

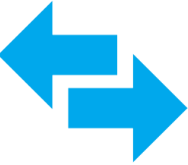




# WANT TO MAKE A CHANGE?

## Open Enrollment Reference Chart

### How to Process Your Request

Links are underlined. Workday is also a link!

Tasks Allowed at Open Enrollment		How to Process	Additional Information or Action Required	
	Enroll a dependent		Provide documentation to Benefits for your dependent - Spouse: Marriage certificate - Domestic Partner: CA Declaration of Domestic Partnership - Child: Birth Certificate	
	Drop a dependent		n/a	
	Change medical plan		n/a	
	Change dental plan		n/a	
	Enroll or Re-enroll in Flexible Spending Account		n/a	
	Enroll or Increase coverage in Voluntary Life/AD&D Insurance			Hartford requires paper forms to also be completed. Route to Benefits. - <a href="#">Enrollment Form</a> - <a href="#">Evidence of Insurability</a>
	Enroll or drop Legal Plan			n/a
	Enroll or change Colonial Income Protection Plans		<a href="#">VisitYouVille</a> or call 1-800-325-4368	Any changes you make will route to Benefits from Colonial. We will make the update in Workday for you.
	Enroll in Long Term Care		<a href="#">Unum Enrollment</a>	Any changes you make will route to Benefits from the Fringe Benefits Consortium. We will make the update in Workday for you.