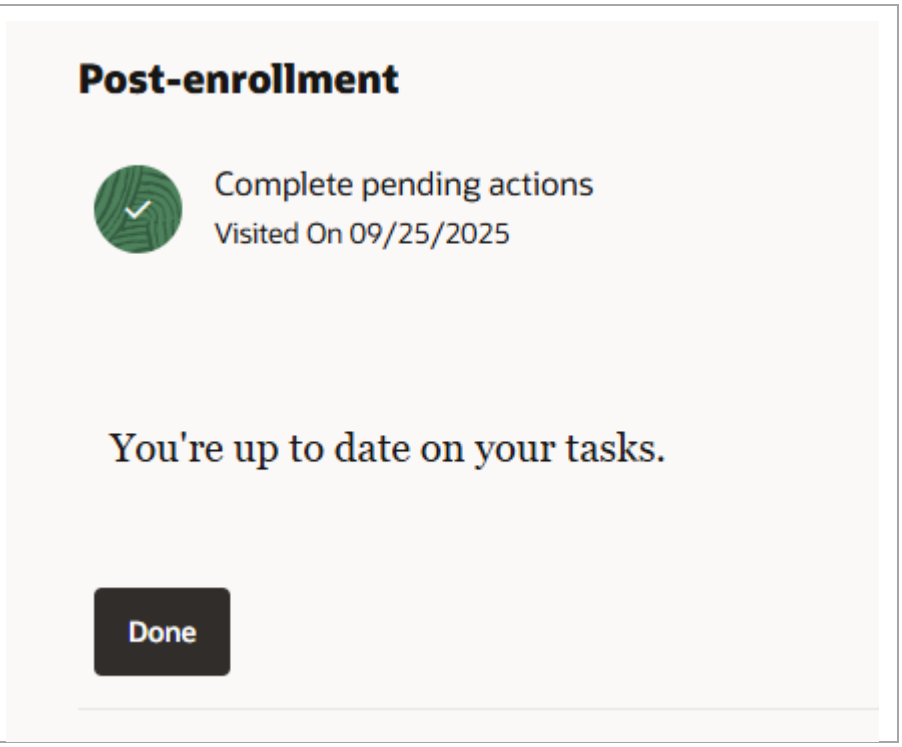
| 21 | If you have no pending tasks, you can click **Done.** |  |