

Enrollment Checklist



- ☒ Review the Open Enrollment eGuide and the 2026 premium rates and decide if you want to make changes to your current medical, dental or vision elections.
- ☒ Confirm dependent coverage. *If you wish to continue coverage for your currently enrolled dependents in 2026, **you must actively complete** the enrollment process to verify their eligibility. **Failure to do so will result in your dependents being removed from medical, dental, and vision coverage.*** Click [here](#) to see who is an eligible dependent.
- ☒ Review the contribution limits for Health Savings Account (HSA) and Flexible Spending Accounts (FSAs) for 2026, and decide whether you'd like to participate. To take part in an FSA for 2026, you must actively enroll. To receive the employer seed contribution to your HSA in January, you must also enroll in the HSA.
- ☒ Decide if you want to elect or change your voluntary life or voluntary AD&D coverage.
- ☒ If enrolling your spouse or dependent child(ren) for the first time, gather required documentation, such as birth certificate or marriage certificate. You must provide documentation for newly added dependents. Find a reference list of required documentation [here](#).
- ☒ Log into Workday, complete your enrollment and print or save a copy for your own records.