Complete Your Benefits Enrollment in Workday

1. Before completing your Benefits Enrollment, review the benefits materials available to you year-round at benefits.regions.com.
2. In Workday, click **Your Inbox Icon** in the top right corner**. Your Action Items** will also be featured on the main page.
3. Click the **Benefit Change Task (New Hire or Open Enrollment)** in your Inbox. Click **Let's Get Started.**
4. Select the appropriate Tobacco Use Status for yourself, then select **Submit.** Click **Continue.**
5. New hires will click each benefit tile to **Select, Waive or Manage** your elections. Be sure to scroll down the entire page to assure you select or waive all coverages. And then click all the way through until you hit **SUBMIT.**
6. Current associates will see their current coverage levels indicated for Medical, Dental, Vision, Optional Life Insurance Options, AD&D and Legal. These benefits will remain the same for the upcoming year if you do not make any changes.
7. Current associates must enroll each year in HSA, Healthcare FSA, Dependent Care FSA and Vacation Purchase Plan.
8. Please read each section below for instructions for making elections in each type of coverage.

Note: Company-paid benefits are defaulted to Select and cannot be waived.

Medical, Dental, Vision, Legal, Optional Life, and AD&D

1. In Workday, continue completing your benefits enrollment by clicking Manage or Enroll each benefit tile.
2. **Select or Waive** coverage. For Medical you will also select a **Plan** (Advantage or Core) and click continue. *Note: Medical coverage automatically defaults to Core Associate-Only coverage. If you do not enroll or waive you will have Core Associate-Only coverage whether you need it or not.*
3. Elect **Coverage Level** from the drop-down list. *Note: For Medical, Elect Tobacco User coverage if anyone in the household uses Tobacco.*
4. Add **Dependents** if applicable. You will need dependent information including Social Security Numbers. After your initial New Hire Enrollment, current dependents will populate in the system and you can Select, Delete or Add as needed.

Optional Life Insurance and AD&D

1. In Workday, continue completing your benefits enrollment by clicking Manage or Enroll on each benefit tile.

2. Click **Basic Life Tile**. Company-Provided Benefit Click **Confirm and Continue.**
3. Add **Primary Beneficiary(ies)**. This would be the person or persons who would receive benefits at the time of your death. Click the **+ Plus Icon** to add a Beneficiary or Trust. Click **Existing** or **New**. Enter information and Click **OK**.
4. Enter the **percentage** of benefit for each beneficiary to total 100%.
5. Add **Secondary Beneficiary(ies)**. This would be the person or persons who would receive a benefit if your primary beneficiary(ies) predecease you. Click the **+ Plus Icon** to add a Beneficiary or Trust. Click **Existing** or **New**. Enter information and Click **OK**.
6. Enter the **percentage** of benefit for each beneficiary to total 100%.

Beneficiaries may be designated or updated at any time.

Notes: The beneficiary designation you make for your Basic Life coverage will apply to your Optional Life and AD&D election(s) unless you designate those beneficiaries separately. We highly encourage you to designate both Primary and Secondary Beneficiaries. And to verify your beneficiaries once per year and upon life events.

7. Click the **Optional Employee Life Tile**. **Select or Waive** coverage. Click **Confirm and Continue.**
8. Follow steps 3 – 5 above if you wish to designate a different beneficiary(ies) than Basic Life.
9. Click the **Spouse Life Tile**. **Select or Waive** coverage. Click **Confirm and Continue.** *Notes: You are the beneficiary for Spouse Life. If your spouse works for Regions you cannot cover them under Spouse Life.*
10. Click the **Child Life Tile**. **Select or Waive** coverage. Click **Confirm and Continue.** **Select or Add** Dependents to be covered. Click **Save.** *Notes: You are the beneficiary for Child Life. If your Spouse works for Regions, only one Spouse can cover the children under Child Life.*
11. Click the **Optional AD&D Tile**. **Select or Waive** Associate or Family coverage. Click **Confirm and Continue.**
12. Follow steps 3 – 5 above if you wish to designate a different beneficiary(ies) than Basic Life. *Notes: You are the beneficiary for any dependent AD&D coverages. If your spouse works for Regions, associates and dependents can only be covered on one AD&D plan.*

Health FSA, Health Savings Account and Dependent Care Reimbursement Account

1. In Workday, continue completing your benefits enrollment by clicking Manage or Enroll on each benefit tile.

2. Click **HSA Tile**. **Select** or **Waive** HSA (Core Plan Only). Click **Confirm and Continue.**
3. **Enter Amount** you wish to contribute. Consider if you have contributed to another plan this year so you do not exceed the IRS annual limit. Click **Save.**
4. Click **Health FSA Tile**. **Select** or **Waive** Health FSA (Advantage Plan or No Medical Coverage Only). Click **Confirm and Continue.**
5. **Enter Amount** you wish to contribute. Consider if you have contributed to another plan this year so you do not exceed the IRS annual limit. Click **Save.**
6. Click **Dependent Care FSA**. **Select** or **Waive** Dependent Care FSA. Click Continue.
7. **Enter Amount** you wish to contribute. Consider if you have contributed to another plan this year so you do not exceed the IRS annual limit. Click **Save.**
8. **You must re-enroll in these plans every year to keep coverage.**

Vacation Purchase Plan (During Open Enrollment Only)

1. Click the **Vacation Purchase Plan Tile**.
2. **Select or Waive** coverage.
3. Elect **Coverage Level** from the drop-down list. *Note: You can elect up to 40 hours additional Vacation Time in 8-hour increments. Please see the Vacation Time policy for complete details.*
4. **You must re-enroll in this plan every year to keep coverage.**

Finalize Your Benefits Elections

1. Be sure to **Select** or **Waive** each Benefit Plan by clicking on each tile and following the instructions above.
2. Click the **Review and Sign** button.
3. Review your elections.
4. Review the Legal Notice and Click **I Agree.** Click **Submit.**
5. Click **View Benefits Statement.**
6. **Important:** To print, Click **Print.** To save Click the **PDF Icon** in the upper right corner. Click **Save As** and save to your preferred folder.

Note: You may reenter the site to make changes to elections until your enrollment deadline closes.