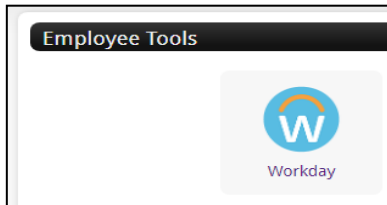


Overview

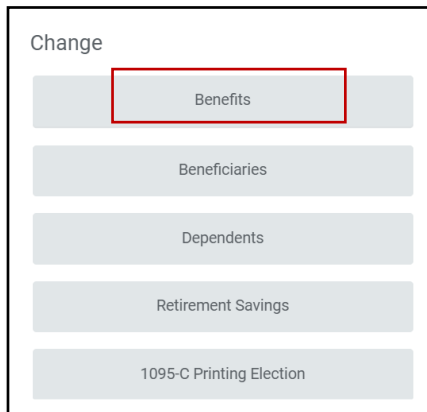
Use this job aid as a resource to make changes to your benefits after you have enrolled.

Benefit Changes

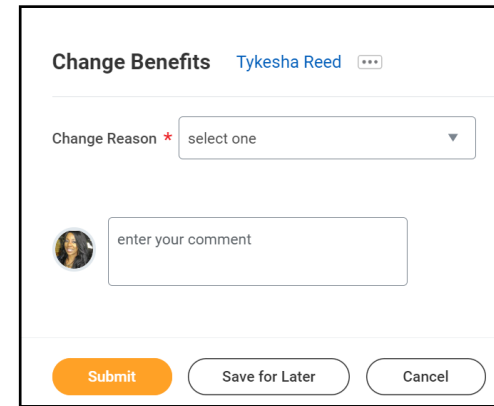
1. One the MyMC homepage, click on the Workday icon under the Employee Tools section.



2. On the Workday home page, click **View All Apps**.
3. Once the Menu appears, click **Benefits**.
4. Under the Change menu, select Benefits.



5. Select the Benefits Change Reason from the drop-down menu.



6. Follow the prompts and make changes as needed. Depending on the change reason, an attachment may be needed. If so, upload your attachment.

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

7. Click **I Agree** and **Submit**. There is also an option to **Save for Later** if you are not ready to submit your changes.