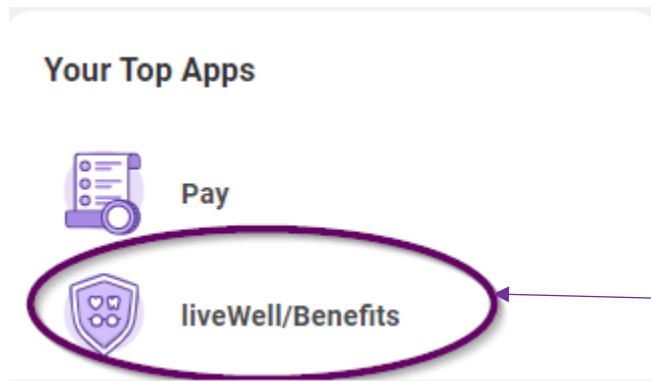
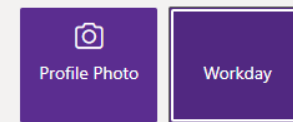
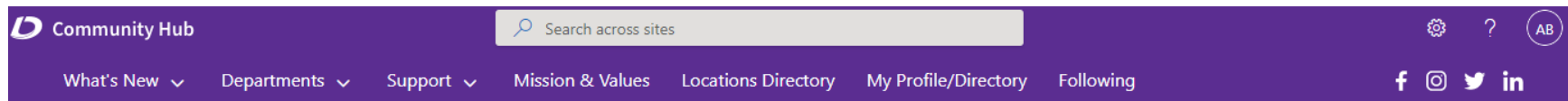


Benefits Enrollment Tutorial



Step 1: Log into Workday from [Community Hub](#)

Step 2: Under *Your Top Apps* click on the liveWell/Benefits icon

← liveWell/Benefits

Please contact the Benefits Team at liveWell@loanDepot.com if you experience any issues.

 Link to Your Benefits

[Click here to access your Benefits](#)



Important Reminders 1

Action Required

New Hire Enrollment

[Start Here](#)

Step 1: New Hire Enrollment

As a newly hired employee, you first need to enroll in your benefits that will cover you for the rest of this plan year.

Coverage will be effective based on

10/07/2022

[Begin Enrollment](#)

Not Started

Step 3: Click the gray link that says 'Click here to access your Benefits'

Step 4: On your home page click the 'Start Here' button under the *Action Required* section

Step 5: Click on 'Begin Enrollment'

Hi, I'm Sofia, your trusted benefits advisor!



Consider me your trusted benefits guide as you make your way through your benefits elections. If at any point you have a question, simply click on the **"Ask Sofia"** link in the upper right hand corner of the page.

As an automated, personal benefits assistant, I'll do my best to answer your questions quickly. However, if I'm unable to assist, I'll get you connected to someone who can.

Let's get started!

Start Enrollment

Sofia will walk you through your enrollment profile. If you need any assistance while making your elections, click on 'Ask Sofia' and she will assist.

Step 6: Click 'Start Enrollment'

Step 7: Verify all the information is correct and fill in any missing information

Your Family



Do you have any dependents?

Yes

No

[← Back](#)

Step 8: Add all your spouse and children

(Note: This does not mean you are adding them to your benefits. If listed here, you do not need to re-enter them as beneficiaries later when you are prompted.)

***You are required to provide your spouse's SSN if you plan on enrolling them in any of your benefits.**

How would you like to enroll?



I'd Like Help Choosing Plans

Help me find plans that best match my needs



I Know What I Want

I know which plans I'd like to enroll in

Not sure which benefits to elect? MyChoice is a great place to start! Just answer a few questions and see which coverages are recommended for your unique needs.

[← Back](#)

[Start Enrollment →](#)

The mychoice Recommendation Engine will ask you questions and recommend plans that might best fit your needs. You do not have to follow the recommendations. Or you can skip the guidance by clicking on 'I Know What I Want'

Step 9: Click 'Start Enrollment' when you are ready to begin

Total Cost

\$227.41

Semi-Monthly

*Total employee cost represents the total approved cost of benefits included on the summary. Other benefits not displayed are not included.

The information submitted may be subject to further review and/or approval. The deduction amounts are based on rates and calculations stored in the Benefitsolver system at the time of elections. To verify actual elections and/or deduction amounts, please contact your benefits administrator.

Employer remains responsible for any and all loss or damages, and in no event shall Businessolver be liable for any amount, including, but not limited to, insurance premiums, stop-loss deductibles, reinsurance fees, health plan or other claims, cancellation or reinstatement fees, or penalties, for a failure to pay a carrier/vendor or for failure to provide appropriate billing information in a timely manner, unless such delay is caused by the negligent acts of Businessolver.

Every effort has been made to report information accurately, but the possibility of error exists. In case of any conflict between your benefits election confirmation and an official plan document, the plan document will be the final authority. Please note, some insurance coverage elections only become effective upon approval of your evidence of insurability (EOI) by the carrier.

[← Back](#)

[✓ Approve](#)

After making all your elections you will reach a Review Enrollment page. Please review carefully and make any needed adjustments.

Step 10: Click 'Approve'

Confirmation

By selecting I Agree you confirm your elections for the new plan year starting January 1, and authorize the corresponding payroll deductions. Additionally, you authorize loanDepot to collect any missed benefit deductions due to life event changes, leaves of absence, or paychecks with insufficient funds on the next available paycheck. If any benefit premiums are owed at the time you separate from employment, you agree that loanDepot may take those premiums from your final check

Benefit elections can only be changed during Open Enrollment or within 31 days of a Qualifying Life Event. By selecting I Disagree, your changes will not be submitted and you will not be enrolled in benefits.

*Total employee cost represents the total approved cost of benefits included on the summary. Other benefits not displayed are not included.

The information submitted may be subject to further review and/or approval. The deduction amounts are based on rates and calculations stored in the Benefitsolver system at the time of elections. To verify actual elections and/or deduction amounts, please contact your benefits administrator.

Employer remains responsible for any and all loss or damages, and in no event shall Businessolver be liable for any amount, including, but not limited to, insurance premiums, stop-loss deductibles, reinsurance fees, health plan or other claims, cancellation or reinstatement fees, or penalties, for a failure to pay a carrier/vendor or for failure to provide appropriate billing information in a timely manner, unless such delay is caused by the negligent acts of Businessolver.

I Disagree

Total Employee Cost: \$218.41
Semi-Monthly


I Agree

Step 10: Review Confirmation` page, then click 'I Agree'

Enrollment is Complete when you see a Confirmation Number on the next page.

Call the Benefits Center if you run into any issues electing your benefits (844) 436-7169.


Step 1: New Hire Enrollment

 Complete

Your New Hire Enrollment enrollment is complete!

Coverage will be effective based on
10/07/2022

Confirmation Number
160-96-00-2384

 Benefit Summary PDF