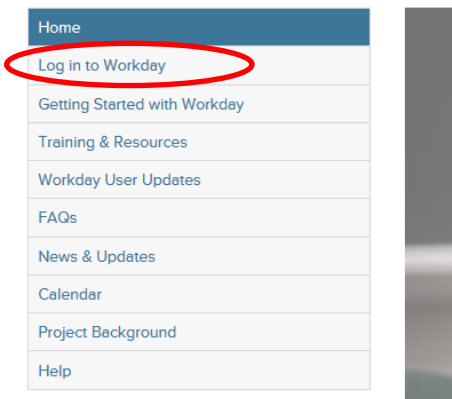


## Logging Into Workday:

1. Visit [workday.uchicago.edu](http://workday.uchicago.edu) and locate **Log in to Workday** on the left side of the screen.



2. Enter your CNetID and password, click **Login**.



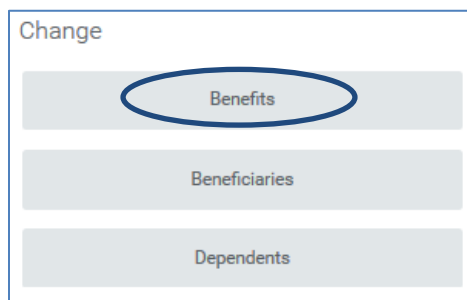
If you don't have a CNetID, or can't remember it, please go to <http://cnet.uchicago.edu>.

**Enrollment Steps:**

1. Click on the **Benefits Worklet**.


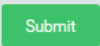


2. Under the **Change** column, click on **Benefits**.



3. Under the **Benefit Event Type** area, select **LTD**.

- Benefit Event Type**
- \*  Beneficiary Change
  - Birth/Adoption
  - Gain of Other Coverage
  - Life Insurance/PAI Change
  - Loss of Other Coverage
  - LTD
  - Marriage/Domestic Partnership/Civil Union Partnership
  - Retirement Plan Changes

1. Use the **Calendar Icon**  to select **today's date** as the Benefit Event Date.
2. Click on  to submit this task.
3. You will see the next task to complete. Click **Open**.

Up Next



Change Benefit Elections



4. You will see your options for Insurance Elections. Scroll down to Long Term Disability.

Insurance Elections 7 items

	Benefit Plan	*Elect / Waive
	Basic Long Term Disability Insurance - Sun Life (Only Employee Paid Coverage Displays) (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive
	Optional Long Term Disability Insurance - Sun Life (Only Employee Paid Coverage Displays) (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive

Quick Reference Guide: *Long Term Disability*

5. Guidelines for Electing Coverage:

i. If you are **currently waiving coverage**, you may elect the Basic **or** Optional Long Term Disability Insurance plan.

Basic Long Term Disability Insurance - Sun Life (Only Employee Paid Coverage Displays) (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive
Optional Long Term Disability Insurance - Sun Life (Only Employee Paid Coverage Displays) (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive

Only Elect One Plan

Evidence of Insurability will be required. Your election will be effective upon approval of EOI.

ii. If you are currently enrolled in the Basic plan, and want to **increase coverage to the Optional plan**, remain enrolled in the Basic plan AND elect the Optional plan.

Basic Long Term Disability Insurance - Sun Life (Only Employee Paid Coverage Displays) (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive
Optional Long Term Disability Insurance - Sun Life (Only Employee Paid Coverage Displays) (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive

Elect Both Plans

Evidence of Insurability will be required. You will be charged for the Basic LTD premium until approval of EOI, when your premium will change to the Optional amount.

iii. If you are currently enrolled in the Optional plan, and want to **decrease coverage to the Basic plan**, waive the Optional plan and elect the Basic plan.

Basic Long Term Disability Insurance - Sun Life (Only Employee Paid Coverage Displays) (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive
Optional Long Term Disability Insurance - Sun Life (Only Employee Paid Coverage Displays) (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive

Only Elect One Plan

Evidence of Insurability is not required. Your election will be effective on the event date.



If Evidence of Insurability is required; you will be contacted through US mail by Sun Life. Coverage will not become effective until Evidence of Insurability is approved by Sun Life.

6. Click the **Continue** button .

7. Review the final statement regarding benefit elections and click the **I Agree** check box  **I Agree**  to accept the terms.

8. Click the **Submit** button .

9. Once you have verified your elections, it is important that you print your confirmation statement for your records. To do so, click **Print**. You **do not** need to return a signed copy of the printed confirmation statement to the Benefit office.