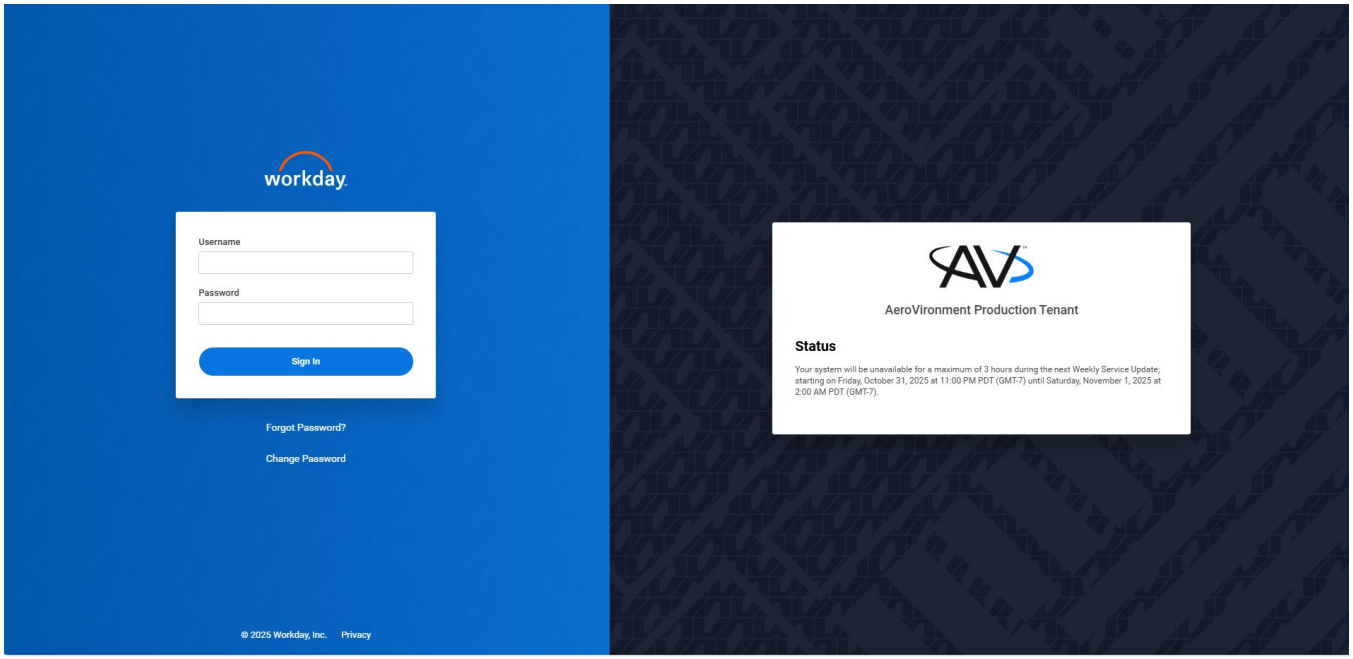
ESS – Open Enrollment Benefit Election Process

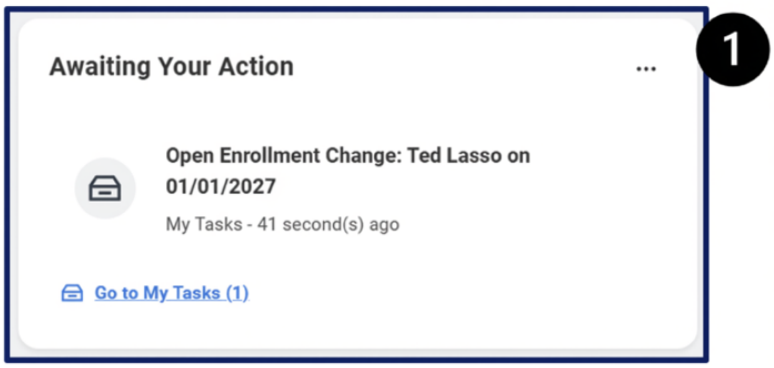
To review the 2027 open enrollment options, you will need to sign into WorkDay with a username and password.

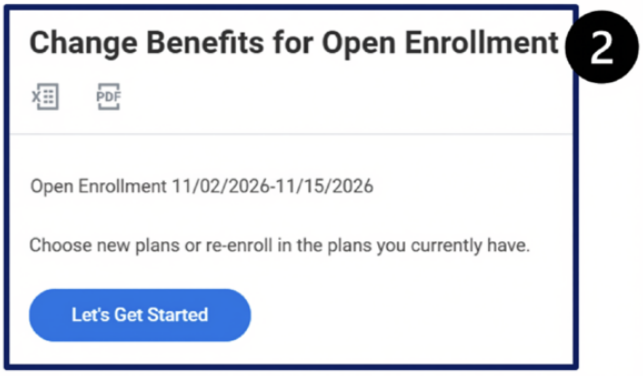
Steps to select benefits for the 2027 Open Enrollment

1. Go to: https://www.myworkday.com/avav/login.htmld?redirect=n
2. Use username (employee ID) and WorkDay password. Password is the same as when last used to complete onboarding paperwork.
   If password is forgotten, please email WorkDay support to have reset – WorkDaySupport@avinc.com.
3. LOGIN to Workday.

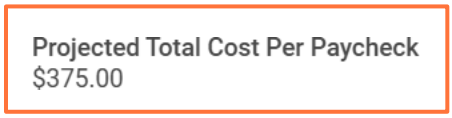


Review & Complete your Open Enrollment



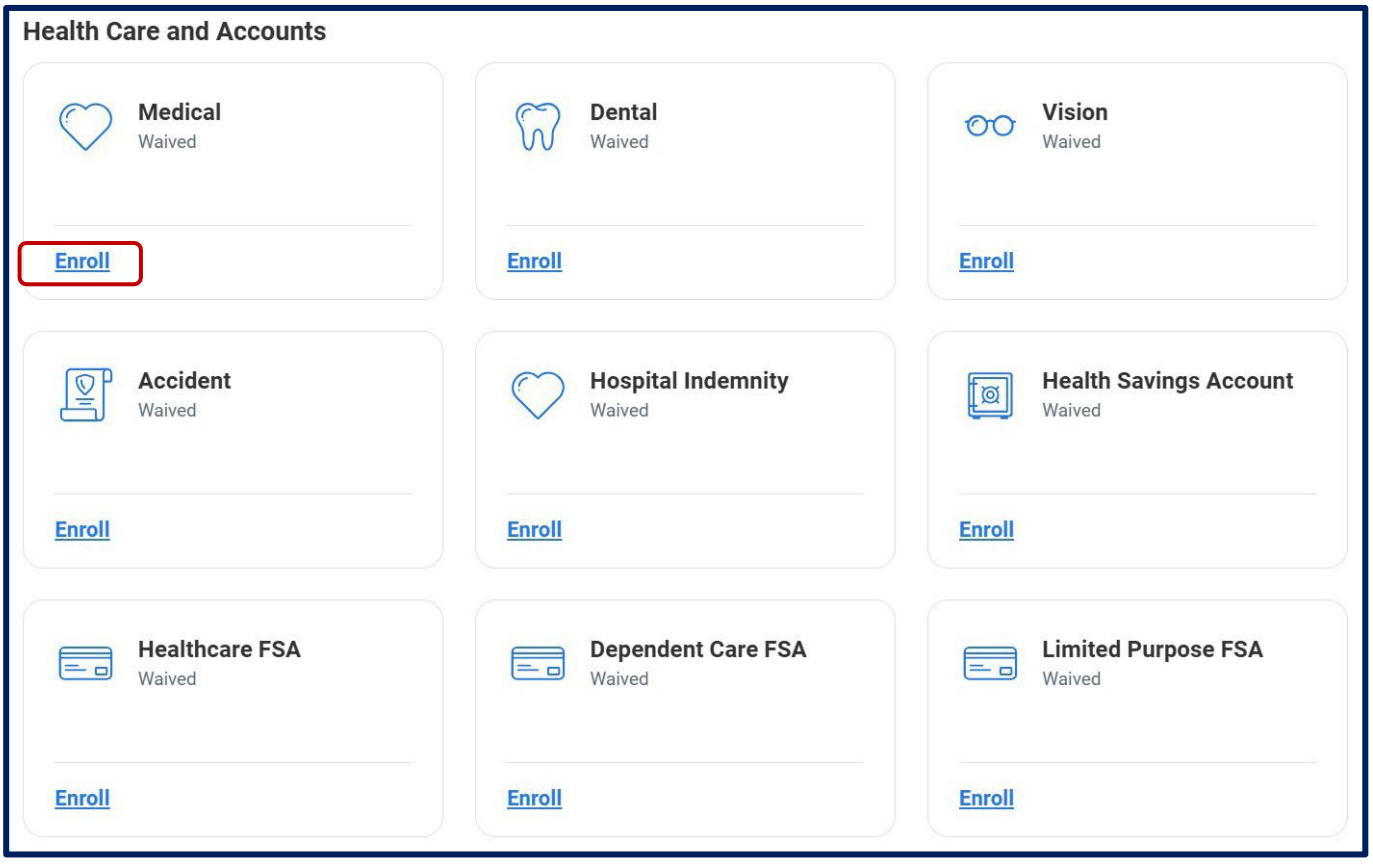


Note: Projected Total Cost per pay period is shown in the top left corner of the screen and updates as benefit elections are added.



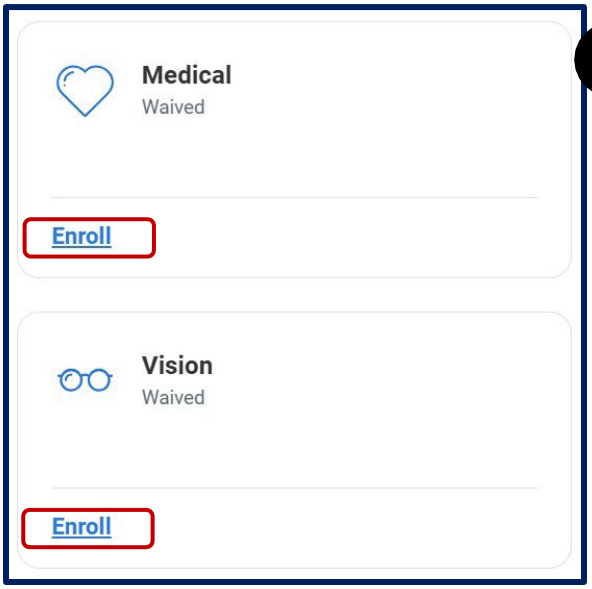
Open Enrollment Main Page

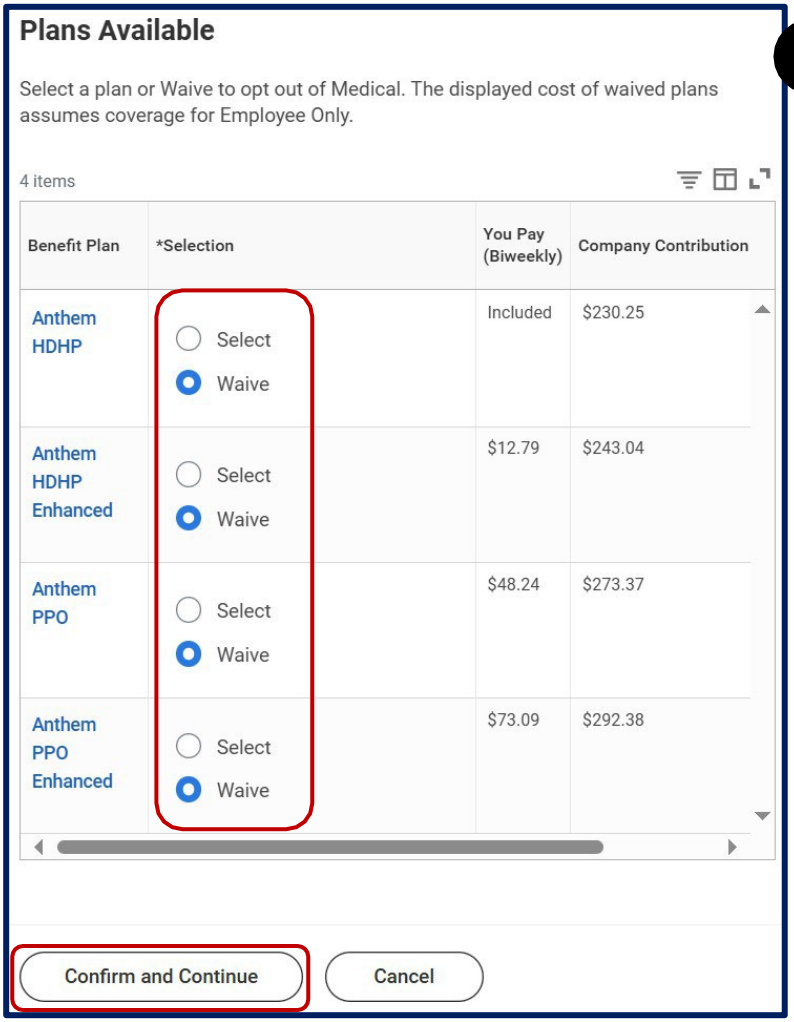
Click on Enroll under each benefit to view or elect coverage for that benefit option.

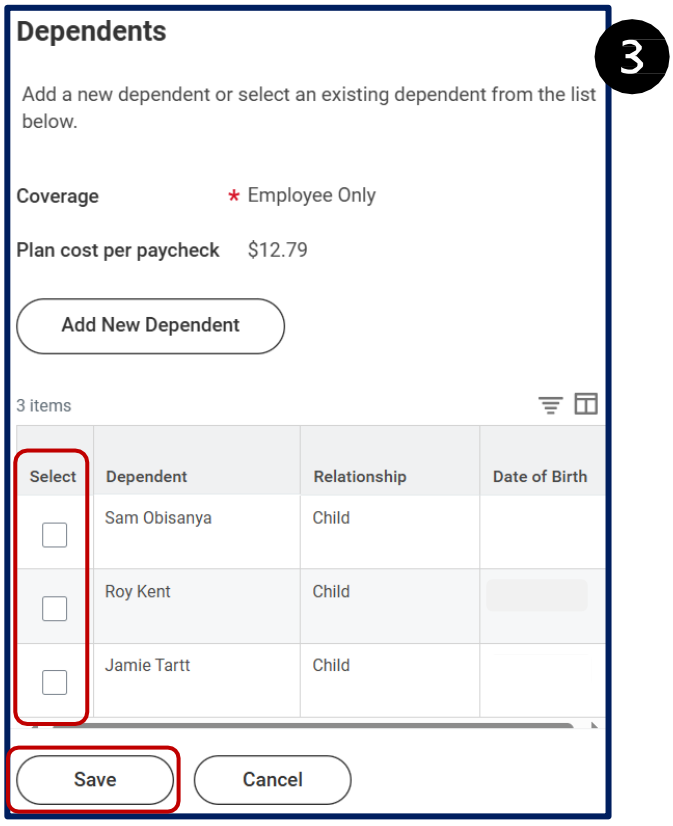


The Benefits Open Enrollment will require you to:

1. Click Enroll for the benefit you want to elect.
2. Click Select for the 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).



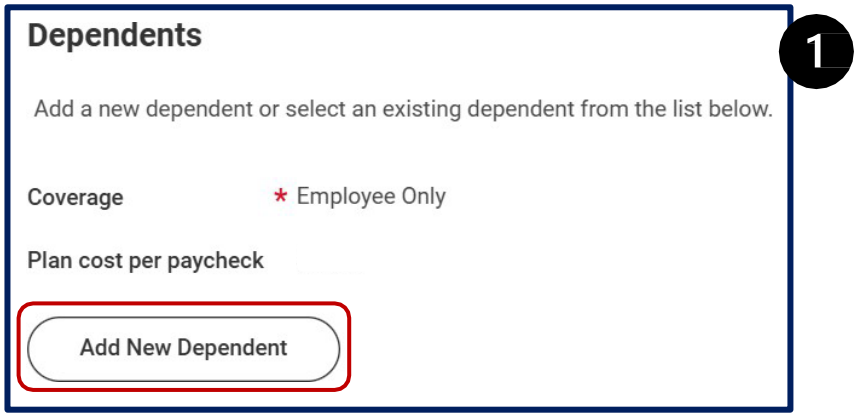


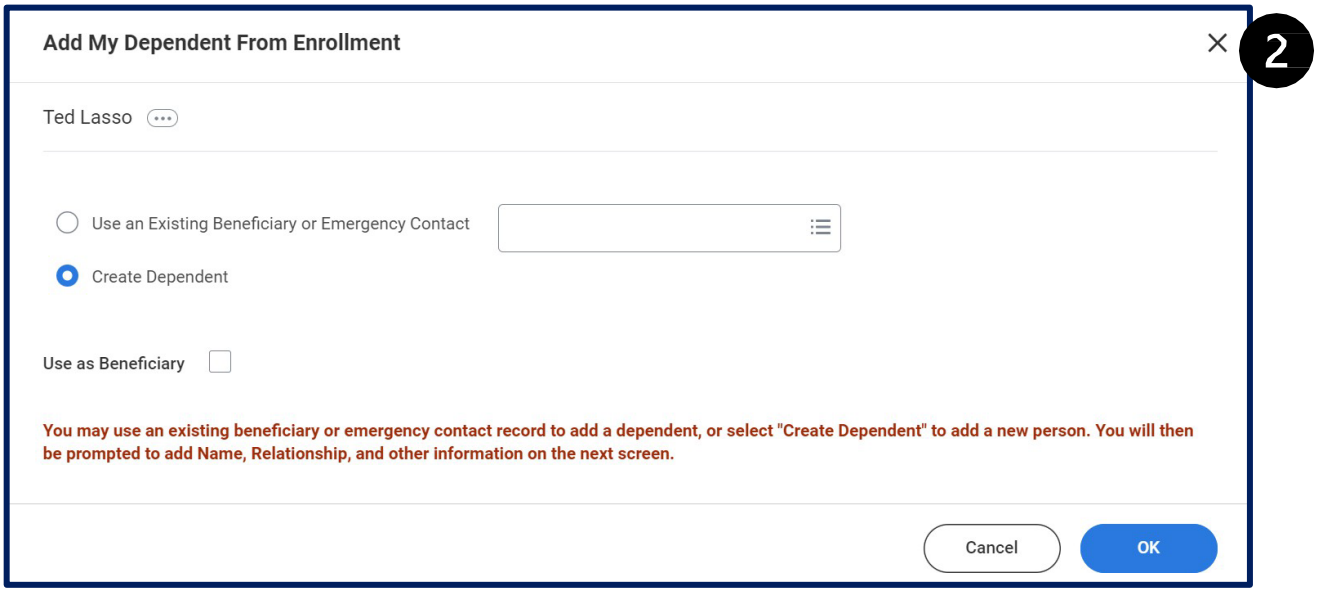


Add/Enroll Dependents

1. To Add New Dependent not listed, select Add New Dependent button.
2. Select Use an Existing Beneficiary or Create Dependent.

Select Use as Beneficiary to allow this person to be 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.**

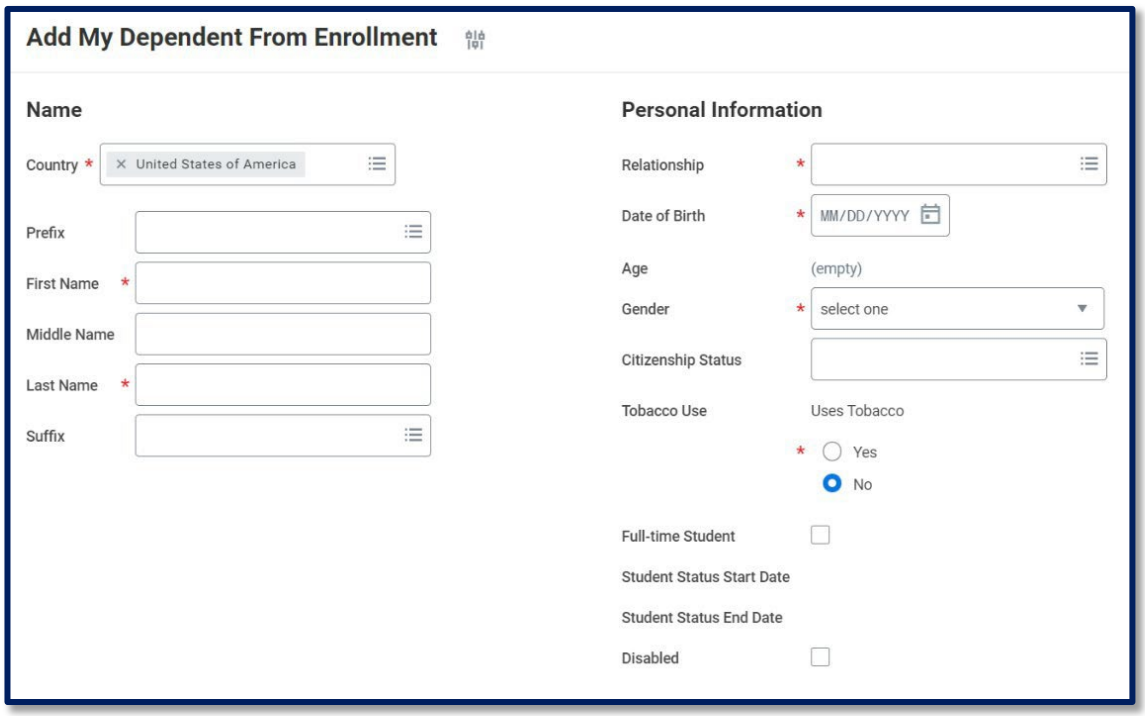
Add/Enroll Dependents continued…

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 select country for the form to display the National ID Types available.

Who is a Dependent?

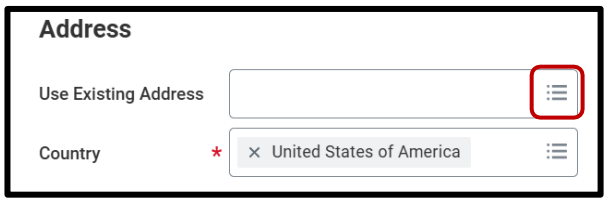
- A natural or adopted child under the age of 26
- A qualified disabled adult child
- A legal spouse or domestic partner
- A domestic partner's child

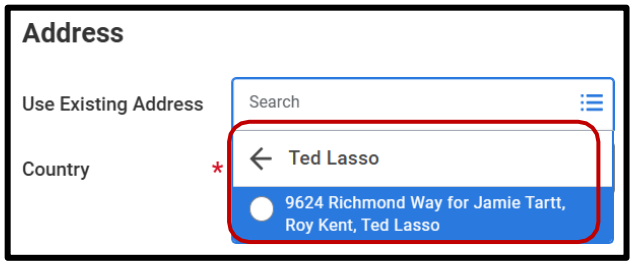


Adding Dependent Address:

When dependent resides at same location as employee, click Use Existing Address.

Select By Contact and select employee name; the address will auto populate.





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:

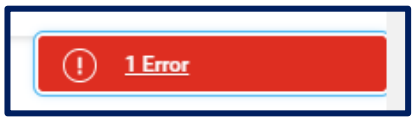
- You may enroll in the Health Care FSA if you have elected Anthem PPO or Anthem PPO Enhanced or you are waiving health coverage with AV.
- You may enroll in Dependent Care FSA regardless of any health care plan election.
- Enroll in the HSA if you have elected Anthem HDHP or Anthem HDHP Enhanced. Per 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.

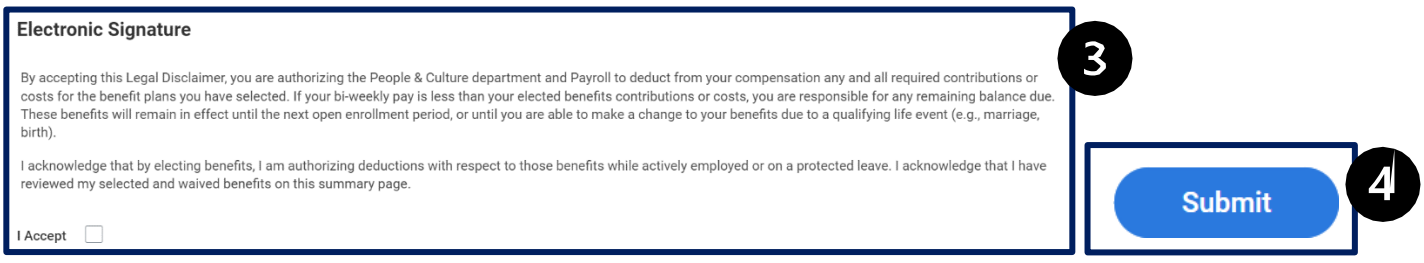
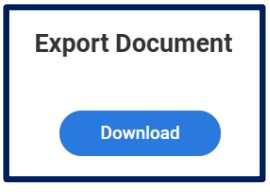
Voluntary Life / Voluntary AD&D

- You may elect employee coverage up to $300,000 and up to $50,000 for a spouse without underwriting during the 2026 Open Enrollment.
- 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.

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 the 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. Recommended: Click View 2026 Benefits Statement, print, and download a copy for your records.