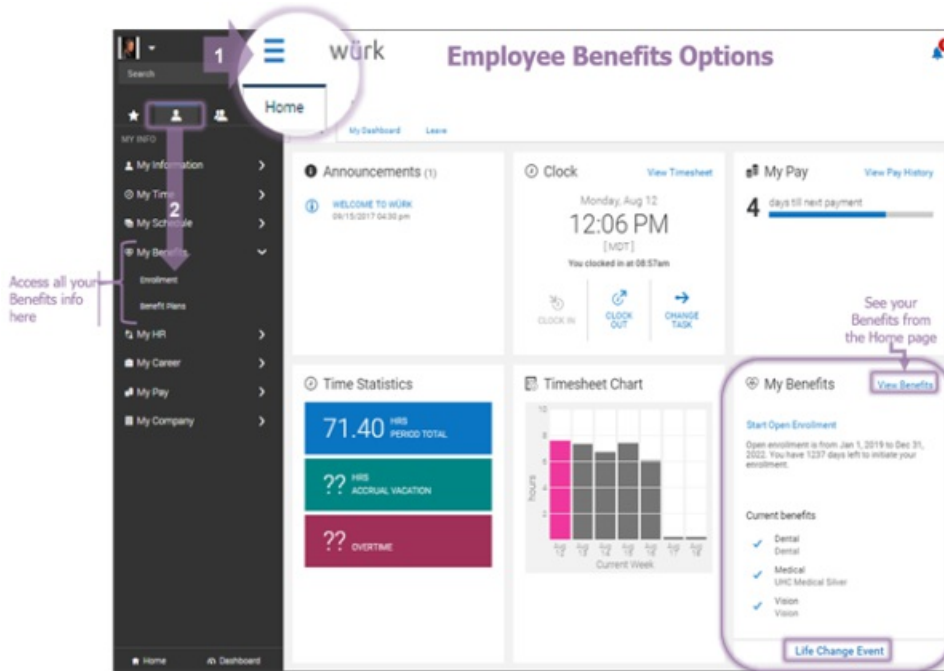


Checking Your Benefits

Last Modified on 01/07/2022 12:28 pm EST

The My Benefits area (if your company provides benefits through Werk) lets you check your current benefits at a glance and add life change events.

START HERE

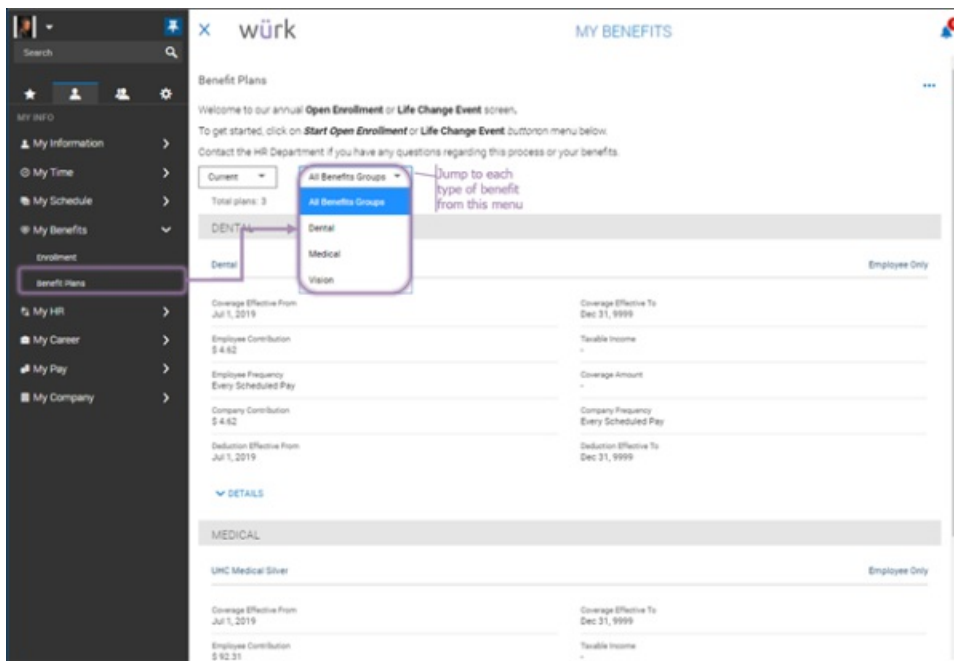


1. To see your benefits, tap **View Benefits**.
2. To submit a life change that affects your benefits, tap **Life Change Event**.

When you are enrolling in new benefits or adding a Life Change event, you may see an **Enrollment** tab that will show you a progress bar.

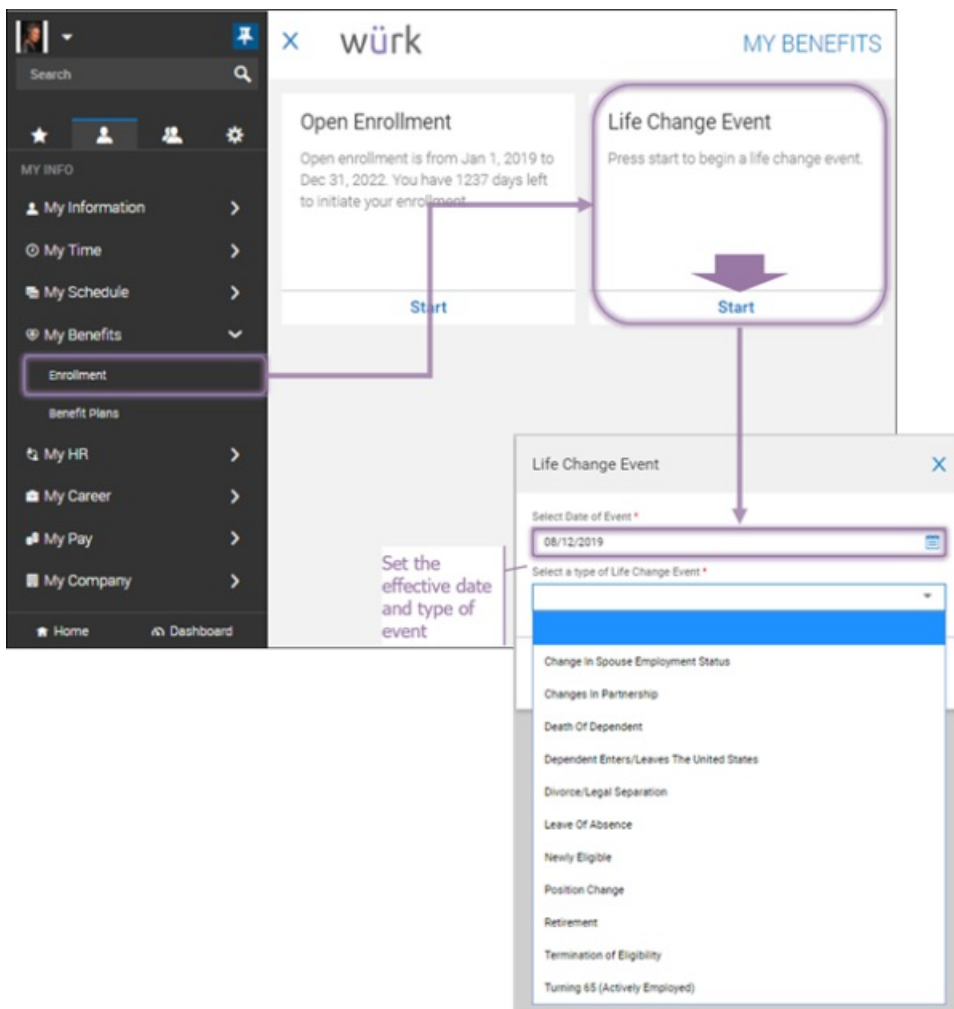
Seeing Your Current, Past, Future, and Waived Benefits

3. Click **My Info>My Benefits>Benefit Plans**. You can scroll or jump to each section of your benefits. You can switch from **Current** to **Future**, **Past**, **Waived**, and **All**. Click **DETAILS** for more info on each type of benefit, such as **DENTAL** Plan Documents.

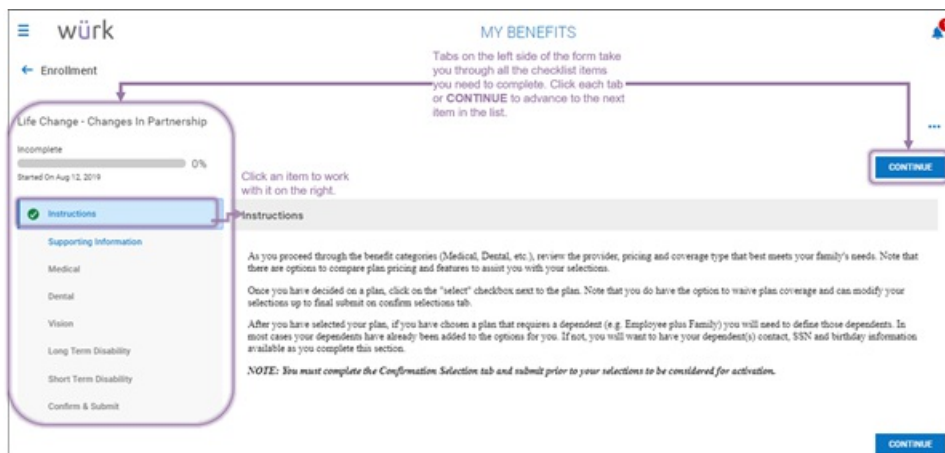


Submitting a Life Change Event

4. Click **My Info>My Benefits>Enrollment** on the Main Menu and click **Start on Life Change Event**. Begin by setting the effective date and type of event.



5. Once you click SAVE, you will advance to a wizard where you fill out the details for the Life Change. Blue tabs on the left guide you through the process. You can click each section or **Continue** to proceed through the form. The example below shows a Change in Partnership.



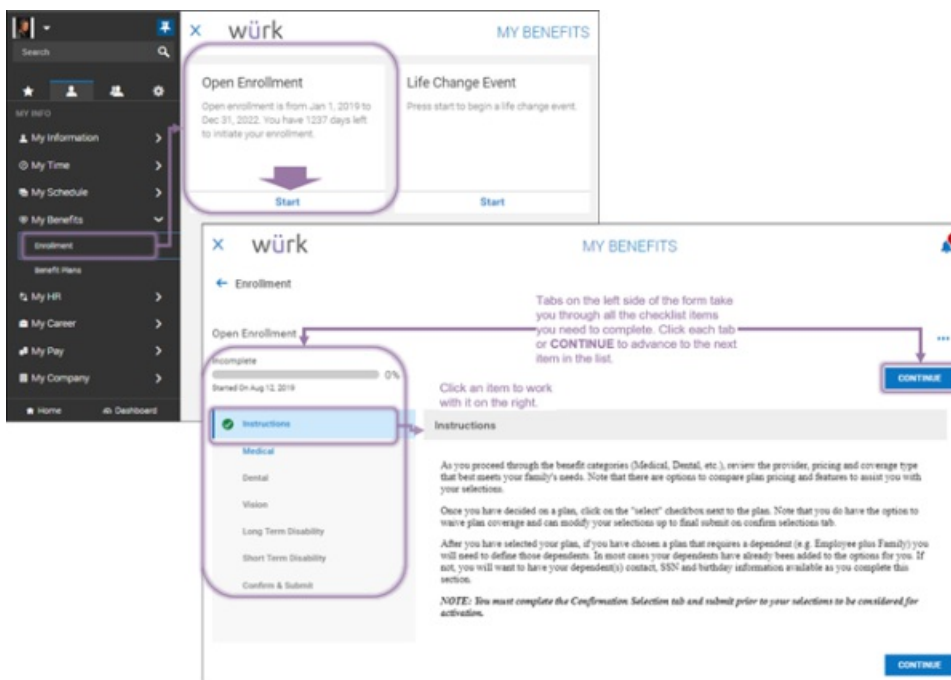
You can **Save** your work and **Continue** later if you need more time. For some types of Life Change

events, you may need to select a spouse, partner, or dependent. Click **Select Your Spouse** or **Select Your Children** to include them in the change. When completing the final section, **Confirm & Submit**, then you may be prompted to enter your password as an e-signature. If you do not see your beneficiaries, you may need to first add them to **your personal information**.

6. Once all is complete (including **Confirm & Submit**), the **Submit** button becomes available. Click this to submit your Life Change for review. Once the change is approved, it will apply to your benefits.

Electing Benefits During Open Enrollment

7. Use links from the My Benefits widget on your home page or click **My Info>My Benefits>Enrollment** on the Main Menu and click **Start** in **Open Enrollment**. This launches a wizard where you advance through a series of forms to complete the enrollment process. You can continue completing these forms later if you need more time.



8. When completing the final section, **Confirm & Submit**, you may be prompted to enter your password as an e-signature. Once all is complete (including **Confirm & Submit**), the **Submit** button becomes available. Click this to submit your benefits elections. Once your elections are applied, they will affect your paycheck as deductions.