Online Instructions for
Changing Benefits due to a Qualifying Life Event

Step 1: To make changes to your benefits from home**,** access Mywordayday@Regions.com. Under the "Associates on Leave of Absence" section, click on "Access My Worday @ Regions". Follow these instructions to access your information:

Enter your user name (Your username is your associate ID)
Enter your temporary password: Regions + Last 4 digits of your SSN + Last 2 digits of your birth year (ex. Regions999975).

After you log in, you will be required to create a new password and answer four security questions.

Step 2: Click on the Benefits icon and select benefits under the change section.

Step 3: Select the appropriate event type and the date of the event and click submit.

1. Select the Benefit Event Type.
2. Click the Calendar icon to enter the date for the life event change.
3. Attach required documents if applicable.
4. Click **Submit**. The task is routed to a benefits partner for review.
5. Once your request is approved, you will receive a task in your Workday Inbox to complete your benefit election changes. Click the **Inbox** icon in Workday, then Click the **Benefit Change** task. The Change Benefit Elections page displays.

Benefit changes must be effective the **date of your qualifying event**. Entering the wrong date will cause a delay in processing your Change in Status request. All supporting documentation must include the **date of your qualifying event.**

You can only make changes to your benefits that coincide with your event type.

Step 4: Select your benefits

Select **Elect** or **Waive** for each benefit election choice. Your current elections are defaulted. Modify your level and type of coverage as needed.

1. Click the **Prompt*** icon in the Coverage column.
2. Select who will be covered under this plan. (i.e., Associate + children, Associate + family, Associate + spouse)
3. Click the **Prompt*** icon in the Enroll Dependents column.
4. Select **Dependents** to add an existing dependent or **Create** to add a new dependent. Complete all required information.

Step 6: Proceed through each screen to make your medical, vision, dental, flexible spending account, life insurance and AD&D changes.

Step 7: Designate a Life Insurance beneficiaries if you have not done so previously

1. Click the **Plus** icon to add a beneficiary.
2. Click the **Prompt*** icon in the Beneficiary field to select from a list of existing beneficiaries. Or, select Create to add a new beneficiary. To remove a beneficiary, click the **X** next to that beneficiary.
3. Enter the percentage of benefits for each beneficiary in the "Primary Percentage / Contingent Percentage column. Your primary beneficiary and contingent beneficiaries must equal 100%.
4. Click **Continue**.

***Prompt Icon =** 

Step 8: Add additional benefits

1. Make any final benefit elections.
2. Review your elections for accuracy. Notice your monthly cost in red in the upper right-hand corner.
3. Scroll down and confirm your coverage information is accurate.
4. Click Continue.

Step 9: Complete your enrollment

1. Review your elections for accuracy
2. Check the **I Agree** checkbox to complete your electronic signature.
3. Click **Submit**. A confirmation displays.
4. Click **Print** to generate a printable version for your records

For more information about change in status requirements and for a list of acceptable supporting documentation, please visit benefits.regions.com or call the Benefits Department @ (877) 562-8383, option 1.