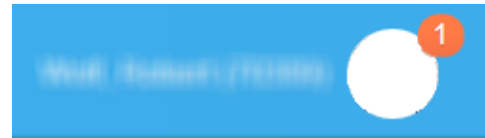


## Tip sheet: *Benefits Evidence of Insurability*

Please follow the below steps to finalize the pending inbox task "Evidence of Insurability Required"

**Note:** *If you have decided not to elect this supplemental insurance coverage, you still need to complete this inbox task.*

Sign in to your Workday account with your User Name and Password as normal. Navigate to your name in the upper right hand corner to access your Workday Inbox.



Walt Rolland (712000)  
View Profile

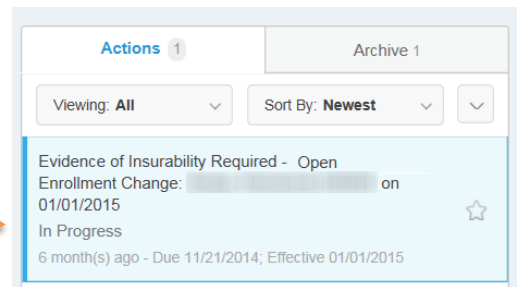
Click on the Inbox link

Home

Inbox 1

Notifications

Select the Action Item "Evidence of Insurability Required"



If you are still within the 30 day election period, click the link identified to open the Evidence of Insurability form. Complete the form and mail it as instructed.

Complete To Do **Evidence of Insurability Required** ...



6 month(s) ago - Due 11/21/2014; Effective 01/01/2015

For [redacted]  
 Overall Process **Open Enrollment Change:** [redacted]  
 Overall Status Successfully Completed  
 Instructions You applied for an increase in life insurance and are required to complete Evidence of Insurability before your coverage is effective. Please complete the EO Form, mail it, and then click "Submit" below to confirm submission. Click [here](#) to access the form.

If it is past the due date, or if you have changed your mind and do not want the supplemental insurance, bypass the form and click the green **Submit** button to finalize this task and remove it from your inbox.



Questions on completing the form can be directed to your local Human Resources department.

**Submit** More ▼