

Open Enrollment Steps

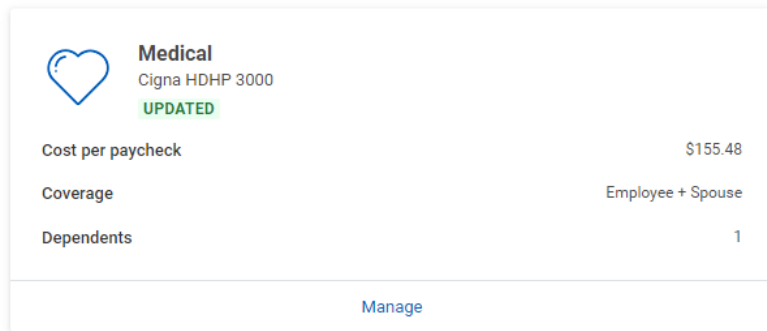
Once a year, open enrollment allows you to update your benefit elections. During this period, you will receive a task in your My Tasks section. Review this job aid for steps on completing your open enrollment. Contact the benefits team at usbenefits@inotiv.com with any questions.

Select Your Benefits

From your Home page:

1. Choose the **Open Enrollment Change** task in your **Awaiting My Action** section.
2. Select **Let's Get Started**.
3. Answer the health questionnaire for tobacco use and select **Continue**. Select **Continue** again to proceed with benefit selection.
4. Select **Manage** to update your benefit elections as shown in the image below or select **Enroll** to enroll in a new benefit plan.

Health Care and Accounts



	Medical Cigna HDHP 3000 UPDATED
Cost per paycheck	\$155.48
Coverage	Employee + Spouse
Dependents	1
Manage	

5. Choose **Select** or **Waive** for each benefit plan election. You will be defaulted to your current elections.
6. Modify your coverage, if needed.

7. Select **Confirm and Continue**.

Add Dependents

If you select or modify a benefit plan during open enrollment, you can also add dependents, if applicable.

1. If a dependent already exists, Workday will automatically present them as shown in the image below.
2. Check the box for the dependents you want to cover.

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee + Spouse

Plan cost per paycheck \$155.48

Add New Dependent

1 item

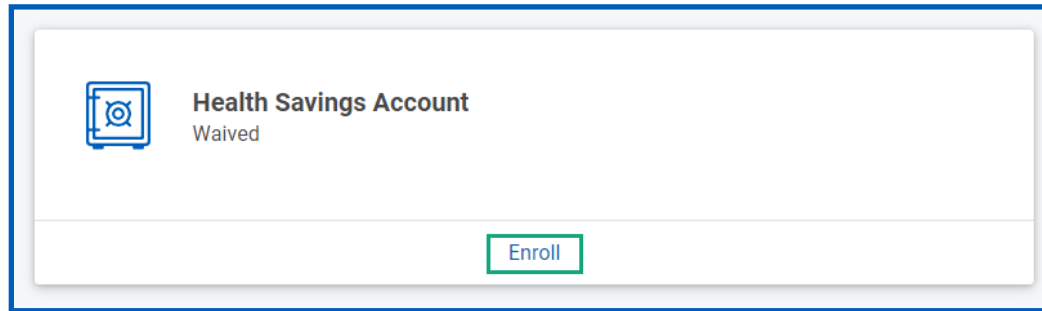
Select	Dependent	Relationship
☒	Helen Henry	Spouse

3. To add a new dependent, select the **Add New Dependent** button.

4. Complete all required information and select **Save**.

Health Savings Account and Flexible Spending Account Elections

1. Each year you must make these elections during open enrollment.
2. Choose **Enroll** as shown in the image below.



3. Choose **Select** or **Waive**.
4. If you select **Waive**, you will not get the employer contribution for a health savings account.
5. Select **Confirm and Continue**.
6. Enter the amount you want to contribute. You can select zero employee contribution for a health savings account and still get the employer contribution.
7. Select **Save**.

Add Group Life Insurance

Inotiv provides employer-paid basic life insurance in the amount of 1x Salary (minimum \$50,000) up to \$250,000 maximum. During Open Enrollment, staff can also elect additional life insurance and AD&D benefits. If you increase Employee Voluntary Life Insurance by more than \$10,000 or increase Spouse Life Insurance by any amount, you will need to complete evidence of insurability to qualify for the additional life insurance. Reach out to the benefits team with

any questions.

From the Insurance section:

1. Choose **Manage** or **Enroll** to update or add life insurance.
2. Choose **Select** or **Waive** for each insurance election and modify your coverage levels as needed.

Designate Life Insurance Beneficiaries

The option to add primary and secondary beneficiaries will appear. This is where you can designate one or more beneficiaries for each plan.

From the Beneficiaries section:

1. Select the **Add Row** icon to add a beneficiary. (plus sign)
2. In the Beneficiary field, select the **prompt** icon to select from existing beneficiaries. (three lines to the right in the box)
Or select **Create > Add New Beneficiary or Trust** to add a new beneficiary.
3. To remove a beneficiary, locate the beneficiary and select the **Remove Row** icon next to the name. (minus sign)
4. In the Percentage column, enter the percentage of benefits for each beneficiary, highlighted in the image below.
5. Select **Save**.

Review Your Elections for Accuracy

1. After making your elections, click on **Review and Sign** at the bottom.
2. Review your elections and confirm that your coverage information is accurate.
3. Notice your projected total cost per paycheck at the top of the screen.
4. Review the Supporting Documents and Electronic Signature sections below before you submit your enrollment.

Attach Supporting Documents

If you are adding new dependents to your medical plan, you are required to upload documentation supporting your relationship to them. This can be your **marriage license** for **spouse** and **birth certificates/adoption certificates** for **children**. To add documentation,

1. Scroll down to the **Attachments** section.
2. Drag and drop the file in the Attachments area, or choose **Select files**, to find the file. Then, select the file you want to attach.
3. Enter comments, as needed.
4. Select **Upload** to attach additional documents.

Complete Your Enrollment

1. Scroll to the bottom of the page to the **Electronic Signature** section.
2. Review the Legal Notice.
3. Check the **I Accept** box, highlighted in the image below, to confirm your electronic signature.
4. Enter comments, as needed.

The screenshot displays a web form for Open Enrollment. At the top, there is an 'Attachments' section with a large light blue box containing the text 'Drop files here' and a 'Select files' button. Below this is the 'Electronic Signature' section, which includes a 'LEGAL NOTICE: Please Read' and three numbered points regarding the legal binding of the enrollment. A checkbox labeled 'I Accept' is present. Underneath is a text input field for a comment, preceded by a small profile icon and the placeholder text 'enter your comment'. The 'Additional Information' section follows, featuring a 'Related Links' area with a 'Business Policy Document' link. At the bottom, there is a 'Process History' section and two buttons: 'Submit' (orange) and 'Cancel' (white with a grey border).

5. Select **Submit**. A confirmation page displays.
6. You may select the **View 2025 Benefits Statement** button to view the benefits statement.
7. Select the **PDF** icon in the upper right side in the blue bar to generate a PDF version for your records or click on the **Print** button.
8. Click on the Inotiv logo to go back to your home page.

Resubmitting Your Enrollment

1. If you need to make edits after you have submitted your enrollment, go to **Benefits** in **Your Top Apps** on your home page.
2. Click on the **Edit button** under **Benefit Event: Open Enrollment**.