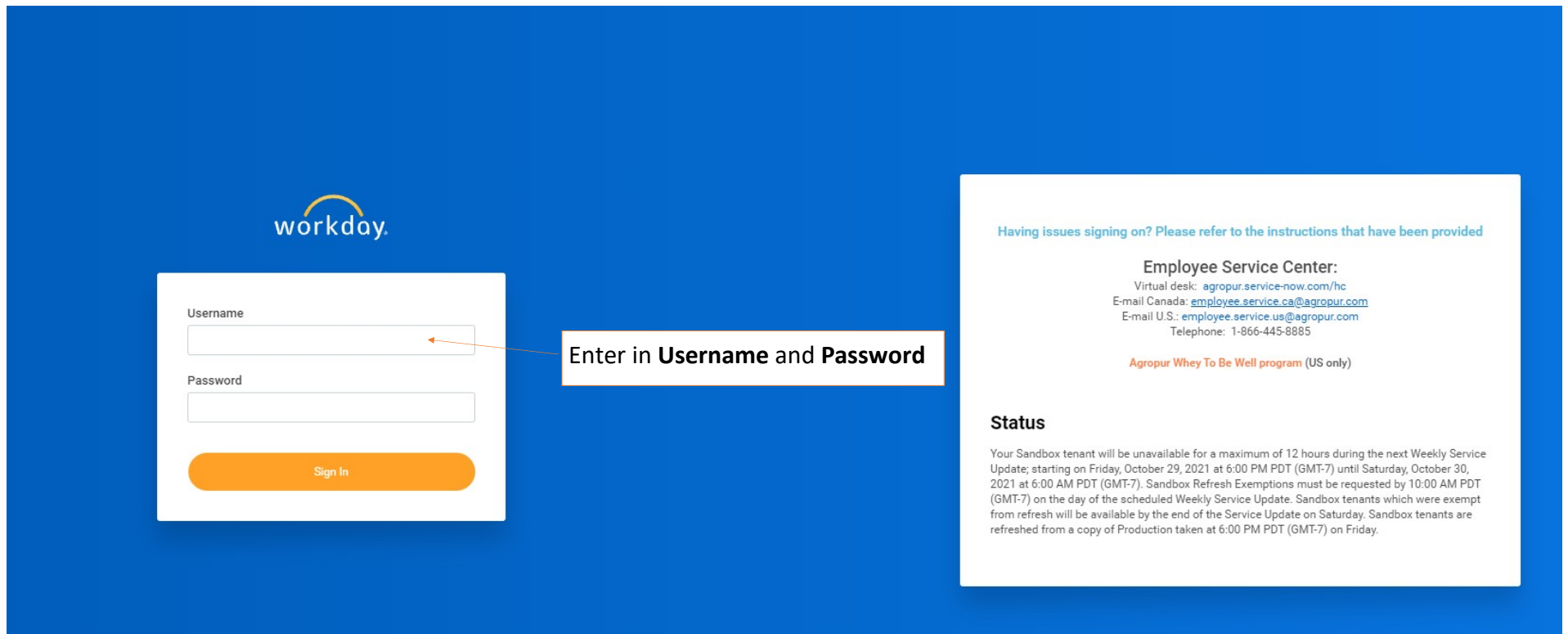


# Open Enrollment Step-by-Step Guide

## Getting started—Step 1 of 2

Log into Workday at: <https://wd3.myworkday.com/agropur>



workday.

Username

Password

Sign In

Enter in Username and Password

Having issues signing on? Please refer to the instructions that have been provided

**Employee Service Center:**  
Virtual desk: [agropur.service-now.com/hc](https://agropur.service-now.com/hc)  
E-mail Canada: [employee.service.ca@agropur.com](mailto:employee.service.ca@agropur.com)  
E-mail U.S.: [employee.service.us@agropur.com](mailto:employee.service.us@agropur.com)  
Telephone: 1-866-445-8885

**Agropur Whey To Be Well program** (US only)

**Status**

Your Sandbox tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update; starting on Friday, October 29, 2021 at 6:00 PM PDT (GMT-7) until Saturday, October 30, 2021 at 6:00 AM PDT (GMT-7). Sandbox Refresh Exemptions must be requested by 10:00 AM PDT (GMT-7) on the day of the scheduled Weekly Service Update. Sandbox tenants which were exempt from refresh will be available by the end of the Service Update on Saturday. Sandbox tenants are refreshed from a copy of Production taken at 6:00 PM PDT (GMT-7) on Friday.



### Helpful Hint!

This procedure is made for the web version of Open Enrollment, but you may complete Open Enrollment using the Workday application for your smartphone. See the phone icon and blue boxes throughout the procedure for tips for the mobile app.

## Getting started—Step 2 of 2

Go to your Workday inbox and look for the action item **Open Enrollment Change**

The screenshot displays the Workday user interface. At the top, there is a search bar and navigation icons for chat, notifications (102), and inbox (29). Below the header is a banner image showing two workers in a factory setting. The main content area is divided into two sections: "Awaiting Your Action" and "Announcements".

In the "Awaiting Your Action" section, there is a card titled "Open Enrollment Change:" with a sub-header "My Tasks - 4 hour(s) ago". An orange arrow points from a text box to this card.

In the "Announcements" section, there is a card titled "New! Benefits and Pay App" with a sub-header "We are delighted to introduce a new App on yo...".

At the bottom of the screen, there is a mobile app navigation bar with five icons: a smartphone, a home icon, an inbox icon (circled in yellow with a red notification badge showing 22), a notifications icon (with a red badge showing 4), and a chat icon.

**Good Afternoon,**

To access your inbox, click on the inbox in the upper right or lower left

Awaiting Your Action

Open Enrollment Change:  
My Tasks - 4 hour(s) ago

Announcements 1 of 4 < >

New! Benefits and Pay App  
We are delighted to introduce a new App on yo...

Mobile app will have the **Inbox** on the bottom of the screen

All Items

29 items

Q

Search: All Items



[Advanced Search](#)

Open Enrollment Change:

10/11/2024

on 01/01/2025

Effective: 01/01/2025

Created: 10/11/2024 | Effective: 01/01/2025

Change Benefits for Open Enrollment

Open Enrollment USA 10/11/2024-10/11/2024

Choose new plans or re-enroll in the plans you currently have.

Let's Get Started

Click **Let's Get Started** to start making selections

# Selecting your Benefits—Open Enrollment Main Screen

## Open Enrollment USA


Projected Total Cost (Semimonthly)  
\$0.00

Projected Total Credits  
\$0.00


### Helpful Hint!

If you already have previous coverage, your elections and dependents will be pre-populated with your current elections. Click on **Manage** under each tile to review or make changes to coverage. HSA and FSA contributions do not carry over from year to year. If you would like to contribute to an HSA or FSA account, you must enroll and enter your 2025 contribution amount.


### Health Care and Accounts

**Medical - USA**  
Waived


Enroll

**Dental - USA**  
Waived


Enroll

**Vision - USA**  
Waived


Enroll

**Accident Insurance - USA**  
Waived


Enroll

**Critical Illness - USA**  
Waived

Enroll

**HSA (Family) - (USA)**  
Waived

Enroll

**FSA - Medical USA**  
Waived

Enroll

Click on **Enroll or Manage** on each tile complete the following -

- Enroll, manage, or waive coverage
- Add or remove qualifying dependents
- Enroll in HSA or FSA plans and input contribution amounts

**Make sure to review each tile to ensure correct coverages**



Mobile app is similar to the screen above, click on the tiles to view plans and make elections

## Selecting your Benefits– Enrolling in Plans and Adding a Dependent

Important

### Medical - USA

Projected Total Cost (Semimonthly)  
\$214.11

Projected Total Credits  
\$70.00

#### Plans Available

Select a plan or Waive to opt out of Medical - USA. The displayed cost of waived plans assumes coverage for Employee + Spouse (USA).

3 items

Benefit Plan	*Selection	(Semimonthly)
Anthem Blue Cross Blue Shield WI PPO CoPay Wisconsin	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$70.00
Anthem Blue Cross Blue Shield WI PPO - HDHP 1 Wisconsin	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$192.50 \$404.42 \$70.00
Anthem Blue Cross Blue Shield WI PPO - HDHP 2 Wisconsin	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$132.50 \$410.44 \$70.00

To Select or Waive a plan, click on **Select** or **Waive** for each plan option listed

Click on **Confirm and Continue** to proceed to next screen—here you can add and select your dependents if needed

Confirm and Continue

Cancel

Make sure to read all of the text under each plan, listed here is important information regarding the plan

#### Health Care Instructions

##### General Instructions

[Benefit Guide English](#) - For your reference while making elections.  
[Benefit Guide Spanish](#) - For your reference while making elections.  
For additional information please refer to the Agropur US [Benefits Website](#).

**Health Care Plan** - Please Select or Waive each Benefit Plan, you may only enroll in one of the two Health Plan options.

**Medical** - The cost of medical benefits is shared between the employees and Agropur. Agropur pays a generous portion of the healthcare premiums. Employees have a choice between two high deductible medical plans: HDHP1 and HDHP2.

##### HDHP1

\$ Deductible: \$3,000/single - \$6,000/family (in-network) Embedded Deductible \$3,200/individual  
\$ Out-of-Pocket Max: \$3,700/single - \$7,400/family (in-network)

##### HDHP2

\$ Deductible: \$4,000/single - \$8,000/family (in-network) Embedded Deductible \$4,000/individual  
\$ Out-of-Pocket Max: \$5,000/single - \$10,000/family (in-network)

Deductibles and out-of-pocket max amounts are based on a calendar year from Jan 1 - Dec 31.

• **Accident** - All employees electing either Anthem of WI BCBS medical plan receive this benefit. **If you are electing either Anthem of WI BCBS medical plan, you are required to "Select" this benefit.** Agropur pays for the entire cost of this benefit. This plan includes a \$100 wellness benefit for receiving an annual preventive visit.

\* Benefits Credits listed below will apply to your 2024 payroll semi-monthly medical deductions. \*\*

**Important Note** - Please be sure the "Select" box is checked for all dependents you would like enrolled on your plan.

**Health Care Plan** - Please Select or Waive each Benefit Plan.

In the mobile app you will have to click on **Blue Circle** to select plan type. Once you select a plan, it will take you to the screen to add dependents if appropriate - then click the blue check mark in upper right corner when done. If you click on a tile, and need to go back without making changes, use the back arrow at the top of the page.

## Selecting your Benefits– Navigating the Plan Screen

### Medical - USA - Anthem Blue Cross Blue Shield WI PPO - HDHP 1 Wisconsin

Projected Total Cost (Semimonthly) \$244.24  
Projected Total Credits \$70.00

#### Dependents

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

Coverage \* Employee + Spouse (USA)

Plan cost (Semimonthly) \$192.50

Add New Dependent

1 item

Select	Dependent
<input checked="" type="checkbox"/>	

Coverage and plan cost will update to the correct Coverage tier as you add/remove dependents. Price is listed as semi-monthly.

Pay special attention to any **General Instructions**, important information regarding the plan will be listed here

#### Health

##### General Instructions

[Benefit Guide English](#) - For your reference while making elections.  
[Benefit Guide Spanish](#) - For your reference while making elections.  
For additional information please refer to the Agropur US [Benefits Website](#).

**Anthem BCBS of WI Medical Plans** - The cost of medical benefits is shared between the employees and Agropur. Agropur pays a generous portion of the healthcare premiums.

Employees have the option to choose from the following medical plans:

A Copay plan  
Two high deductible plans: HDHP1 and HDHP2.

Each medical plan includes prescription drug coverage.

- o **Copay Plan**
  - \$ **Deductible** \$1,500/single - \$3,000/family (in-network)
  - \$ **Out-of-Pocket Max** \$3,000/single - \$6,000/family (in-network)

##### Office Visit and Rx copays

Eligible for Employee FSA Medical Savings Contributions

- o **HDHP1**
  - \$ **Deductible** \$3,300/single - \$6,600/family (in-network)
  - \$ **Out-of-Pocket Max** \$4,000/single - \$8,000/family (in-network)

Eligible for Employee HSA Savings Contributions

- o **HDHP2**
  - \$ **Deductible** \$5,000/single - \$10,000/family (in-network)
  - \$ **Out-of-Pocket Max** \$6,000/single - \$12,000/family (in-network)

Eligible for Employee HSA Savings Contributions

Deductibles and out-of-pocket max amounts are based on a calendar year from Jan 1 - Dec 31.

**\*\* Benefits Credits listed below will apply to your 2025 payroll semi-monthly medical deductions. \*\***  
Health Care Plan - Please Select or Waive each Benefit Plan.


Use the **Save** button to save changes and proceed to the next screen

Save

Cancel

Use the **Cancel** button to be brought back to the home screen—using the back button on the internet browser will bring you back to home screen as well

#### Helpful Hint!

If you see  **1 Error** the bubble pop up, click on the bubble for details. The error or errors must be fixed before you can continue. If you need help with an error or the enrollment process, contact the Employee Service Center at 866-445-8885 for help.



# Selecting your Benefits—Enrolling in Plans and Adding a Dependent

Medical - USA - Blue Cross

Projected Total Cost (Semimonthly)  
\$85.75

Dependents

Add a new dependent or select an existing dependent

Coverage ★ Employee (USA)

Plan cost (Semimonthly) \$85.75

Add New Dependent

1 Item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	James Test	Spouse	10/02/1988

Save

Cancel

Click on **Add New Dependent** to create a new dependent for your plan

Current dependents and newly added dependents on the plan will be listed like the table below—click the blue check mark to remove or add them to the plans

After adding the dependents or if you do not need to add dependents click on **Save** to continue to review other plans

Be sure to review the helpful information under each plan

Use the **Arrow** to navigate back to the home screen

Click on the **i** for important plan Information

**Cost** and **Coverage** will be listed under each plan

Click on **Details** for plan information

Click on **Edit** to view or add dependents

Medical - USA

Medical - USA Information

●

Anthem Blue Cross Blue Shield WI PPO - HDHP 1

Semimonthly Cost \$115.22

Coverage Employee + Spouse (USA)

DETAILS

EDIT

Page 8 and 9 will explain how to add a dependent

# Selecting your Benefits—How to Add a New Dependent

## Dependents

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

Coverage ★ Employee + Spouse (USA)

Plan cost (Semimonthly) \$175.56

Click on **Add New Dependent**

Add New Dependent

## Add My Dependent From Enrollment

### Adding a new dependent to your benefit plans?

If you are entering a dependent who has not previously been enrolled in an Agropur medical, dental or vision plan, you will be required to provide applicable documentation prior to coverage being issued. Documentation may include but is not limited to a birth certificate or marriage certificate.

**\*\*Please contact the Employee Service Center if you have questions or are waiting for dependant documentation to arrive. Dependents must be enrolled within 30 days of the event date without exception.**

### Who may I enroll under my benefit plans?

You may enroll your legal spouse, dependent children (includes step-children) up to the age of 26, dependent children under your's or your spouse's legal guardianship, legally adopted children under age 26 and physically or mentally disabled children beyond age 26 if meeting specific

**Important Note: Dependents should not be entered more than one time. Dependents will be available to choose in your list of depe**

OK Cancel

Under the **Add my Dependent from Enrollment** click on Click on **OK** to proceed

Mobile App: Click "Add Dependent" then click the arrow to continue. Complete all of the fields with a red ★ and click "OK".



×

Dependents

✓

Anthem Blue Cross Blue Shield WI PPO - HDHP  
1 Wisconsin  
\$122.50  
Semimonthly Cost

Coverage  
Employee + Spouse (USA)

+ Add New Dependent

Existing Dependents



## Selecting your Benefits—How to Add a New Dependent

### Add My Dependent From Enrollment

#### Name

Country \*

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

Fill out all the information with a **red star \*** next to it

#### Personal Information

Relationship \*

Date of Birth \*

Age 11 years, 0 months, 19 days

Gender \*

Payroll Dependent ☒

Tobacco Use Uses Tobacco

☐ Yes

☒ No

Full-time Student ☐

Student Status Start Date

Student Status End Date

Allow Duplicate Name ☐

Check this box only when there is more than one dependent with the same name.

#### National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Under **National IDs** select **Add** to input the dependent's social security number

Add

#### Address

Use Existing Address

Country \*

Address Line 1 \*

Under **Address** and **Phone & Email**, select **Use Existing** to select a address or phone you already have in Workday

If dependent has a different address or phone, input the phone or address in the boxes provided

#### Phone & Email

Use Existing Phone

Country Phone Code

Phone Number \*

Click **Save** once dependent information has been added

Save

Cancel












## Selecting your Benefits—Navigating the Home Screen and Reviewing Selections

### Open Enrollment USA

Projected Total Cost (Semimonthly)  
\$244.24

Projected Total Credits  
\$70.00

#### Health Care and Accounts

 <b>Medical - USA</b> Anthem Blue Cross Blue Shield WI PPO - HDHP 1 Wisconsin <b>REVIEWED</b> Cost (Semimonthly) \$192.50 Coverage Employee + Spouse (USA) Dependents 1 <a href="#">Manage</a>	 <b>Dental - USA</b> MetLife Cost (Semimonthly) \$16.19 Coverage Employee + Spouse (USA) Dependents 1 <a href="#">Manage</a>	 <b>Vision - USA</b> MetLife Cost (Semimonthly) \$5.42 Coverage Employee + Spouse (USA) Dependents 1 <a href="#">Manage</a>
 <b>Accident Insurance - USA</b> Waived <a href="#">Enroll</a>	 <b>Critical Illness - USA</b> Waived <a href="#">Enroll</a>	 <b>Hospital Indemnity - USA</b> Waived <a href="#">Enroll</a>
 <b>HSA (Family) - (USA)</b> Waived <a href="#">Enroll</a>	 <b>FSA - Medical USA</b> Waived <a href="#">Enroll</a>	 <b>FSA - Limited Med USA</b> Waived <a href="#">Enroll</a>
 <b>FSA - Dependent Care USA</b> Waived <a href="#">Enroll</a>	 <b>LegalShield - USA</b> Waived <a href="#">Enroll</a>	

Once selections have been made, the changes are reflected on the home screen—here you will see cost, coverage, number of dependents, and waived plans

To make changes to plans that you've already enrolled in, click on **Manage** to make changes








**Note:** HSA and FSA contributions do not carry over from year to year. If you would like to contribute to an HSA or FSA account, you must enroll and enter your 2025 contribution amount.

After the health plans, Legal Shield and HSA/FSA have been reviewed, scroll down to review **Insurance** portion of Open Enrollment

# Selecting your Benefits—Reviewing Insurance


**NOTE: You must add a beneficiary for your life insurance. This information is kept in Workday only. Neither Agropur nor Metlife keep paper copies designating beneficiaries.**  
Beneficiaries can be designated under the Employee Basic Life—USA

If you wish to enroll in additional Life and AD&D coverages for yourself, spouse, or children—select **Enroll** under to select coverage amount and designate a separate beneficiary if needed

Insurance		
<div><div></div><div>Employee Basic Life - USA Metlife (Employee)</div></div> <div><div>Cost (Semimonthly)</div><div>Included</div></div> <div><div>Coverage</div><div>1 X Salary</div></div> <div>Manage</div>	<div><div></div><div>Employee Voluntary Life - USA Metlife Voluntary Life and AD&amp;D USA (Employee)</div></div> <div><div>Cost (Semimonthly)</div><div>\$22.19</div></div> <div><div>Coverage</div><div>1 X Salary</div></div> <div>Manage</div>	<div><div></div><div>Spousal Voluntary Life - USA Metlife Voluntary Life and AD&amp;D USA (Spouse)</div></div> <div><div>Cost (Semimonthly)</div><div>\$7.94</div></div> <div><div>Coverage</div><div>\$25,000</div></div> <div>Manage</div>
<div><div></div><div>Child Voluntary Life - USA Waived</div></div> <div><div>Enroll</div></div>	<div><div></div><div>Employee Basic AD&amp;D - USA Metlife (Employee)</div></div> <div><div>Cost (Semimonthly)</div><div>Included</div></div> <div><div>Coverage</div><div>1 X Salary</div></div> <div>Manage</div>	<div><div></div><div>Short Term Disability - USA Metlife (Employee)</div></div> <div><div>Cost (Semimonthly)</div><div>Included</div></div> <div><div>Coverage</div><div>60% of Salary</div></div> <div>Manage</div>
<div><div></div><div>Long Term Disability - USA Metlife (Employee)</div></div> <div><div>Cost (Semimonthly)</div><div>Included</div></div> <div><div>Coverage</div><div>60% of Salary</div></div> <div>Manage</div>		

Page 12 –15 will explain how to add a beneficiary

# Selecting your Benefits—Adding a Beneficiary



**Employee Basic Life - USA**  
Metlife (Employee)

Cost  
(Semimonthly)

Coverage

Included

Manage

Under **Employee Basic Life—USA** select **Manage**

## Employee Basic Life - USA

Projected Total Cost (Semimonthly)    Projected Total Credits

### Plans Available

1 item

Benefit Plan	*Selection	You Pay (Semimonthly)	Company Contribution (Semimonthly)
Metlife (Employee)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	Included	\$2.63

### Insurance Instructions

**General Instructions**

[Benefit Guide English](#) - For your reference while making elections.  
[Benefit Guide Spanish](#) - For your reference while making elections.  
For additional information please refer to the Agropur US [Benefits Website](#).

MetLife Basic Life - Agropur pays the entire cost of this benefit for the employees and enrollment is automatic. Employees are covered for 1X their salary up to \$150,000.

The plan is already pre-selected for you, don't forget to review the **General Instructions** for helpful information

Select **Confirm and Continue** to go to beneficiary designation screen

Confirm and Continue

Cancel

## Selecting your Benefits—Adding a Beneficiary

### Employee Basic Life - USA - Metlife (Employee)

Projected Total Cost (Semimonthly)    Projected Total Credits

#### Coverage

Calculated Coverage

Coverage    1 X Salary

Plan cost (Semimonthly)    Included

#### Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also

\*Primary Beneficiaries: 4 Items

Beneficiary	Percentage
<div><div>+</div><div>Search</div><div>← Create</div><div>Add New Beneficiary or Trust</div></div>	<div>0</div>
<div><div>×</div>Test Testerson</div>	<div>0</div>

Secondary Beneficiaries: 0 Items

Beneficiary	Percentage
-------------	------------

Click on the + sign to add a new row and then click on the white box to bring up the selections

You can either click on **Existing Beneficiary Persons** to use a person you already have in Workday or click on **Add New Beneficiary or Trust** to add a new name

[Benefit Guide English](#) - For your reference while making elections.

[Benefit Guide Spanish](#) - For your reference while making elections.

For additional information please refer to the Agropur US [Benefits Website](#).

[MetLife Basic Life](#) - Agropur pays the entire cost of this benefit for the employees and enrollment is automatic. Employees are covered for 1X their salary up to \$150,000.

#### Beneficiary Designation

[MetLife Basic Life](#) - Employees must elect a beneficiary for MetLife Basic Life.

[MetLife Basic AD&D, MetLife Voluntary Life and AD&D](#) - A separate beneficiary election is optional for employee Basic AD&D, Voluntary Life and AD&D benefits. If you do not elect a separate beneficiary, your Basic Life Beneficiary will default as the beneficiary for all Life and AD&D Plan elections.

[Fidelity 401\(k\)](#) - Beneficiary elections and changes for your 401(k) account must be made on the Fidelity website. Beneficiary elections are maintained by Fidelity at [www.netbenefits.com](#).

[Click to Update Update or Review Your 401k Beneficiary](#)

If you have any current beneficiaries they will already populate under the **Primary Beneficiaries**

#### Add New Beneficiary or Trust

A beneficiary is the person or entity you name to receive this benefit. A trust is an arrangement that allows a third party, or trustee, to hold assets on behalf of a beneficiary or beneficiaries.

Would you like to add a new beneficiary or trust?

☒ Add New Beneficiary

☐ Add New Trust

Cancel

Continue

After clicking on **Add New Beneficiary or Trust** this box will come up, select the **Add New Beneficiary** or **Add New Trust** circle and hit **Continue**

## Selecting your Benefits– Adding a Beneficiary

**Add New Beneficiary or Trust**

Relationship \*

Date of Birth

Age 66 years, 8 months, 21 days

Gender

Allow Duplicate Name ☐

Legal Name **Contact Information** National IDs Additional Government IDs

Country \*

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

**OK** Cancel

Under the **Add new Beneficiary or Trust**, fill out all information that has a **red star \*** next to it

After filling out the Relationship and Legal Name, click on the **Contact Information** tab to add phone and address of your beneficiary

Select **OK** once your beneficiary information has been added

**Add New Beneficiary or Trust**

Relationship \*

Date of Birth

Age 66 years, 8 months, 21 days

Gender

Allow Duplicate Name ☐

Legal Name **Contact Information** National IDs Additional Government IDs

**Phone**

**Add**

**Address**

**Add**

Select the **Add** button under **Phone** and **Address** to use an existing address/phone or add in a new address/phone



# Selecting your Benefits—Adding a Beneficiary

## Employee Basic Life - USA - Metlife (Employee)

Projected Total Cost (Semimonthly)    Projected Total Credits

### Coverage

Calculated Coverage

Coverage    1 X Salary

Plan cost (Semimonthly)    Included

### Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

\*Primary Beneficiaries    1 item

Beneficiary	Percentage
<div>Test Testerson</div>	100

Secondary Beneficiaries    0 items

Beneficiary	Percentage
No Data	

Save    Cancel

Once the beneficiary has been added, enter in a number in the **Percentage** box (this designates how much of that policy you want paid out to that person if you have more than one beneficiary and percentage must equal 100%) Click “Save” when done.

On the mobile app, click the arrow when you are finished with the beneficiaries to be brought back to the home page

Provider Website    [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits)

### General Instructions

[Benefit Guide English](#) - For your reference while making elections.  
[Benefit Guide Spanish](#) - For your reference while making elections.  
For additional information please refer to the Agropur US [Benefits Website](#).

**MetLife Basic Life** - Agropur pays the entire cost of this benefit for the employees and enrollment is automatic. Employees are covered for 1X their salary up to \$150,000.

### Beneficiary Designation

**MetLife Basic Life** - Employees must elect a beneficiary for MetLife Basic Life.

**MetLife Basic AD&D, MetLife Voluntary Life and AD&D** - A separate beneficiary election is optional for employee Basic AD&D, Voluntary Life and AD&D benefits. If you do not elect a separate beneficiary, your Basic Life Beneficiary will default as the beneficiary for all Life and AD&D Plan elections.

**Fidelity 401(k)** - Beneficiary elections and changes for your 401(k) account must be made on the Fidelity website. Beneficiary elections are maintained by Fidelity at [www.netbenefits.com](http://www.netbenefits.com).

[Click to Update Update or Review Your 401k Beneficiary](#)

## Employee Basic Life - USA

Employee Basic Life - USA Information

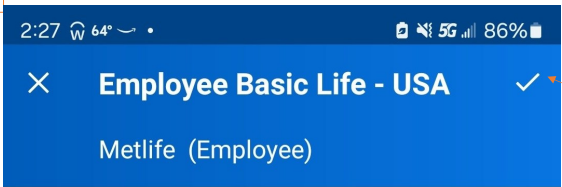
☒ **Metlife (Employee)**  
Coverage Level    1 X Salary

[DETAILS](#)

[VIEW](#)



On mobile app, select **Employee Basic Life—USA** tile to view details or update beneficiary then select **View** to make changes.









### Beneficiaries

Under **View**, select the **Pencil** icon to make changes or add a beneficiary—when you’re finished with changes, click the **check mark** in upper right corner to save.

## Selecting your Benefits—Additional Benefits and Review and Sign

**Additional Benefits** are provided to you by Agropur at no extra cost to you, nothing needs to be done under these tiles

### Additional Benefits

 <b>Benefit Hub - USA</b> BenefitHub Benefit Hub <a href="#">Manage</a>	 <b>Homethrive - USA</b> Homethrive Cost (Semimonthly) Included <a href="#">Manage</a>	 <b>Employee Assistance Program - USA</b> Metlife Cost (Semimonthly) Included <a href="#">Manage</a>
 <b>Will Prep, Estate Resolution, and Digital Estate Planning.</b> Metlife Cost (Semimonthly) Included <a href="#">Manage</a>	 <b>Will Center, Grief Counseling, Funeral Planning Services and Travel Assistance.</b> Metlife Cost (Semimonthly) Included <a href="#">Manage</a>	 <b>HealthCheck360 - USA</b> HealthCheck360 Cost (Semimonthly) Included <a href="#">Manage</a>

[Review and Sign](#)

[Save for Later](#)

Select **Review and Sign** once you are finished with benefit selections

If at anytime you want to save your benefit selections and resume it later select **Save for Later** (the task will be in your Workday inbox)

**Note:** Saving for later does not submit your benefit selections, you must log back into Workday to complete the **Review and Sign** function to finalize your benefit selections

On mobile app, select the **View Summary** button to review benefit selections before submitting



[View Summary](#)

# Selecting your Benefits—View Summary and Attachments

## View Summary

Projected Total Cost (Semimonthly)      Projected Total Credits

### Benefit Review

Please review all benefit elections and benefit coverages you waived carefully. Agropur is required to follow certain IRS rules to protect the tax advantages of our benefit plans. These rules affect when employees may change benefits and what changes may be made.

- \*Be sure you have elected all coverages you would like to be enrolled in.
- \*Be sure the coverage and dependents shown for each benefit are correct.

Employees may only change their benefit elections outside of the open enrollment period for qualifying life events such as:

- \* Birth or Adoption of a Child
- \* Legal Marital Status Change
- \* Spouse's or Dependent's Employer's Open Enrollment

**Life Event Note:** All qualifying life event elections must be completed within 30 days of the life event.

**Benefit premium payroll deductions and contributions:**

- \*Payroll deductions for health, dental, and vision benefits are semi-monthly on a pre-tax basis.
- \*Payroll contributions for Voluntary Life and AD&D, Voluntary Critical Illness, Voluntary Hospital Indemnity and Voluntary Legal benefits are **semi-monthly** on a **post-tax** basis.
- \*Payroll contributions elected to a Flexible Spending Account (FSA), and/or a Health Savings Account (H.S.A) are bi-weekly on a pre-tax basis.
- \*\*You may enroll in an HSA account outside of a Life Event or change your HSA election amount up to once per month by completing the Workday Benefit event Task - HSA Change. FSA elections may not be changed during the calendar year without a qualifying life event.

\*\*Benefit Credits listed will apply to your 2025 payroll semi-monthly medical deductions. \*\*

**Important Note:** To finalize your elections you must click the "I agree" check box at the bottom of the page and then click on the orange "Submit" button.

### Proof of Dependency

Be sure to attach applicable "proof of dependent" documentation If you added a new dependent to your Medical, Dental or Vision plan. Acceptable items include a marriage certificate for a spouse or birth, guardianship document for a child. Failure to provide "proof of dependent" documentation will result in coverage being denied. If you do not have and will need to obtain a copy of the required documentation, reach out to the Employee Service Center at 1-866-445-8885.

Selected Benefits 15 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents
Medical - USA	01/01/2025	01/01/2025	Employee + Spouse (USA)	
Anthem Blue Cross Blue Shield WI PPO - HDHP 1 Wisconsin				

### Attachments

Drop files here

or

Select files

Before submitting benefits, review your selections for accuracy



Attach required documents. If you have added a new dependent, you must attach a birth or marriage certificate here. A PDF or clear photo can be attached. If you need help or do not have the documents, please contact the Employee Service Center at 1-866-445-8885.

# Selecting your Benefits—Electronic Signature and Confirmation of Elections

## Electronic Signature

I understand that by submitting these elections I am making a binding agreement concerning the benefits elected and authorize the employer to provide the information to the insurance carrier. I understand that providing false information or omission of relevant information may result in denial of claims, cancellation or res

I Accept ☒

Carefully read the terms displayed for the Electronic Signature and check **I Agree**

## Process History

- Change Benefits for Open Enrollment- Step Completed
- Change Benefits for Open Enrollment- Not Required
- Change Benefits for Open Enrollment- Awaiting Action

Click **Submit** to complete your Open Enrollment

**Submit** Cancel

## Submitted

You've submitted your elections.

You have successfully completed your benefit elections.  
You may print a copy of this form at the bottom of the screen. When you are finished reviewing, please click "Done" at the bottom of this page.

## Important Dates:

- Benefits go into effect 01/01/2025
- Final day to update benefits 11/13/2024

Congratulations, you have submitted your 2025 Open Enrollment!  
Click **View 2025 Benefits Statement** to review selections

View 2025 Benefits Statement

## How to Make Changes to Open Enrollment after Submission

Need to make a change before open enrollment closes? You can! Simply go to your welcome page, click on Menu in upper left corner of your screen, then Benefits & Pay, and you will see the following screen:

The screenshot displays the 'Benefits and Pay' app interface. On the left, a sidebar menu includes 'Overview', 'Benefits', 'Pay', and 'Compensation'. The main content area features a 'Welcome to your Benefits and Pay App!' message, a 'Tasks and Reports' section with buttons for 'Payment Elections', 'Change Benefits', and 'My Tax Documents', and a 'Needs Attention' section with a 'SUBMITTED' status for 'Benefit Event: Open Enrollment USA' and an 'Edit' button. A yellow sticky note with a red pushpin and the word 'Important' is placed near the 'Edit' button. A callout box points to the 'Edit' button with the text: 'Click the **Edit** button to make your changes'. Another callout box points to the 'Edit' button with the text: 'Make sure any changes that are made are submitted, any events that are saved for later will not reflect updates made and will revert back to your original submission'. A third callout box points to the 'Apps' icon in the bottom navigation bar with the text: 'Mobile App: Click “Apps” at the bottom of your screen, then choose “Benefits and Pay”. Then click “Edit” under “Benefit Event: Open Enrollment USA”'. A smartphone icon is also shown next to the 'Edit' button.

Click the **Edit** button to make your changes

Important

Make sure any changes that are made are submitted, any events that are saved for later will not reflect updates made and will revert back to your original submission

Mobile App: Click “Apps” at the bottom of your screen, then choose “Benefits and Pay”. Then click “Edit” under “Benefit Event: Open Enrollment USA”