


You will be required to submit your enrollment for your dependent within 30 days of the qualifying life event. If you do not submit this information within the 30 day window your dependent will not be approved for coverage. For additional information or questions please reference the www.lghealthbenefits.com website or email the LGH Benefits team at lg-health@pennteam.upenn.edu.

Step 1: Add Dependent(s)



Note: Dependents whom you will provide coverage for must be added **prior** to completing the life event action.

1. Select the **Benefits** application on your home screen.
2. In the Change section, click **Dependents**.
3. Click **Add**.
4. Click the **Edit** icon  to add dependent information. Required fields are denoted by asterisks. You will need to enter your dependent's name exactly the way it appears on their Social Security Card, their relation to you, date of birth, gender, Social Security or Tax ID number, and address. You are required to attach documentation to verify identity and eligibility for the dependent you are adding prior to submitting the dependent.



Note: If you want your dependent to be added as a life insurance beneficiary, be sure to select the **Use as Beneficiary** box and then add them as a beneficiary during the Change Benefit Elections New Hire/Rehire action.

5. Click **Submit**. Once the documentation for your dependent is submitted, it will route to the benefits team for review and approval. If additional documentation is needed, the task will be sent back to you. Once the dependent is approved by the benefits team, you will receive a To Do: Initiate a Change Benefit Event.
6. Repeat steps 1-5 for all eligible dependents.

Step 2: Enroll in Benefits

1. Access the To Do: Initiate a Change Benefit Event in your Workday inbox. Click the Orange 'Change Benefits' button in the task.
2. Select the qualifying life event and enter the date of the life event. Then, click **Submit**. You must click submit for the task to go away.
3. Click on Let's Get Started to open your benefit election task.
4. You will be presented with tiles which represent each benefit option available to you. Make your benefit elections by clicking Select/ Manage or Enroll under the benefit tile. **Select** the coverage option you would like then click **Confirm and Continue**. If you are adding dependents, they will be presented on the next page. To add them, check off the box next to their name. **Save** once your elections are complete. (*Reminder your elections must be completed within 30 days of your life event, or you will not have coverage).
5. Repeat the selection process for each benefit that you would like to enroll into.

8. When you have made all of your benefit selections, please click on **Review & Sign**. This page will show you the benefits that you elected and waived.
9. Once you have confirmed your coverages are what you would like, click **Submit**. This will finalize your elections. If you do not click Submit, your benefit elections will not save or enroll you into the coverages.



Note: The Health Savings Account may only be elected if enrolled in the LG Consumer plan. If you selected the LG Select plan or waived health benefits completely the Elect / Waive option will be disabled.



Note: The Healthcare FSA may only be elected if enrolled in the LG Select plan or not enrolled in health coverage. If you selected the LG Consumer plan you may not elect this account.

Dependent Care (child care) FSA may be elected regardless of which Health Care Election you made.



Note: If you need assistance during this enrollment, please email:

LGH-Benefits@penmedicine.upenn.edu