Open Enrollment - Mobile App 11/12/2026-12/2/2026

Use this job aid for step-by-step instructions for how to complete open enrollment in the Workday Mobile App.

OVERVIEW OF THE PROCESS

The entire process of completing the Open Enrollment process is divided into **six main steps.** Review this high-level summary before moving on to the instructions:

Steps	Key Action
View Current Benefits	Review your existing benefit coverage and plan details prior to making changes.
Access Open Enrollment	Navigate to the Open Enrollment event in the portal to elect or modify your benefits.
Submit the Event	Review your changes for accuracy, accept the legal terms, and submit.
View the Benefit Statement	View, download, or print your official Benefit Statement for your files.
Secondary Steps - Pending	Submit documentation for **new** family members and/or complete evidence of insurability (EOI)
Changes, Updates, & Corrections	Can be made through December 2nd.

IMPORTANT: HOW TO LOG IN

Log in using your GFS User ID and password.

- Need a password or Okta help? Call the Help Desk at 800-968-4369.
- Don't know your GFS User ID? Contact your HR Department or Manager.

STEP-BY-STEP INSTRUCTIONS

Step 1: View Current Benefits

1. Open the Workday mobile app on your device.
2. Select **Find** (magnifying glass), type **Benefit Elections** and Enter.
3. Tap on **Benefit Elections** under **'Here is the best match for your ask.'**

4. To review your current benefits and who is covered, tap on **Current Benefit Elections and Costs**.

Step 2: Access & Complete Open Enrollment

5. Locate your Tasks and tap the **Open Enrollment Change** event.
6. Tap **Let's Get Started**. Tap through the remaining prompts until you reach the enrollment page.
7. Make your updates by either managing, enrolling, or waiving plan(s).
8. **Important Updates for Health Investment Plan (HIP) Enrollees:**
    - Automatic HSA Rollover: Your Health Savings Account (HSA) contribution amount has automatically rolled over from last year. No action is required unless you want to change it.
    - Turning 55 Next Year? You are eligible to contribute an additional $1,000 annually per IRS guidelines. To take advantage of this, you must manually select the HSA Catch-Up Plan.
9. **New Structure UNUM Critical Illness:** Plans moved to a new section in the enrollment portal and now mirrors life insurance:
    - Employee Plan: Enrolled separately.
    - Spousal Plan: Enrolled separately; must be 50% of the employee election.
    - Child Coverage: Children are automatically included at no extra step—no check boxes required (unlike Voluntary Accident and Hospital Plans).
10. **Critical Reminders Before You Submit Your Elections:**
    - Switching Medical Plans: Your coverage resets to Employee Only. Manually re-add any family members you wish to cover.
    - HIP & HSA: Dropping HIP ends your HSA eligibility. Enrolling in HIP requires enrolling in the HSA (even at $0).
    - Healthcare FSA: Available even if you waive company medical coverage.
    - UNUM Life Insurance Action Required: You cannot submit your enrollment until you designate at least one beneficiary.
    - Spouse Life Insurance Plan(s): Make sure your spouse's name is selected, not your own.

Step 3: Submit the Event

11. Tap **Review and Sign** at the bottom of the screen.
12. Double-check your plans and family members by expanding each plan to ensure family members were removed appropriately.
13. When ready, scroll down and check the **I Accept** electronic signature box, then tap **Submit**.
    - **iPhone:** The signature checkbox is a standard iOS tap button/toggle, often housed in a clean, natively scrollable window.
    - **Android:** Instead of a standard button at the bottom, you may need to look for a blue checkmark **(✓)** in the top-right corner of the top action bar to officially save, verify, and complete your form submission.

Step 4: View the Benefit Statement

14. Verify that you see a **Submitted** message.
15. Tap **View Statement** to view the digital receipt.
16. Save the PDF receipt based on your phone type:
    - **iPhone:** Tap the **Share** icon (box with an up arrow) at the top right to save or text/email it.

- **Android:** Tap the **three vertical dots** or **Download** icon at the top right to save it to your device storage.

17. Tap **Done** to return to your dashboard.
18. **Need to double-check your choices?**
    - Before final confirmation statements are issued on December 15th, review your Open Enrollment selections anytime by going to **Benefit Elections** and selecting the 2027 Open Enrollment Elections tab.
    - **Note**: Unverified dependents will be listed. This does not guarantee coverage.

Step 5: Secondary Steps - Pending

19. **Important: Action Required for New Dependents**
    - If you added a new family member to your Medical, Dental, or Vision plan, you must submit proof of eligibility by **December 10th**.
    - Where to submit: Email your documentation to HRBenefits@gfs.com.
    - Required documents by dependent type:
        - *Spouse*: Marriage Certificate
        - *Child*: Birth Certificate, Birth Record, Verification of Birth Facts, first page of last year's federal tax return, paternity paperwork, court order, or Affidavit of Parentage.
        - Note: Social Security cards are not accepted as proof of dependent eligibility.
20. **UNUM Plans Requiring Approval (Evidence of Insurability / EOI):** You will receive a Workday task on December 16, 2026 with a link to the medical questionnaire.
    - Employee Supplemental Life:
        - *First-time enrollees*: EOI is required.
        - *Current enrollees*: You can increase coverage by up to $25,000 without EOI. Any increase above $25,000 requires approval.
    - Spouse Supplemental Life:
        - *First-time enrollees*: EOI is required.
        - *Current enrollees*: You can increase coverage by up to $10,000 without EOI (only if total coverage remains under $100,000). Any increase over $10,000 or total coverage exceeding $100,000 requires approval.
    - Supplemental Disability:
        - *First-time enrollees*: EOI is required.

Step 6: Changes, Updates, & Corrections

21. Navigate to **Menu** > **Benefits & Pay.**
22. Locate the Open Enrollment tile under the **Needs Attention** section and tap **Edit**.
23. If you make changes, be sure to fully submit the event again to lock them in.

NEED ASSISTANCE?

If you run into errors or have policy questions, please contact either:

- Your local/divisional **Human Resources Team**.
- The GFS **Benefits Team** directly at **616-717-6800** or via email at **HRBenefits@gfs.com**.