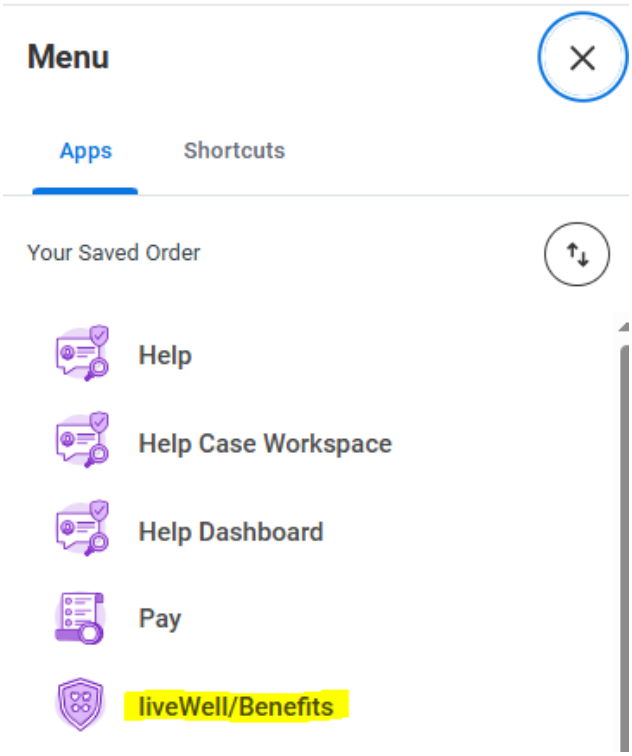
Benefits Enrollment Portal

Objective:

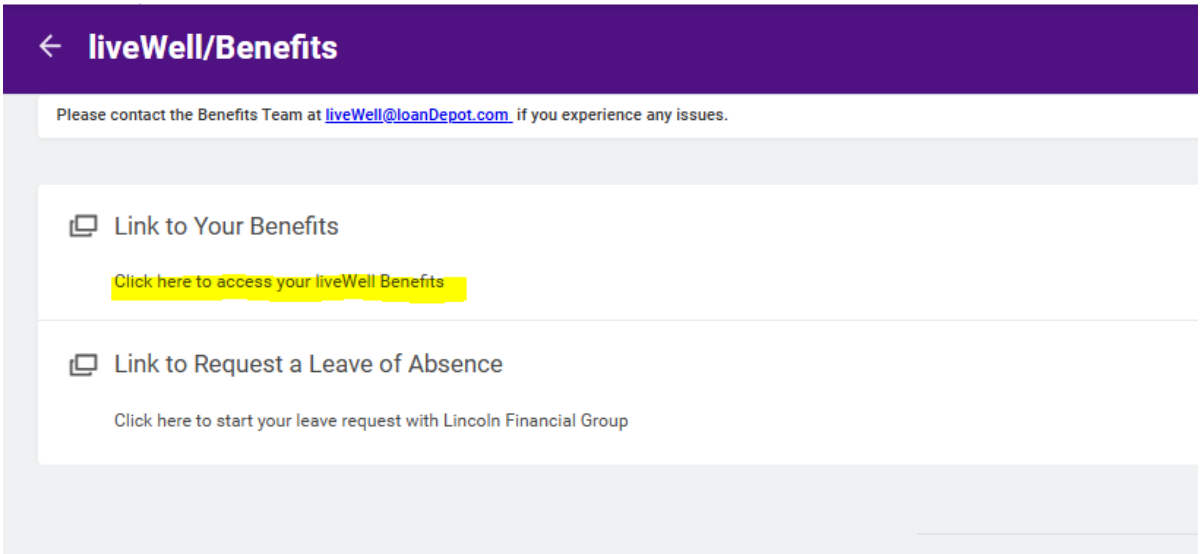
To enroll in health benefits located in the employee benefits portal through Workday.

Steps in Workday:

1. log into your Benefits portal in Workday by going to the left-hand side Menu in Workday and select liveWell/Benefits:



2. Click link to access your benefits:



3. Click **Start Here** to get started:



4. Please ensure once you get to the last page you click **Submit** at the bottom of the page.

Once submitted, you will save a copy of your Benefits Summary as your confirmation and for your records.

Should you need assistance, you may contact the Benefits service team at 844-436-7169.