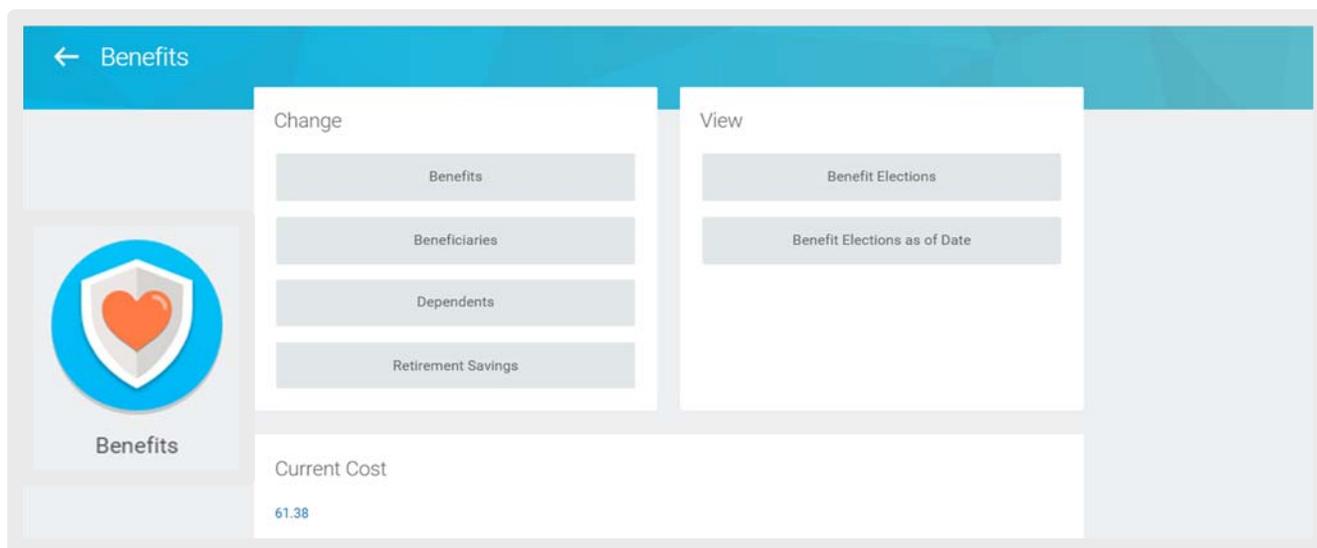


Manage Your Benefits - Canada

CF WORKDAY TIP SHEET

This tip sheet shows you how to request a change to your benefit elections due to a life event. Benefit elections are made during annual enrollment and can only be changed within 31 days of a qualified life event change. In addition, you must provide proof or documentation of your change request and the change must be approved by the Benefits Department. Click the **Benefits** icon to view your benefit elections, costs and dependents.

Note: If you want to change your beneficiary at any time, you can do so by printing and completing a Sun Life Beneficiary Designation form and returning it to your local Human Resources. You cannot change your beneficiary on Workday.



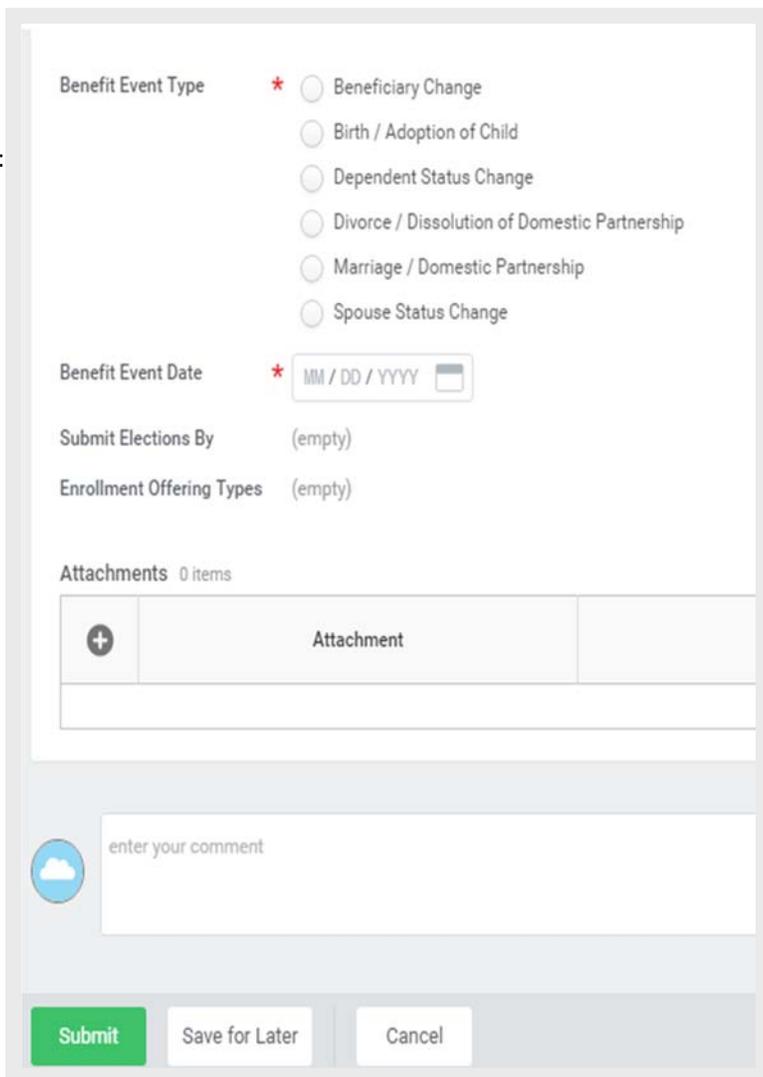
Steps for Changing Your Benefits

If you experience a life event and want to update your coverage (for example, if you get married or have a child):

- Click Benefits
- Choose a **Benefit Event Type**
- Enter the **Benefit Event Date**
- Click the plus icon  and attach relevant documents
- Click **Submit**

Your request and documentation is submitted to the Benefits Department for review and approval. You will receive a response in your inbox within 5 business days.

- Click your profile icon  Jane Doe 
- Select **Inbox**
- Click the **Benefit Event** task
- The **Revise Benefit Changes** page displays
- Make your selections and click **Submit**
- Complete and continue through all required screens
- Check the **I Agree** box
- When you check the **Agree** box, you are providing your electronic signature requesting and confirming the changes to your benefit elections
- Click **Submit**



The screenshot shows a web form for changing benefits. It includes the following fields and options:

- Benefit Event Type**: A required field with a red asterisk. It contains six radio button options: Beneficiary Change, Birth / Adoption of Child, Dependent Status Change, Divorce / Dissolution of Domestic Partnership, Marriage / Domestic Partnership, and Spouse Status Change.
- Benefit Event Date**: A required field with a red asterisk. It contains a date input field with the placeholder 'MM / DD / YYYY' and a calendar icon.
- Submit Elections By**: A field with the value '(empty)'.
- Enrollment Offering Types**: A field with the value '(empty)'.
- Attachments**: A section labeled 'Attachments 0 items' containing a table with a plus icon in the first column and the word 'Attachment' in the second column.
- Comment**: A text area with a cloud icon on the left and the placeholder text 'enter your comment'.
- Buttons**: At the bottom, there are three buttons: 'Submit' (green), 'Save for Later' (white), and 'Cancel' (white).

If you have questions about your benefit programs, go to cftotalrewards.com.