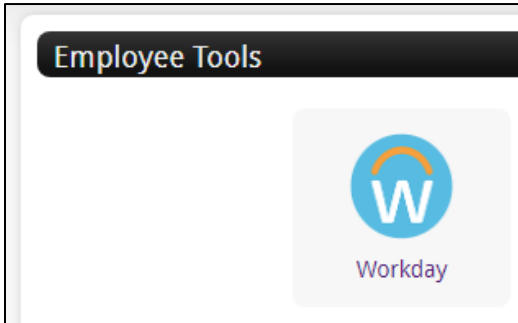


### Overview

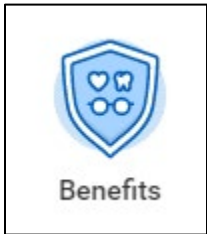
Use this job aid as a resource to make changes to your benefits after you have enrolled.

### Benefit Changes

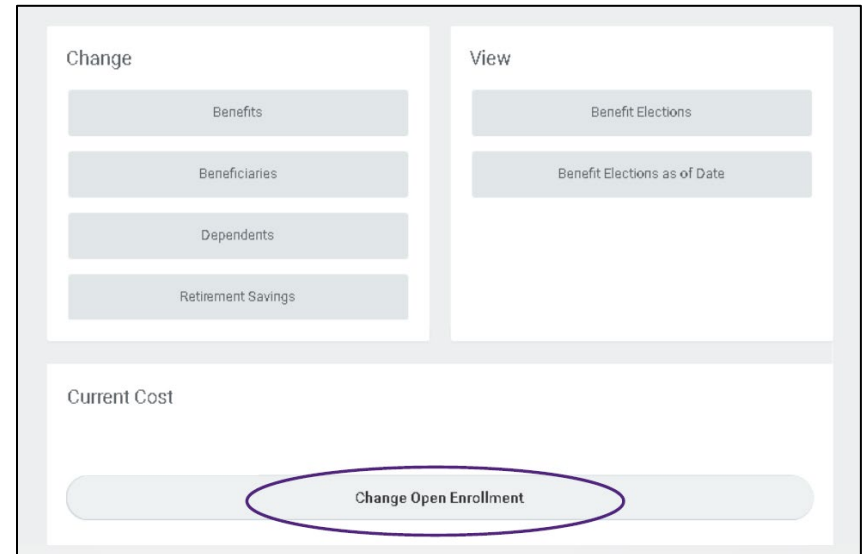
1. On the MyMC homepage, click on the **Workday** icon under the Employee Tools section.



2. On the Workday home page, click the **Benefits** application.



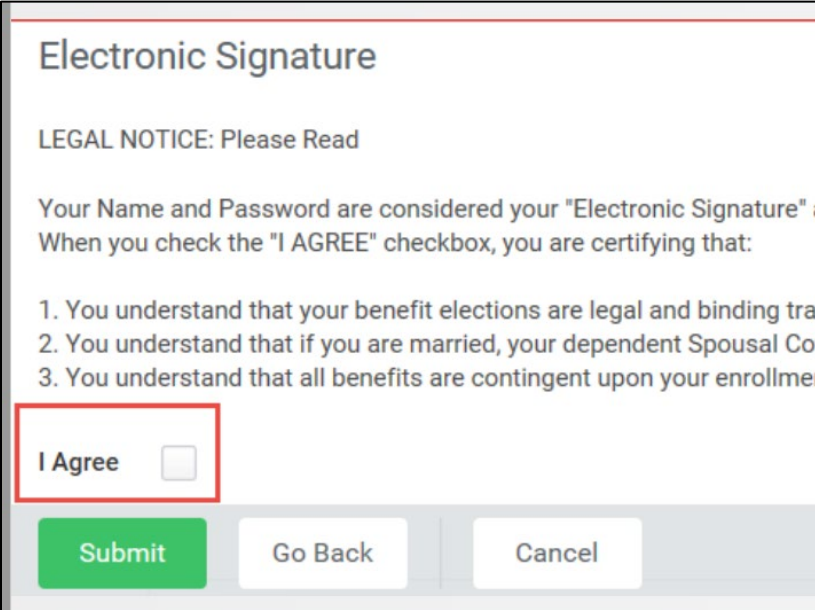
3. Under the Current Cost section, select **Change Open Enrollment**. Follow the prompts and make changes as needed.



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

## Making Changes to Your Benefits After Enrollment

*Workday Reference for Contingent Workers and Employees*



**Electronic Signature**

LEGAL NOTICE: Please Read

Your Name and Password are considered your "Electronic Signature" and  
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 is contingent upon your enrollment.
3. You understand that all benefits are contingent upon your enrollment.

**I Agree**

**Submit** **Go Back** **Cancel**

4. Under Electronic Signature, click **I Agree** and **Submit**.