



# Open Enrollment - How To Elect Benefits

Dayforce

**1** Login to Dayforce. Then go to the *Benefits* menu. Click on *Start Enrollment*.

The screenshot shows the Dayforce user interface. On the left is a navigation menu with options: Home, Benefits (highlighted with a red box), Earnings, and Employee Timesheet. The main content area is titled 'Enrollments' and includes a 'Refresh' button. Below this, a message states: 'Below is a listing of available Enrollments. To access an Enrollment select "Start/Continue Enrollment"'. A card for '2021 Annual Open Enrollment' is shown, indicating it is 'Due in 11 day(s)' and 'Pending'. A 'Start Enrollment' button is circled in red.

**2** Read the Annual Open Enrollment statement. Then click *Next*.

The screenshot displays the '2021 Annual Open Enrollment' statement page. At the top, a progress bar shows steps: Introduction (completed), Profile, Elections, Confirmation, and Summary. The main content area includes a 'Close' button and a 'Next' button (circled in red). The text on the page reads: 'Welcome to Carnegie's 2021 Open Enrollment! The 2021 Open Enrollment period begins November 2nd and ends on November 18th, 2020. Any changes you make to your benefits during Open Enrollment will take effect on January 1, 2021. Open Enrollment period is your opportunity to elect new benefits, drop and/or modify your current benefit elections. We encourage all employees to confirm dependent and beneficiaries in Dayforce. How to Enroll in Dayforce Step 1 -- Read the 2021 Benefits Open Enrollment Guide and understand the changes. The guide contains important information about changes for 2021, as well as your existing benefits.' On the right, there is an 'Enrollment' section with categories: Life & Disability (LifeLock, Critical Illness - Employee, Accident Insurance, MeLife Legal) and Reimbursements (PSA - Health).

**3** Complete your *Profile Forms* (Dependents, Beneficiaries, etc.)

This block contains three screenshots related to completing profile forms. The first screenshot shows the '2021 Annual Open Enrollment' progress bar with 'Introduction' completed and 'Profile' selected. Below it is the 'Profile Forms' section with a 'Save Draft' button. The second screenshot shows the 'Current Dependent Information' section with a '+ Add' button circled in red. The third screenshot shows two forms: 'Add New Dependent' and 'Add New Beneficiary'. Both forms have 'First Name\*' fields with red error messages: 'First Name value is required' and 'First Name value is required'. The 'Add New Beneficiary' form also shows 'No Primary Address'.





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## 4 Review, Compare, & Select Benefits

2021 Annual Open Enrollment

Introduction Profile Elections

**Benefit Elections**  
Select your benefit options below. Upon completion, please proceed by selecting "Next".

Close Save Draft

**Need help choosing the right medical option?**  
Just answer four simple questions about your likely medical needs for the coming year, and we'll analyze total expected costs under each plan. It shouldn't take more than five minutes. Your responses will not be shared or stored.

Help Me Decide

**Health, Dental and Vision**

- Health
- Vision
- Dental

Choose the down arrows to review and select benefits

Select with a checkmark.

Option	Employer Cost	Your Cost
<input type="checkbox"/> Employee Only-Aetna Gold Start Date: 1/1/2020	\$272.82	\$74.71
<input checked="" type="checkbox"/> Employee Only-Aetna Platinum Start Date: 1/1/2020	\$280.78	\$83.87
<input type="checkbox"/> Employee Only-Aetna Platinum Plus Start Date: 1/1/2020	\$280.78	\$106.50
<input type="checkbox"/> Waive Medical Coverage US Start Date: 1/1/2020		

Two ways to compare benefits.

1  
2

Option Name Ascending

Compare Selected

Option	Employer Cost	Your Cost
<input type="checkbox"/> Employee Only-Aetna Gold Start Date: 1/1/2020	\$272.82	\$74.71
<input type="checkbox"/> Employee Only-Aetna Platinum Start Date: 1/1/2020	\$280.78	\$83.87

**Need help choosing the right medical option?**  
Just answer four simple questions about your likely medical needs for the coming year, and we'll analyze your available medical plan's total expected costs under each plan. It shouldn't take more than five minutes. Your responses will not be shared or stored.

Help Me Decide

Employee & Family-Aetna Platinum Plus

Best Value

97 Value Score

\$9,465 Estimated Total Cost

Show Cost Details

Select

Employee & Family-Aetna Platinum

95 Value Score

\$9,569 Estimated Total Cost

Show Cost Details

Select

Employee & Family-Aetna Gold

Lowest Cost

93 Value Score

\$9,161 Estimated Total Cost

Show Cost Details

Select

## 5 Confirm your benefit selections & Submit Enrollment.

2021 Annual Open Enrollment

Your Current Elections \$301.44

Introduction Profile Elections Confirmation Summary

**Employer Paid AD&D - No action required**

Guardian AD&D  
Effective From 1/1/2021  
Your Coverage is preset at \$200,000.00  
Employer Cost: \$2.00  
Your Cost: \$0.00

Beneficiaries (Primary) 100.00% Arsinkeh Hebert

**Employer Paid Long Term Disability - No action required**

Employee-Guardian Long Term Disability  
Effective From 1/1/2021  
Your Coverage is preset at \$7,001.00  
Employer Cost: \$10.85  
Your Cost: \$0.00

**LifeLock**

Employee - Dependents-Life Lock Ultimate Plus  
Effective From 1/1/2021  
\$0.00 in coverage  
Dependents: Arsinkeh Hebert, Samuel Hebert, Benjamin Hebert  
Your Cost: \$30.81  
Every Regular Run

**Short Term Disability**

UNUM Short Term Disability  
Effective From 1/1/2021  
\$1,615.38 in coverage  
Your Cost: \$37.40  
Every Regular Run

**MetLife Legal**

MetLife - MetLaw  
Effective From 1/1/2021  
\$0.00 in coverage  
Your Cost: \$11.25  
Every Regular Run

Estimated Total Annual Amount: \$7,234.35  
Your Cost: \$301.44

Close Save Draft Back Print Submit Enrollment

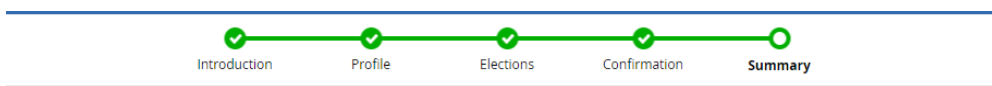
Per paycheck amount and your annual total cost

Confirmation Summary

Submit Enrollment button and your choices are

Back Print Submit Enrollment

## 6 Review Summary and Print.



Congratulations! Your enrollment has been submitted. You may re-open the enrollment to make changes to your elections until 11/18/2020

Print Return to Benefits

