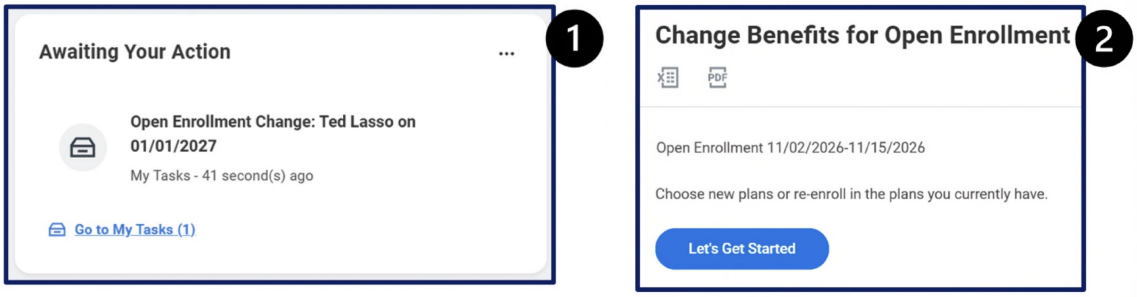
ESS – Open Enrollment Benefit Election Process

Steps to select benefits for the 2027 Open Enrollment.

1. Access Workday using Entra at myapps.microsoft.us
2. Enter your work email address when prompted
3. Type “Workday” in the Apps Dashboard

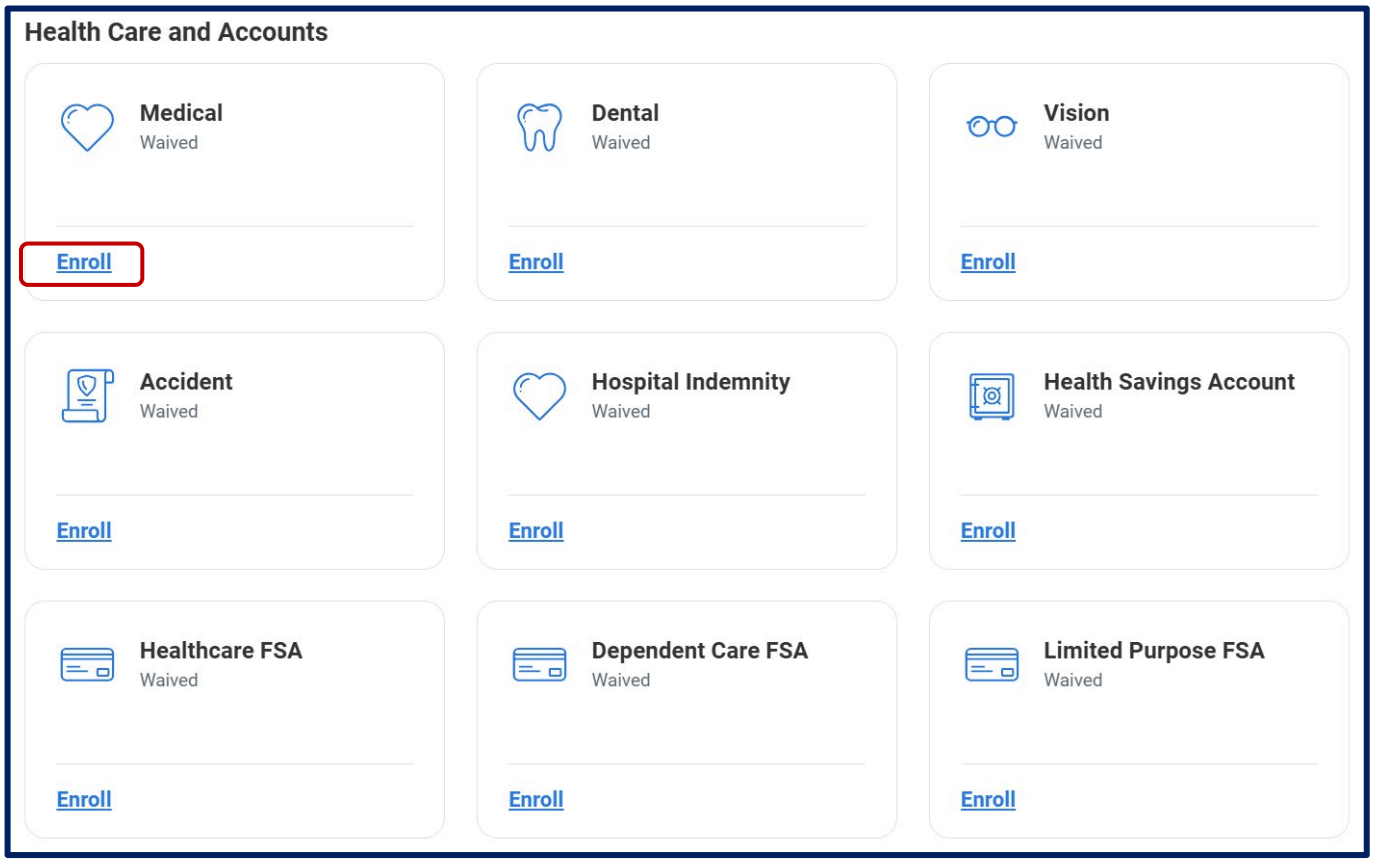
Once you have logged into Workday, follow the steps below to complete your Open Enrollment.

Review & Complete your Open Enrollment



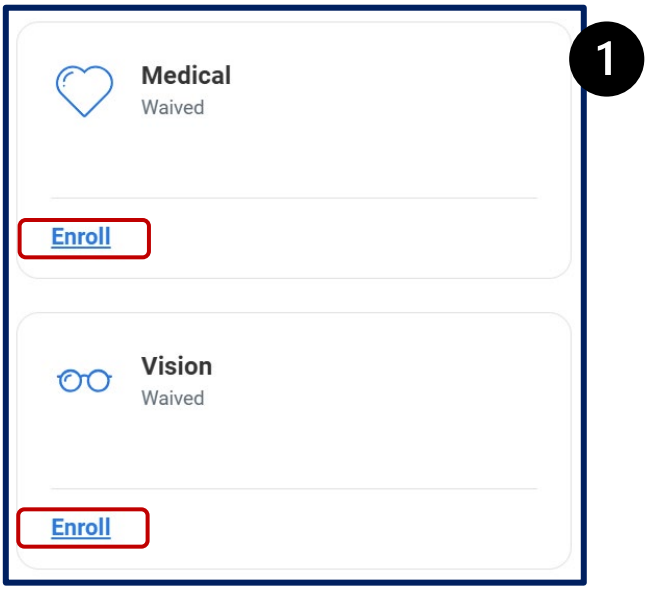
Open Enrollment Main Page

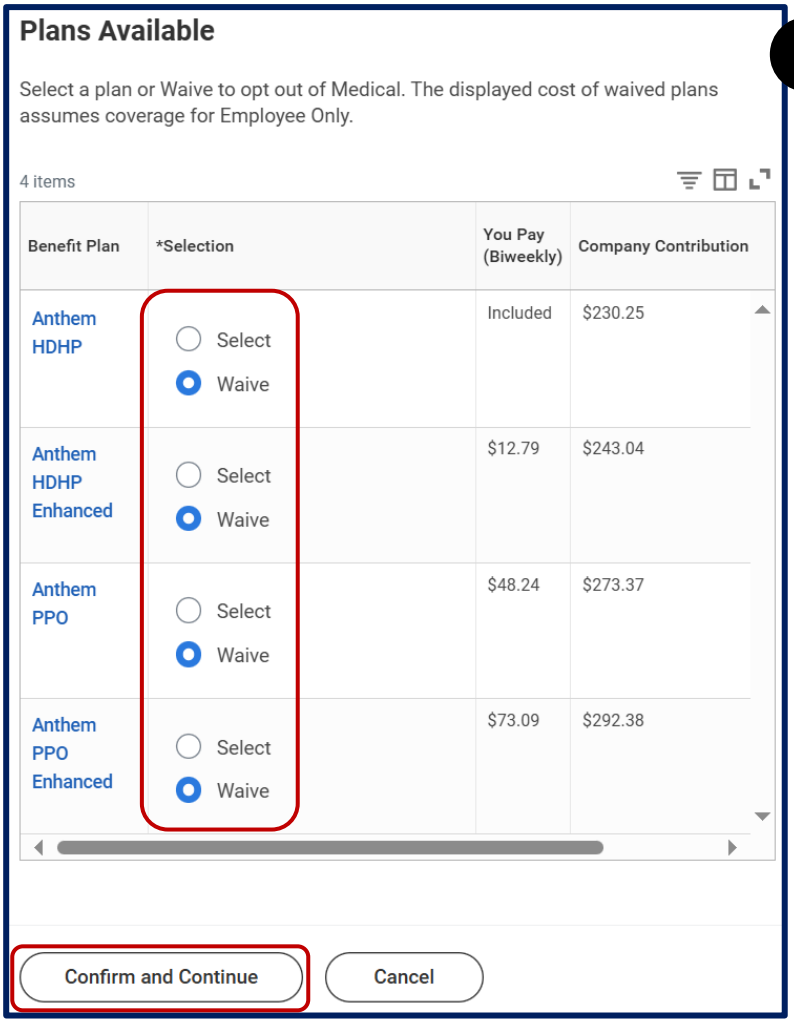
Click on the **Enroll** under each benefit to view or elect coverage for that benefit option.

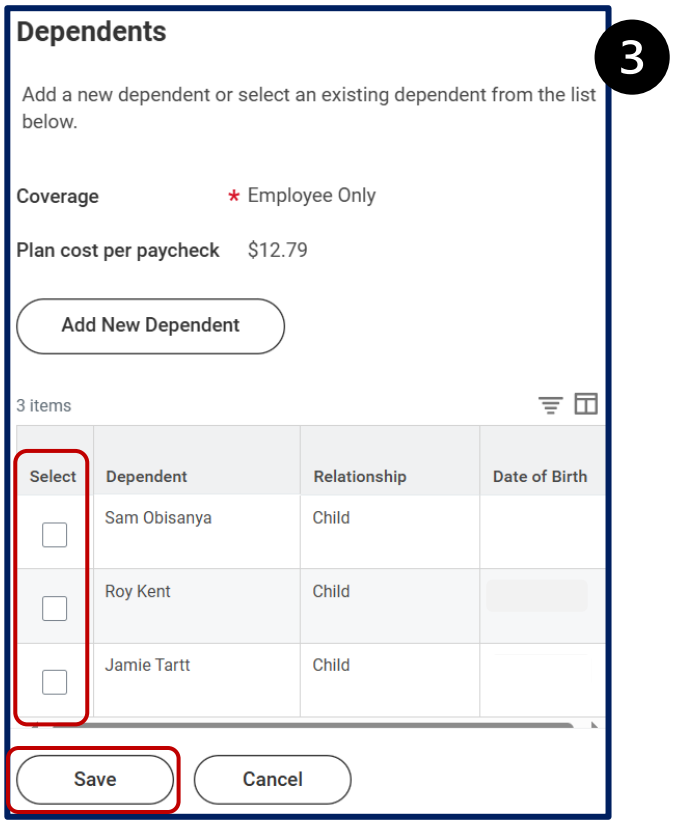


The Benefits Open Enrollment will require you to:

1. Click **Enroll** for the benefit you want to elect.
2. Click **Select** for plan you want to enroll in and click **Confirm and Continue**.
3. Select Dependents and click **Save**, OR
4. Add New Dependent (see steps on next page)



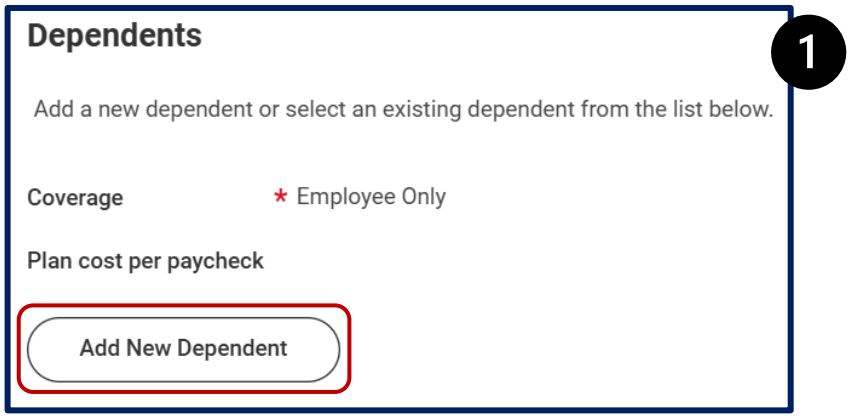


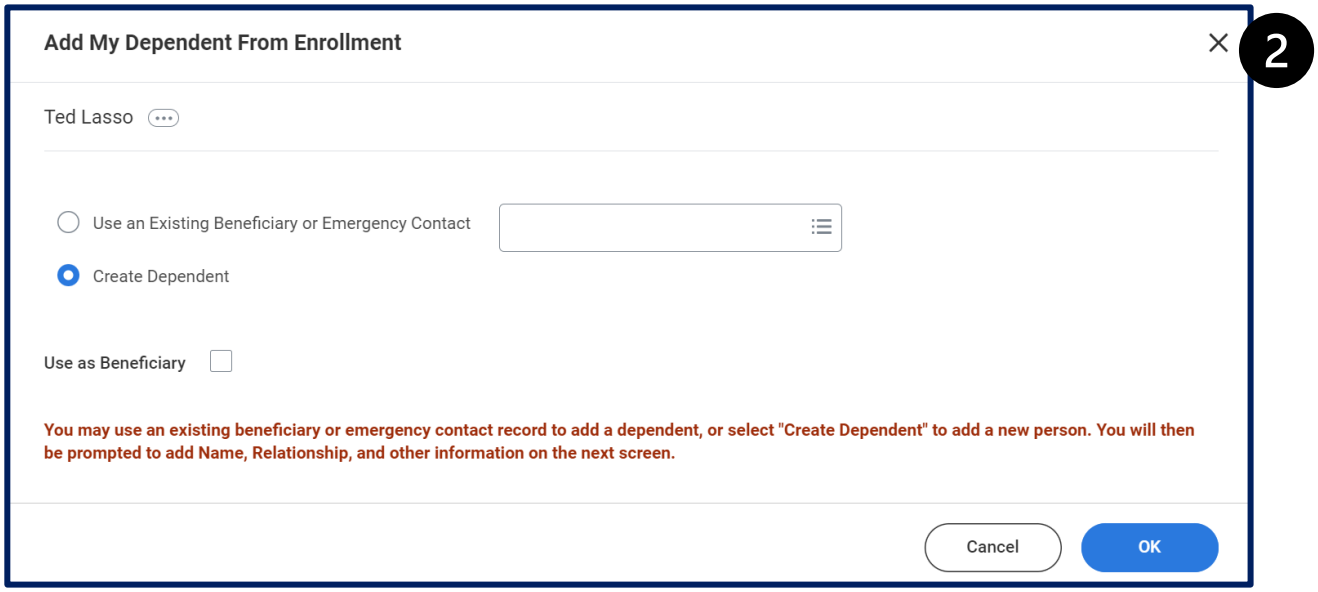


Add/Enroll Dependents

1. To Add New Dependent not listed, select Add New Dependent button.
2. Select Use an Existing Beneficiary or Create New Dependent. If neither option is presented, just select OK.

Select "*Use as Beneficiary*" to allow this person to be later selected as a Beneficiary for life insurance plans.





NOTE: Electing a Dependent as a Beneficiary will allow them to be designated as a beneficiary to a plan later. This action alone will not assign them to a plan.

NOTE: An Existing Beneficiary or Emergency Contact will be listed in the drop down if they were added earlier. **Do not create a new dependent if they are already created.**

Add/Enroll Dependents continued...

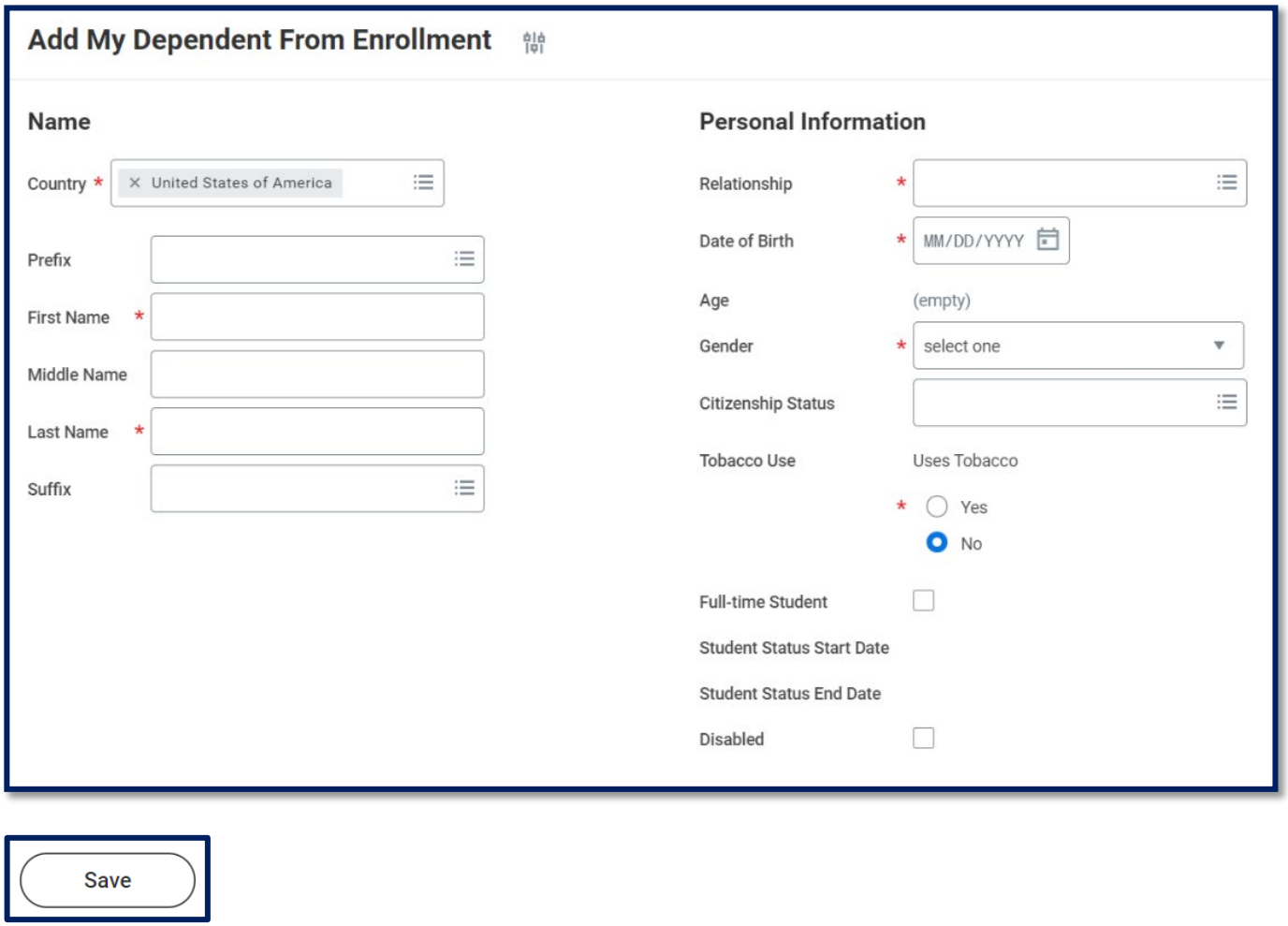
When Adding a New Dependent:

- Fill out all Required fields*
- If your dependent is disabled, select Disabled.
- If you have a dependent with the same name, select Allow Duplicate Name.
- To add National IDs, you must a select country before the form will display the National ID Types available.

Who is a Dependent?

- A natural or adopted child under the age of 26
- A qualified disabled adult child
- A legal spouse or domestic partner
- A domestic partner's child

Click **SAVE** to return to the Dependents screen



Things to remember

Medical

You may only cover qualified dependents:

- Spouse
- Children, Step-Children
- Domestic Partner
- Domestic Partner's Children

FSA / HSA

If you want to take advantage of the Flexible Saving Account (FSA) or Health Savings Account (HSA) benefits:

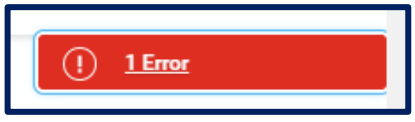
- You may enroll in the **"Health Care FSA"** if you have elected **Anthem PPO** or **Anthem PPO Enhanced** or you are waiving health coverage with AV. You **must** be enrolled in a major medical plan to qualify for FSA (the major medical plan can be through your spouse).
- You may enroll in **"Dependent Care FSA"** regardless of any health care plan election.
- Enroll in the **"HSA"** if you have elected **Anthem HDHP or Anthem HDHP Enhanced**. Per IRS guidelines, you cannot enroll in both the **FSA** and **HSA**.
- You may enroll in **"Limited Purpose FSA"** if you have elected **Anthem HDHP or Anthem HDHP Enhanced** and are enrolled in an **"HSA".**

ESAero Employees Only* - Voluntary Life / Voluntary AD&D

- You may elect employee coverage up to $300,000 and spouse up to $50,000, during the 2027 Open Enrollment, without underwriting.
- If electing any amount over $300,000 for yourself, or $50,000 for your spouse, you **must** complete an EOI with Mutual of Omaha for underwriting. Complete the EOI online form here: Evidence of Insurability AV Group Number G000AXG7.
- You may elect Voluntary AD&D **only if you elect Voluntary Life** and the election must match your Voluntary Life election amount.
- Spousal Voluntary Life may not be greater than your Employee Voluntary Life election.
- ***AV Employees** - Any new election or increase to your current Voluntary Life / Voluntary AD&D coverage is subject to underwriting. You **must** complete an EOI with Mutual of Omaha for underwriting. Complete the EOI online form here: Evidence of Insurability AV Group Number G000AXG7.

Error Messages

If you encounter an Error message, click on the error notification for further instructions.



Review and Sign benefit elections

1. To finalize your enrollment, select **Review and Sign** button from the Open Enrollment main page
2. Review your elections summary to ensure plan and proper tier elections.
3. Scroll to the bottom of the page and review and accept the Electronic Signature
4. Select **Submit**
5. **View** 2027 Benefits Statement, print, and download a copy for records.



