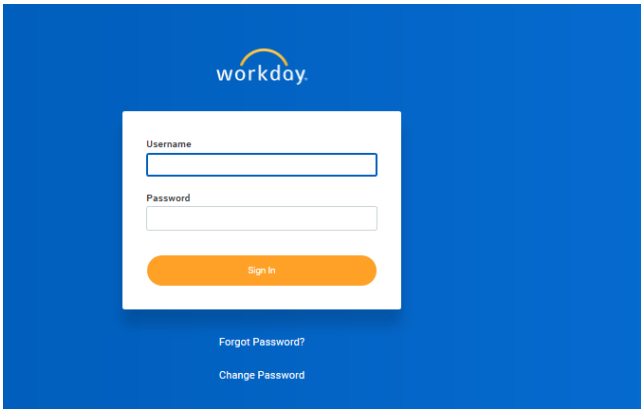
2025 TD SYNNEX Open Enrollment

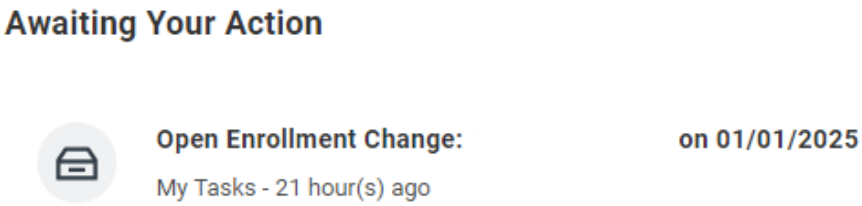
November 1 – November 15

Workday Enrollment Instructions

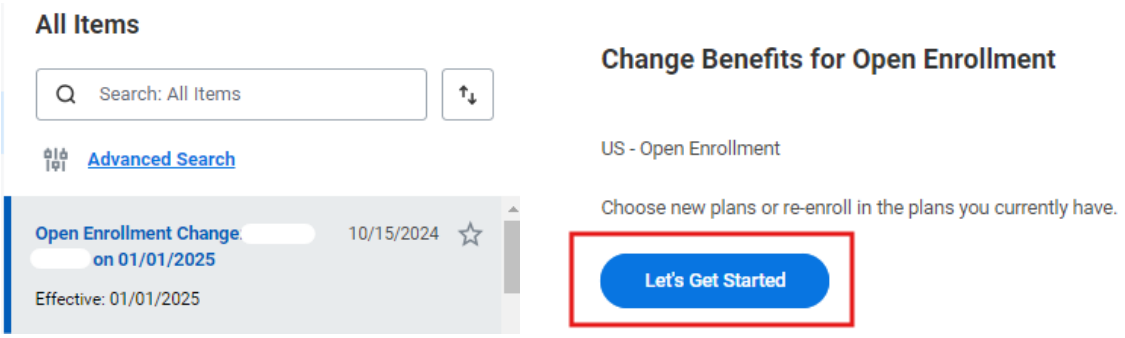
1. Login to Workday.



2. Once you login, you will see your Workday Homepage. Here you will see an Open Enrollment event kicked off in your inbox. Click on the task.

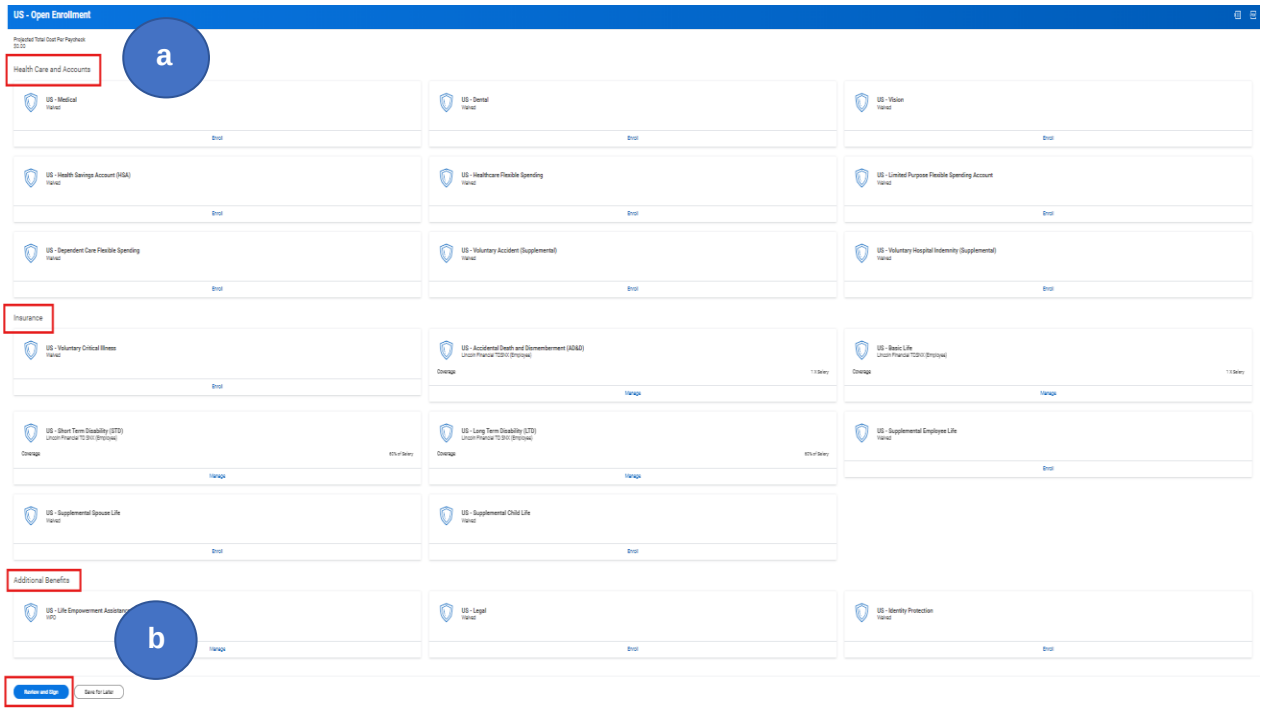


3. You will be directed to your Workday inbox where you can get started by clicking on the "Let's Get Started" icon.

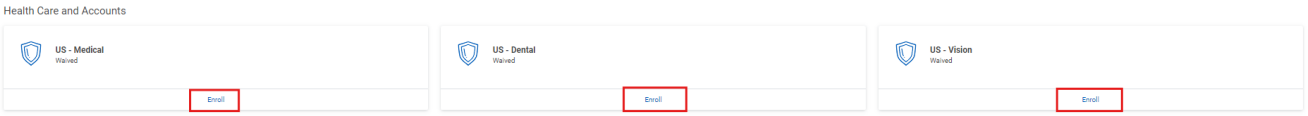


4. You can start making benefit elections for Open Enrollment 2025. **Please note you are electing for a full plan year: 1/1/2025 through 12/31/2025.**

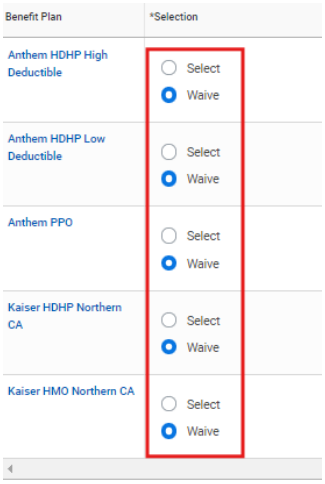
    a. There are three sections: Health Care and Accounts, Insurance, and Additional Benefits.
    b. There is a “Review and Sign” icon at the bottom.



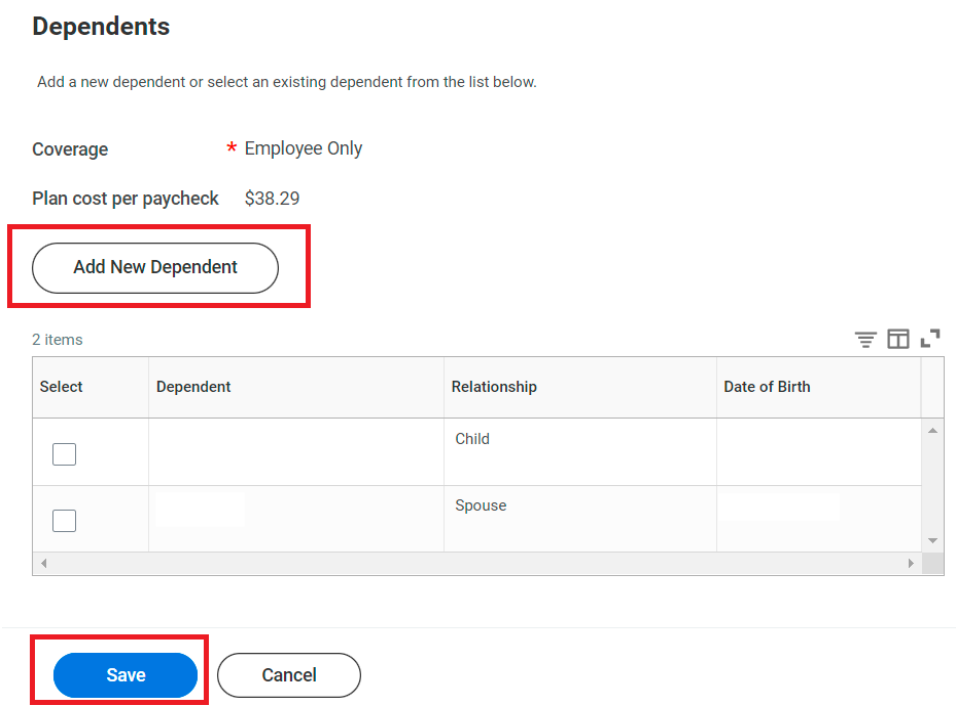
5. Review Health Care Elections for Medical, Dental, and Vision. Make enrollments as necessary by selecting either the “Manage” or “Enroll” link.



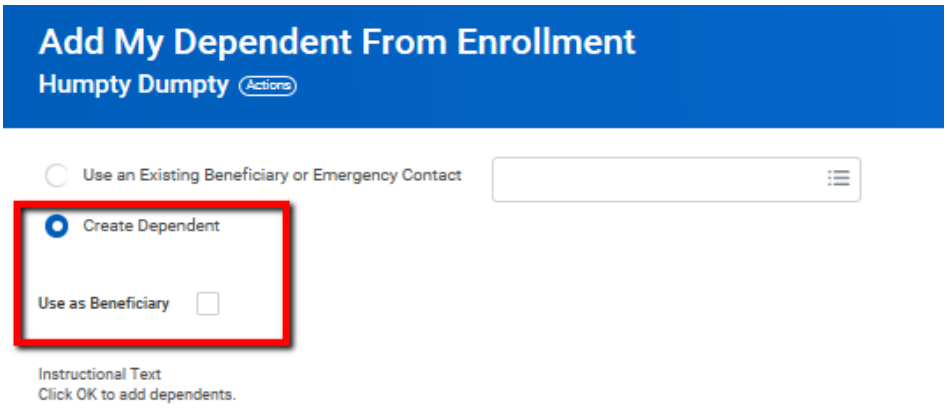
6. Once you click “Enroll”, you can Select or Waive a plan. If you would like to add a dependent, click on the icon “Confirm and Continue” on the bottom left.



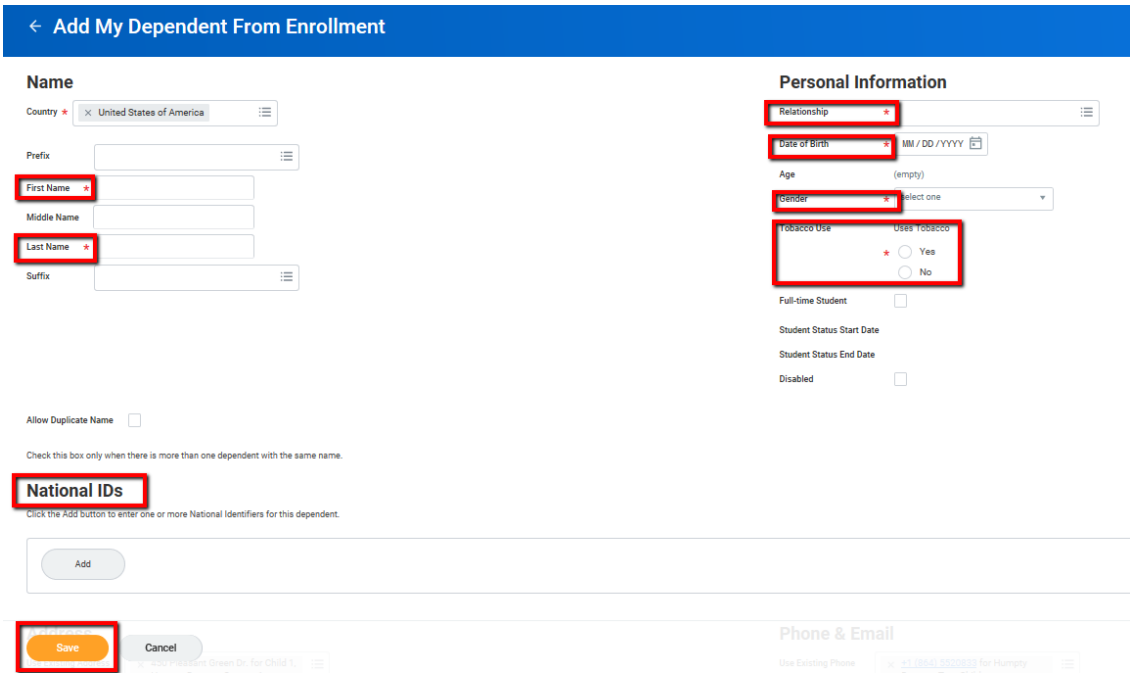
7. You will be prompted to a new window. If you need to add dependents, select an existing dependent and/or click on “Add New Dependent” and follow the prompts (skip to #8 below). Otherwise, click “Save” to move to the next plan.



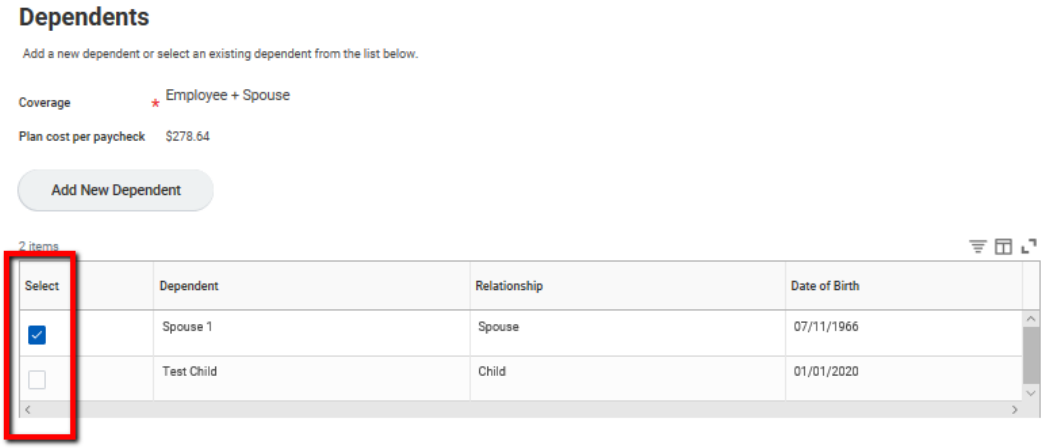
8. *(Skip this step if you did not add a new dependent in prior step.)* You will be prompted to a new window. Select if you want the dependent to be a beneficiary and click the “Use as Beneficiary” checkbox.



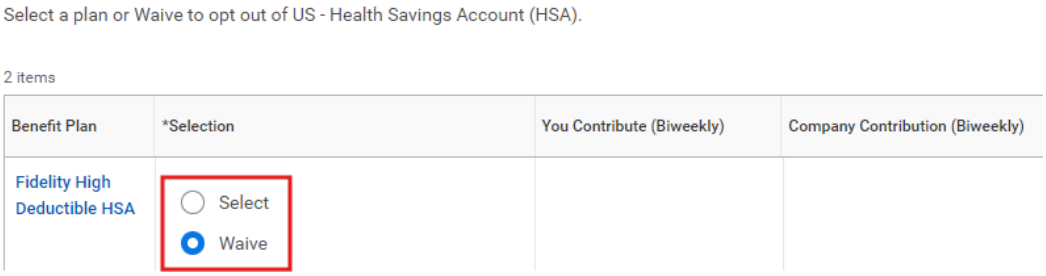
9. Enter the Dependent’s information. Fields such as Relationship, Date of Birth, Gender, Legal Name, and Address are mandatory to complete. If you have added a Dependent, you will be prompted to provide a Social Security Number for that Dependent. Once completed select SAVE at the bottom.



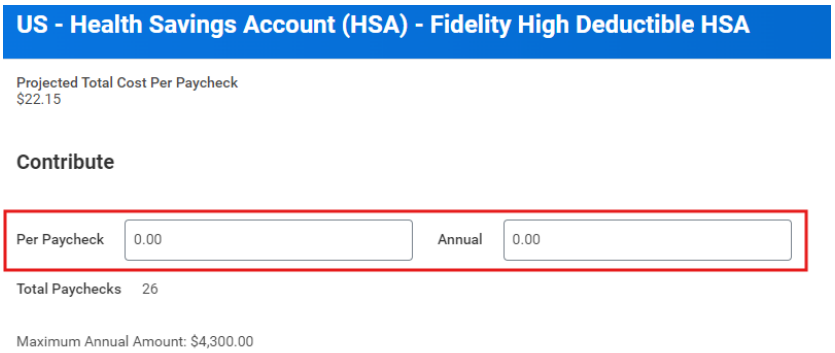
10. You should see the dependent name appear under the Add New Dependent column. Here you must ensure to select the dependents you would like to add to your Medical, Dental, or Vision Plans by clicking on the checkboxes. If you need to add more dependents, follow the same steps as above. Otherwise, click SAVE at the bottom.



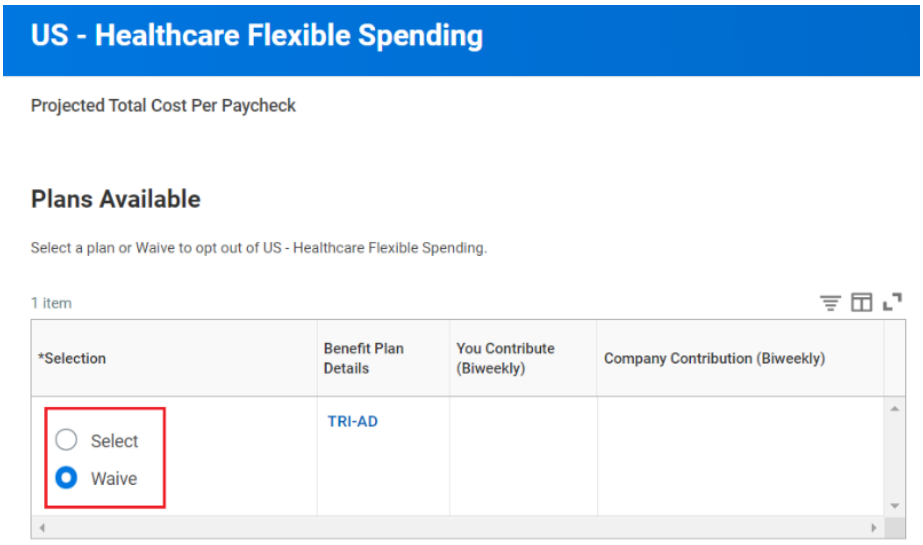
11. Review Health Savings Account Elections by clicking on the "Enroll" link. You must have enrolled in an HDHP Medical Plan to be eligible for HSA, otherwise it will show as a greyed-out section. **HSA is an active enrollment for 2025**. Choose Select or Waive as per your requirement and click Continue at the bottom.



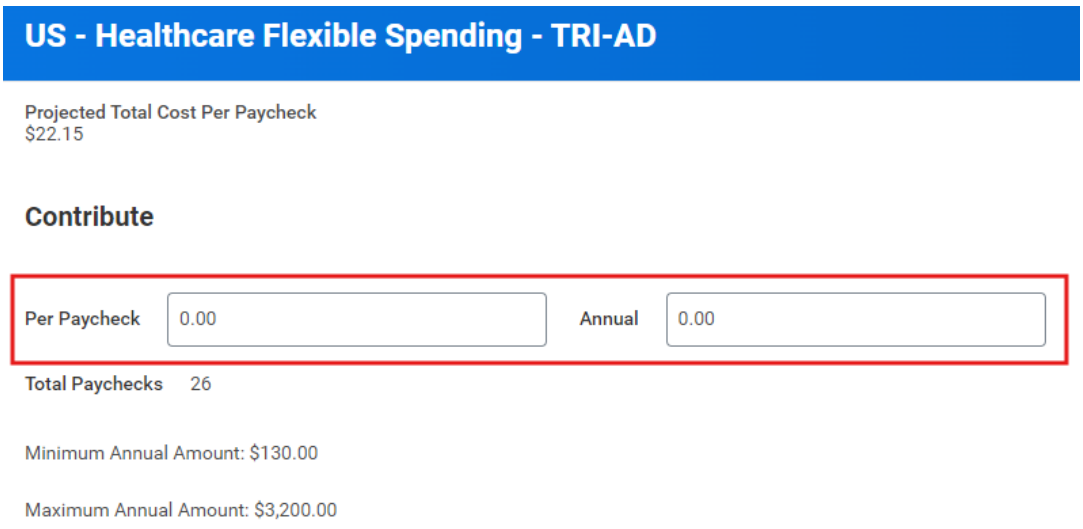
If you choose Select, this will prompt you to make the amount election on the next screen when you continue. Make elections and SAVE.



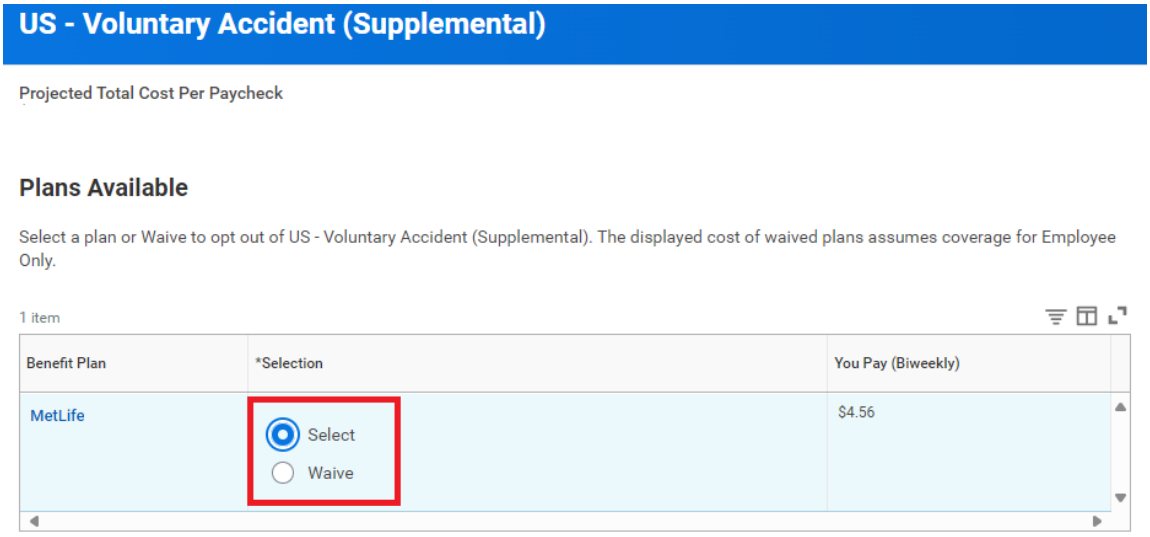
12. Review Spending Account Plan Elections by clicking on the "Enroll" link. *Note that the Limited Purpose Flexible Spending Account Plan is only eligible for those enrolled in an HDHP Medical Plan.* **FSA is an active enrollment.** Choose Select or Waive as per your requirement and click Continue at the bottom.



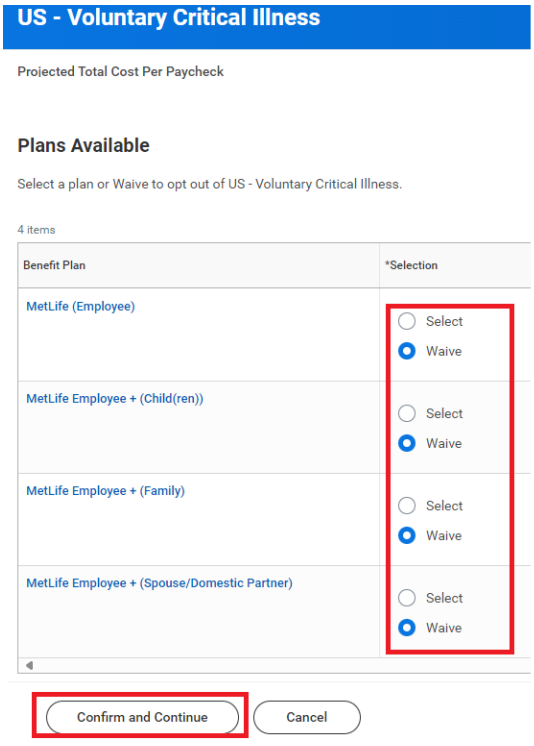
If you choose Select, this will prompt you to make the amount election on the next screen when you continue. The period you are electing for is 1/1/2025-12/31/2025. Make elections and SAVE.



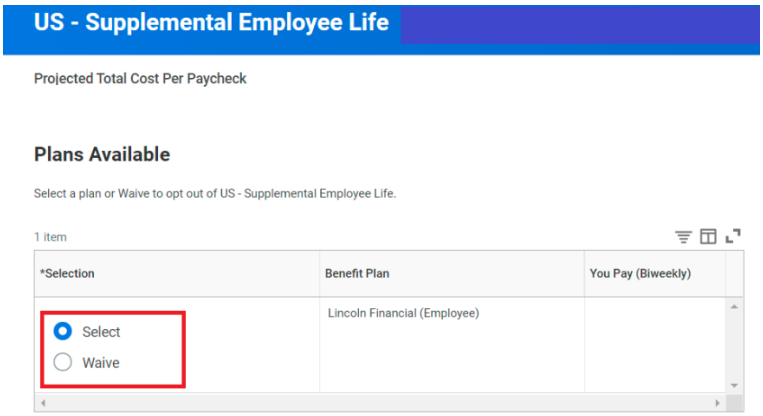
13. Review Voluntary Accident (Supplemental) and Voluntary Hospital Indemnity (Supplemental) Plan Elections by clicking on the "Enroll" link. *Note that these Voluntary plans are intended to* ***supplement*** *(not replace) your core benefit plans.* Choose Select or Waive as per your requirement and click "Confirm and Continue" at the bottom. Select dependents on the next page, if applicable.



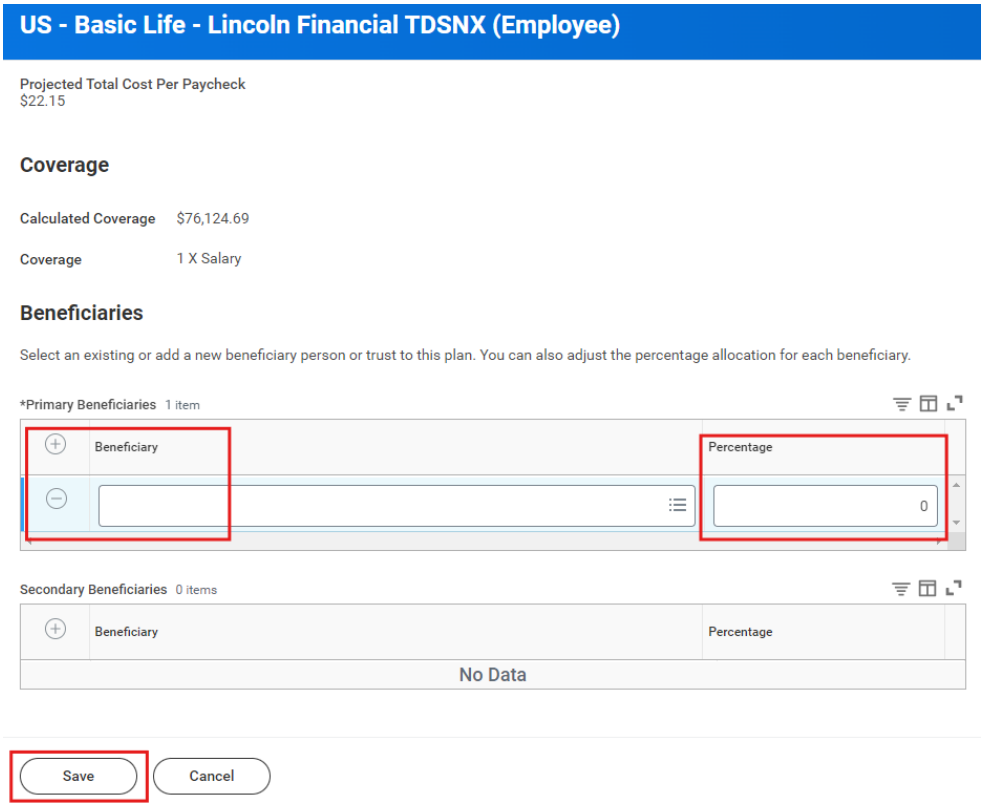
14. Under the next section "Insurance," review Voluntary Critical Illness Plan Elections by clicking on the "Enroll" link. Choose Select or Waive as per your requirement and click Continue at the bottom.



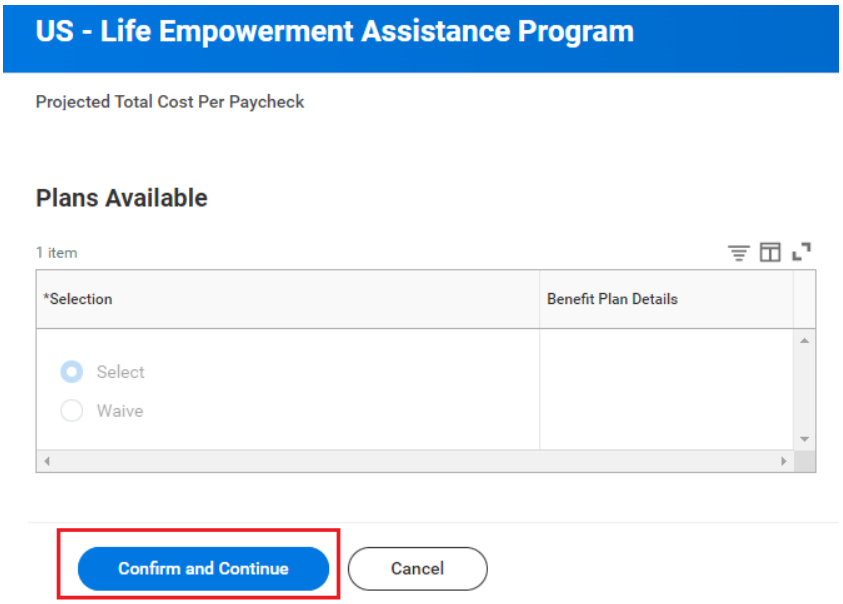
15. You are automatically enrolled in Basic Life, AD&D, STD and LTD. If you wish to enroll in additional life coverage for either you and/or your dependents, select one or more of the Supplemental Life plans. Choose Elect or Waive as per your requirement and click Continue at the bottom.



You will be required to make Beneficiary Designations for Basic Life, AD&D and Supplemental Life (if elected). Enter Beneficiary information by clicking the Add icon and designate desired percentage. Click SAVE at the bottom.

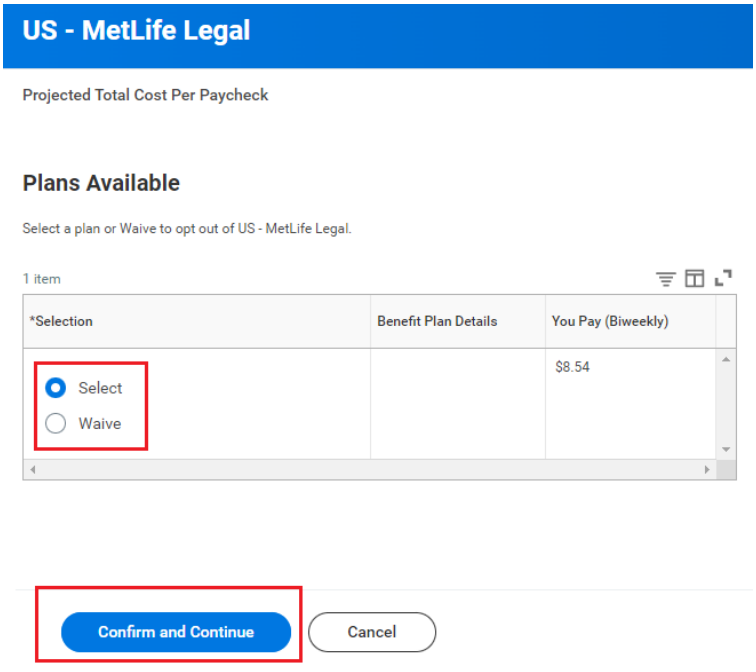


16. Review the Additional Benefits Elections. The Life Empowerment Assistance Program (LEAP) is company paid and will be greyed out. Click Confirm and Continue at the bottom and SAVE.

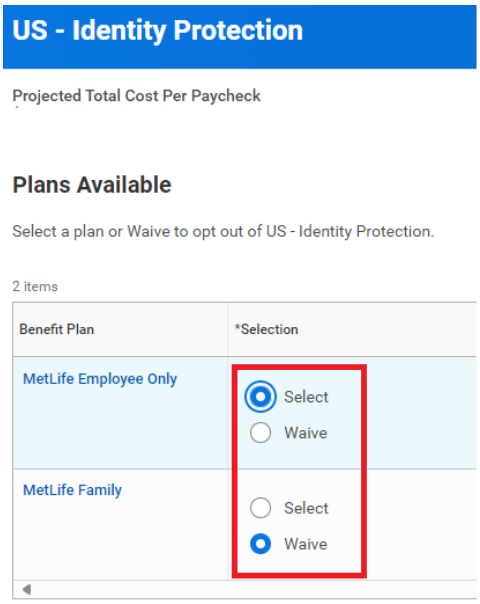


17. Review the two additional Voluntary plans: Legal and Identity Protection.

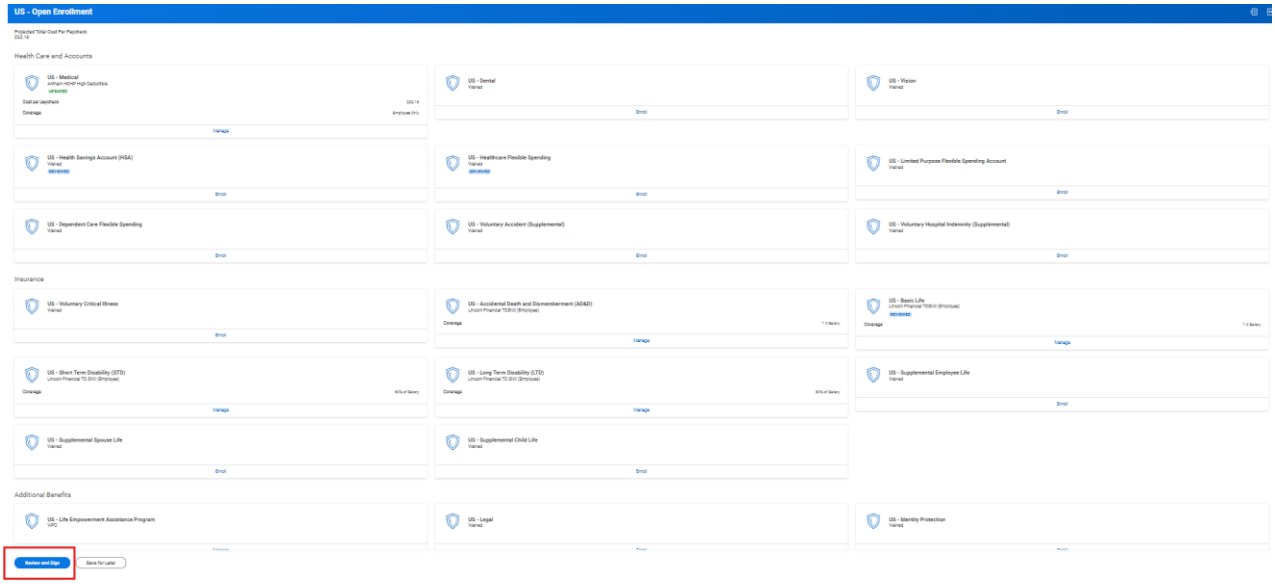
    To enroll in the Legal plan, click on the "Enroll" link. Click Select > Confirm and Continue > SAVE.



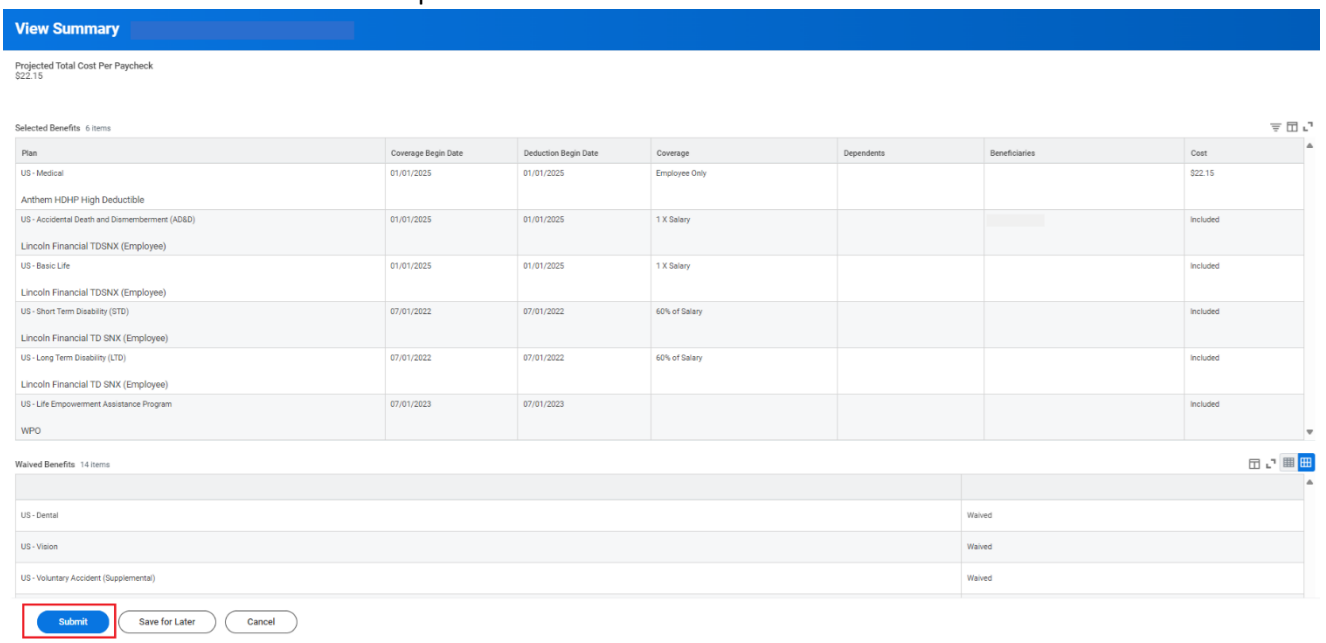
To enroll in the Identity Protection plan, click on the “Enroll” link. Choose Select or Waive as per your requirement and click Confirm and Continue at the bottom, then SAVE.



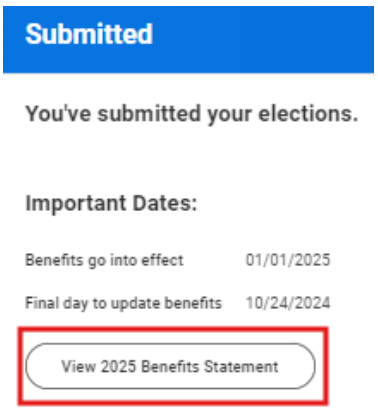
18. Once you have saved all your changes, click the “Review and Sign” icon on the bottom left to see a summary of all elections made.



19. You will be prompted to review the Elected Coverages. Review and ensure all elections are correct. There is an Electronic Signature checkbox at the bottom. Please review the listed disclosures and click on the “I Accept” checkbox. Then select Submit at the bottom.



20. Your elections have now been submitted. We strongly encourage you to print/save your Benefits Statement and keep for your records.



21. If you wish to revise your elections after you have submitted, you may do so at any time within the Open Enrollment period of 11/1-1/15, by clicking on the Pay and Benefits app > **Edit** under the Open Enrollment Event: