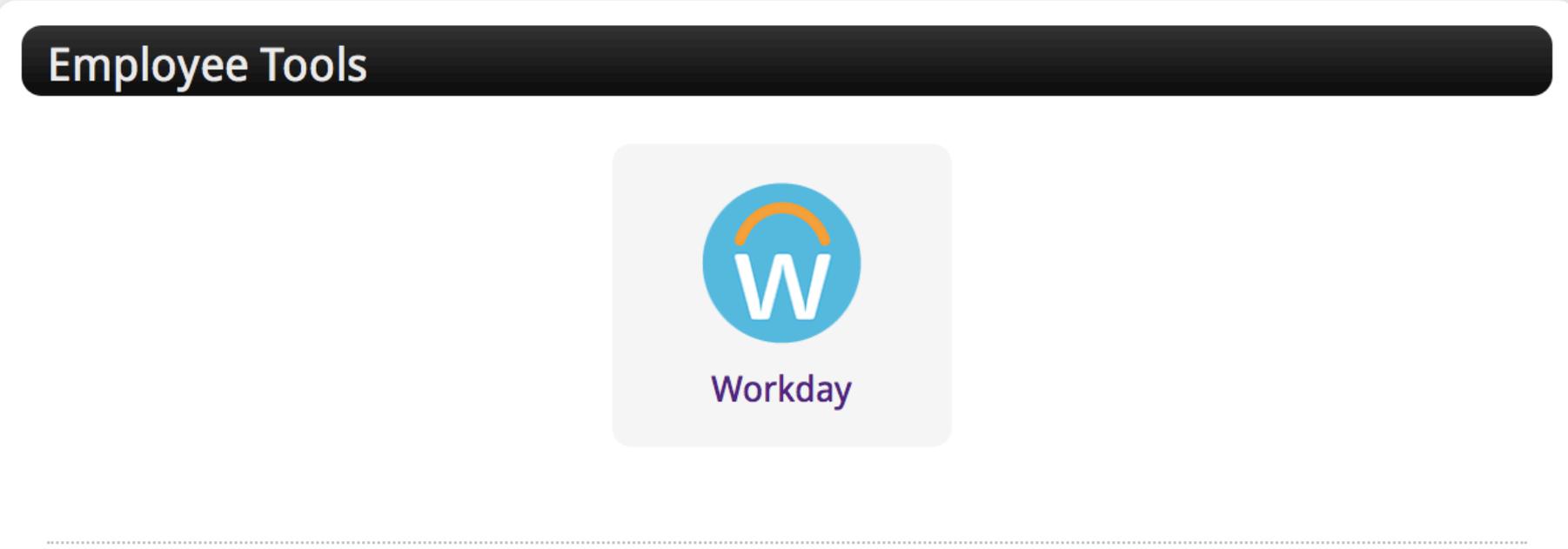
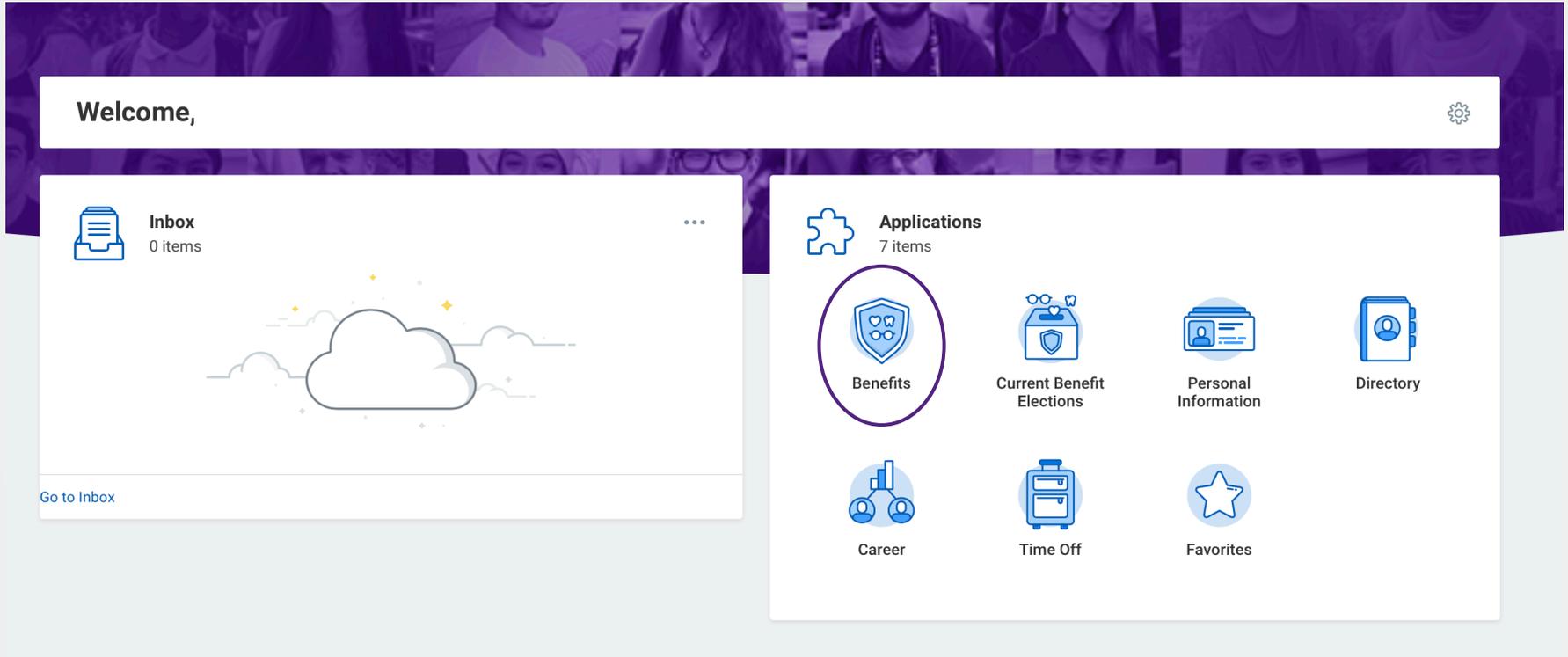


# Making Changes to Your Benefits After You've Enrolled

- 1. Access Workday from the Employee Tools page on MyMC.



2. From your Workday home page, click the “Benefits” application.



3. Under the Current Cost section, select Change Open Enrollment. Follow the prompts and make changes as needed.

The screenshot shows the Montgomery College (MC) Benefits portal. At the top left is the MC logo and 'MONTGOMERY COLLEGE'. To its right is a search bar with a magnifying glass icon and the text 'Search'. Below this is a blue navigation bar with a white left-pointing arrow and the text 'Benefits'. The main content area is divided into three sections: 'Change', 'View', and 'Current Cost'. The 'Change' section contains four buttons: 'Benefits', 'Beneficiaries', 'Dependents', and 'Retirement Savings'. The 'View' section contains two buttons: 'Benefit Elections' and 'Benefit Elections as of Date'. The 'Current Cost' section contains a single button labeled 'Change Open Enrollment', which is circled in purple.

4. Remember to submit your elections when you are finished on the last page of the process or the final changes you have made will not be saved.

## Electronic Signature

LEGAL NOTICE: Please Read

Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I AGREE" checkbox, you are certifying that:

1. You understand that your benefit elections are legal and binding transactions.
2. You understand that if you are married, your dependent Spousal Coverage Elsewhere selection is legally binding.
3. You understand that all benefits are contingent upon your enrollment and acceptance by your HR representative and by your insurance carriers or benefit providers.

I Agree

Submit

Go Back

Cancel