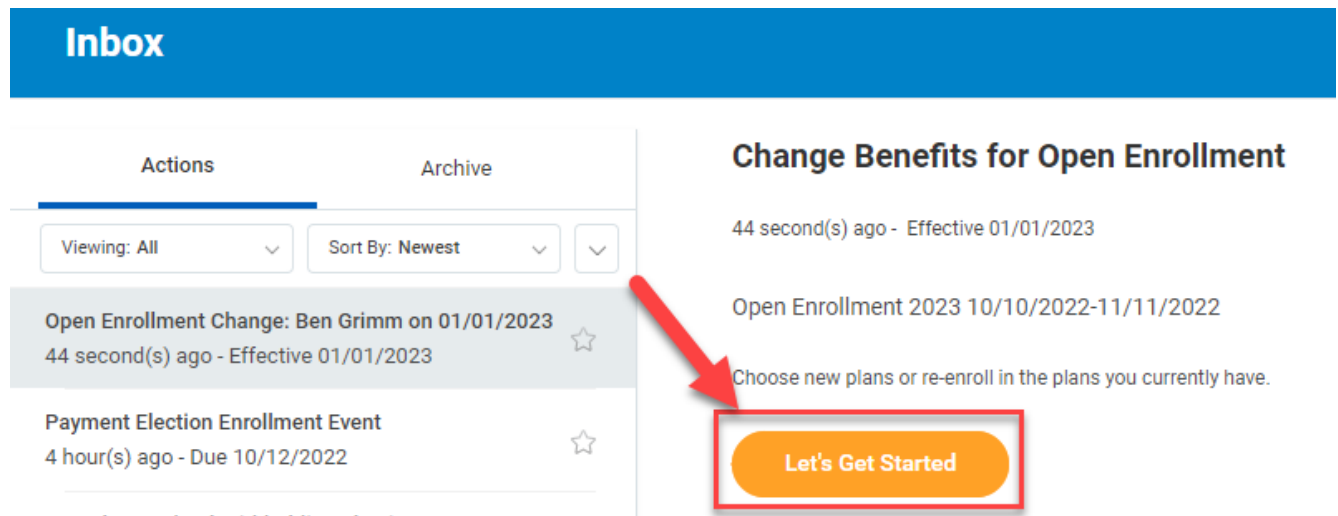# How Add a Dependent to Your Benefits

SECTION 1: OPENING INBOX TASK AND ENROLLING IN HEALTH COVERAGE OR OPT OUT

*Please note: All dates and rates shown are for illustration purposes only. Please refer to ZOLLbenefits.com for current Open Enrollment information.

From the Home page: Click on your inbox:

1. Click on the pending life event. If it is **Open Enrollment**, or you're a **New Hire**, you'll see a pending event in your inbox. If you have a life event such as: **Birth of a child, Marriage or Loss of coverage**, you'll need to open the event first. Please see the job aide on 'Opening a Life Event'.
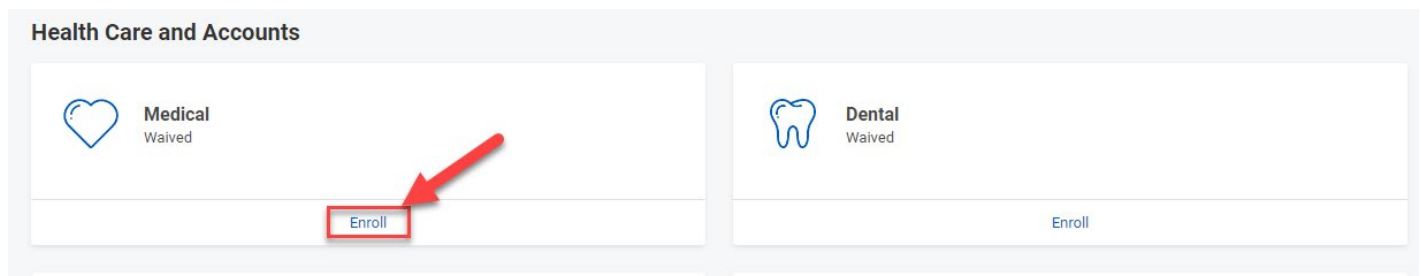
2. From here you will see all your benefits arrayed as 'cards'. Click on the bottom button of the benefit plan you want to add your new dependent to.

3. Once you click on the card you will be taken to a new screen which will let you select a benefit plan. To pick a plan click **Select**.

How Add a Dependent to Your Benefits

Medical

Projected Total Cost Per Paycheck
$0.00

Projected Total Credits
$0.00

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Opt Out.

2 items

*Selection	Benefit Plan Details	You Pay (Biweekly)	Company Contribution (Biweekly)	Credits (Biweekly)
⦿ Select ○ Waive	Aetna CDHP Saver Plan with HSA	$62.31	$291.69	$19.23
○ Select ⦿ Waive	Aetna PPO 90	$89.54	$304.15	$19.23

After you have selected the plan you want to enroll in, click **Confirm and Continue**.

Confirm and Continue   Cancel

4. On this page you can add your new dependent. Adding a dependent will automatically change your benefit enrollment pricing from **Employee Only** to **Employee plus One** or the **Family** rate. To add a dependent press the button **Add New Dependent.**

Dependents

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

Coverage   * Employee Only

Plan cost per paycheck $62.31

Add New Dependent

A pop up will give you the option of also using your new **Dependent** as a **Beneficiary**. By clicking **Use as Beneficiary** you are saving the dependent's information so they can be used as a beneficiary, but this does not automatically make them one.
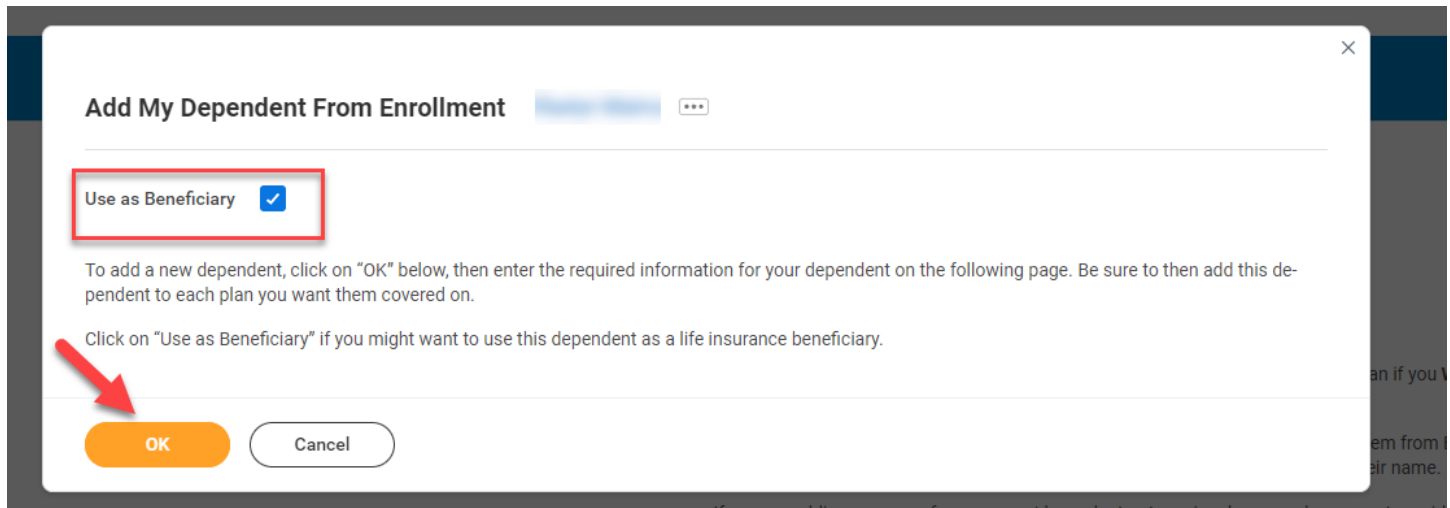
5. The next page will let you enter in your dependent's information. Please fill out all the required sections indicated by the red asterisk ✱ . An address is required for dependents and their address will default to your own. You may also enter a dependents social security number on this page as well.

Click **Save a**t the bottom when you are done.

6. You will be returned to the **Dependents** page and will see the name of your newly created **Dependent** below. Once created, a dependent can be added to any of the health plans: **Medical**, **Dental** or **Vision**, without having to be created again. To add your dependent to a benefit **you must select them**.

How Add a Dependent to Your Benefits

Click the check mark box and add the **Dependent's** social if you have not already done so. (For newborns who do not yet have their social security numbers please click the **Reason SSN is Not Available** and type '**Newborn**', <u>social security numbers are required for all other dependents</u>).

7. Once you've added your dependent and clicked **Save** you will be returned to the enrollment event and will be able to select other benefits to add your dependent to. If you are ready to submit your benefits, please hit Review and Sign at the bottom of the screen.

8. If you are adding a dependent for the first time as part of Open Enrollment or a new hire event, you will have a second task after you've signed and submitted your benefits.

9. Go back to your Workday Inbox by clicking the [inbox icon] icon on the top right of your screen. You should have a task called **Open Enrollment Change or New Hire benefits change.** The task will have **Review Documents** listed at the top.

Review Documents   Review Documents for Open Enrollment Change: Ben Grimm on 01/01/2023   ⋯

25 second(s) ago - Effective 01/01/2023

Documents

10. The event will let you drag and drop files or upload them from your computer.

For dependents you will need to provide a **marriage certificate** for your **spouse** and **birth certificate** for any **dependent child** on your plan.

The review document event will only let you upload one document, if you have multiple documents for multiple dependents we ask that you condense them into one document prior to upload, if you are not able to do so, please upload them into Worker documents.

Documents

Document	📄 Dependent Eligibility
Instructions	Please download the attached document and follow the instructions.
Signature Statement	I confirm that I have read and understand the above.
I Agree	☐

Upload documents here

Click here

Drop file here
or
Select files

Press submit when you are done.

11. If you have multiple dependents and weren't able to condense their proof documents into one file, then click ☰ MENU next to the word ZOLL at the top left-hand corner of the screen

12. Click **Personal Information**

13. Under **View** click **More** and you will see the option for **Worker Documents**. Click **Worker Documents**.
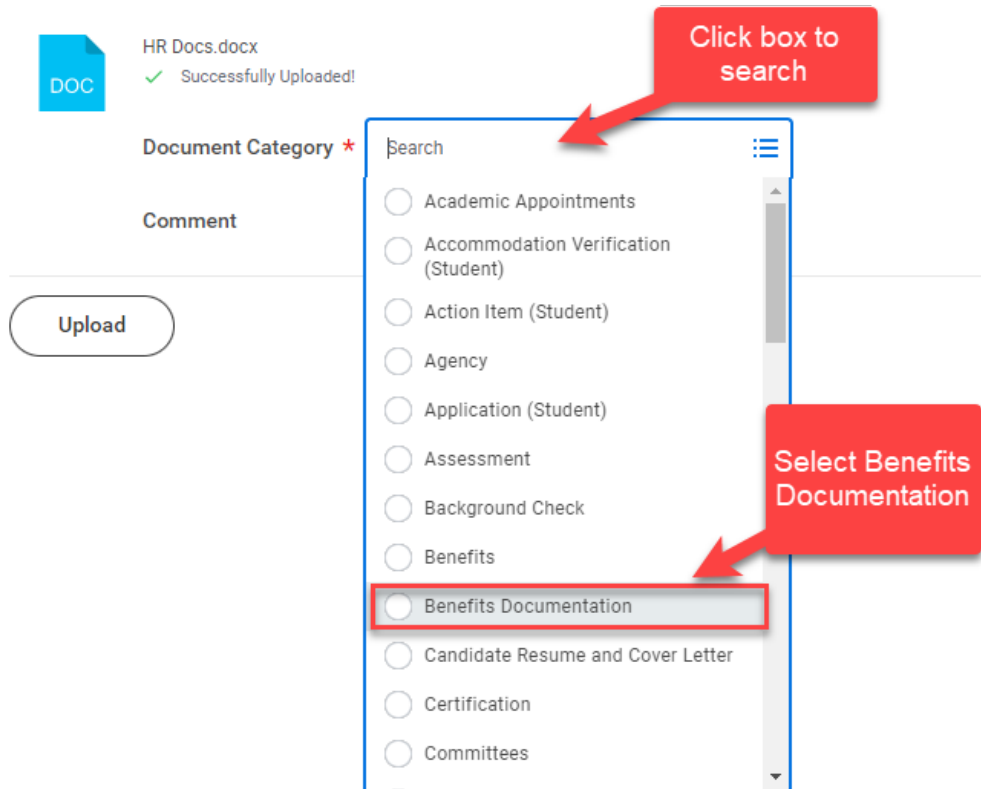
14. Click the button that says **Add** on the top left.

This will take you to a page where you can drag or select documents to upload. Please upload any dependent proof documents you haven't already submitted here.

15. You will need to select a **Document Category,** choose **Benefits Documentation** from the drop-down menu.

Hit **Ok** at the bottom and you are all set. Your documents will go to HR to review and once approved your dependents will be added to your benefits.