

BENEFITS ENROLLMENT QUICK START GUIDE



WASTE CONNECTIONS
Connect with the Future®



Benefits

TIPS AND TRICKS FOR A SUCCESSFUL ENROLLMENT

Submit

IMPORTANT! To make sure you get the plans and coverage you want, complete all of the steps. Your elections are not final until you get to a screen that allows you to submit them.



If you can't see all the choices on the screen, you may have to **scroll** to the right or down or click the **arrow** icon to view them.



You may need to click the **prompt** icon to view more options.



The **add** and **remove** icons will let you change your elections.

LOG IN TO WORKDAY

workday.

1. Employees With Company Email Address >
2. Employees Without Company Email Address >
3. Northwest Container & River Rock Employees >

Welcome to Waste Connections Workday
Here is how to logon...
<http://training.wasteconnections.com/workday>

Notice

Step 1: In the box on the left, click the option that applies to you.
Step 2: Enter your User ID and Password (if you are not automatically logged in)

- o If you have Waste Connections system access, your user ID and password are the same the Waste Connections network.
- o If you do not have Waste Connections system access:
 - User ID: Your Clock Number. (If you need help finding your clock number, see your manager.)
 - Password: If this is your first time logging in, your temporary password is the last 4-digit and the 4-digit year of your birth.

The format is SSSSYYYY. For example:
SSN: 123-45-6789 – the last 4-digits is 6789 (SSSS)
DOB: 05/13/1971 – the 4-digit year is 1971 (YYYY)
Password: 67891971 (SSSSYYYY)

- o If you forgot your password, please click "Forgot Password." link
- o If you have any issues logging in, please email workdayhelp@wcnv.com

<https://www.myworkday.com/wasteconnections>

If you do not have a Waste Connections email address:

- Click **Employees Without a Company Email Address**.
- **Enter your user ID.** Your user ID is your employee ID number.
- **Enter your password.**
 - You should have set up your password as part of your new hire process.
 - If you don't remember your password, click **Forgot My Password** and answer your security questions.
- If you have trouble logging in, additional instructions are on the right-hand side of the login screen.
- If you are still having trouble, call the Benefits Center at 1-855-929-6236.

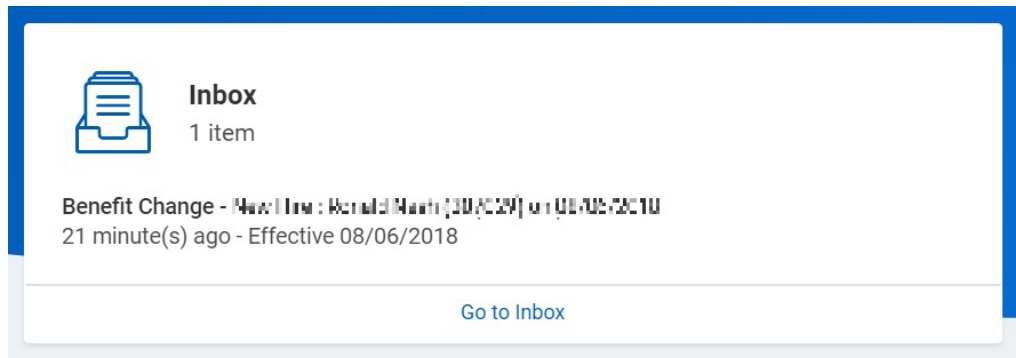
If you have a Waste Connections email address:

- Click **Employees With a Company Email Address**.
- When you're **using a network computer**, you will be automatically logged in to Workday.
- When you're **outside the network**, enter your network user ID and password (the same ones you use to log in to Citrix, webmail and other network applications).
- If you have trouble logging in, call the help desk at 1-877-772-2500.

START HERE



When it's time to enroll, you'll get a task in your **inbox**. You'll click the **Benefit Change** task to get started.



STEP 1

Elect your health plan coverage.

Event Date: 06/01/2019
Initiated On: 03/12/2019
Submit Elections By: 03/15/2019
1 hour(s) ago - Effective 06/01/2019

You **must** go through all steps and click "Submit" for your enrollment to be complete. If you do not click "Submit" your elections will **not** be finalized.

Below you will make your elections for Medical Coverage. Please note, Medical Coverage is bundled and includes Dental Coverage through Blue Cross Blue Shield (BCBS) and Vision Coverage through VSP. Be sure to scroll down to view all of the available Medical Plans.

To enroll dependents or change coverage tiers, you will need to select the appropriate drop down in those boxes.

To review the Benefit Guide and see a side-by-side comparison of the plan options on page 7, click [here](#).

Click "Continue" to go to the next page.

> Health Care Plan Dependencies

Health Care Elections 4 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Provider Website
Healthcare - BCBS/VSP HDHP	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					
Healthcare - BCBS/VSP High PPO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					
Healthcare - BCBS/VSP Low PPO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	<input type="text"/>	Employee Only			
Child Orthodontia - BCBS Buy Up	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					Benefits

1. Click Elect on the Benefit Plan in which you wish to enroll.

2. To cover family members, click the prompt icon to select existing dependents or click Add My Dependent. (See the next page for help.)

3. Scroll down to review each row to make sure the coverage level and enrolled dependents are the ones you want.

4. Once your information is up to date, click Continue.

Don't forget! If you want orthodontia coverage for your children, be sure to select Child Orthodontia Buy Up.

Add new dependents to your coverage.

Add My Dependent From Enrollment

20 day(s) ago - Effective 08/01/2016

Name

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

Personal Information

Relationship *

Date of Birth *

Age (empty)

Gender *

Citizenship Status

City of Birth

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

Allow Duplicate Name

Check this box only when there is more than one dependent with the same name.

National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Address

Use Existing Address

Country *

Phone & Email

Use Existing Phone

Country Phone Code

Area Code

Annotations:

- Complete all the required fields. (Blue callout pointing to Country, First Name, and Last Name)
- Enter your dependent's **National ID**, which is his/her Social Security number. (Grey callout pointing to National IDs section)
- Click **OK** to add the dependent and go back to the elections screen. (Green callout pointing to OK button)

Don't forget! If you have new dependents, you will need to provide dependent verification documentation to the Benefits Center. Submit your documents to WClbenefits@onesourcevirtual.com or fax them to 972-916-9973.

STEP 2

Make your elections for other benefits.

Step 4 of 7

Event Date 06/01/2017
Initiated On 02/27/2017
Submit Elections By 02/28/2017

You will see your coverage for company-provided group term life insurance, STD and LTD. You do not need to take any action to have these coverages.

If you would like to enroll in additional benefits, this page offers supplemental life insurance for you, your spouse, and/or your children, and long term. Be sure to scroll down to make your election for each benefit.

Click "Continue" when your elections are complete.

Insurance Plan Dependencies and Coverage

For employee voluntary life (**Employee Voluntary Life**), you'll need to choose **Elect** or **Waive**. If you elect the plan, choose a coverage level. Repeat the process for spouse life (**Spouse Voluntary Life**) and child life (**Child Voluntary Life**) coverage.

Insurance Elections 8 items

	Benefit Plan	*Elect / Waive	Coverage Level	Cove
	Life - Cigna (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	1.5 X Salary	
	Employee Voluntary Life - Cigna (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
	Spouse Voluntary Life - Cigna (Spouse)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
	Child Voluntary Life - Cigna (Child(ren))	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
	LTD - Cigna Buy Up (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

Be sure to scroll down to make your elections for the STD and LTD buy-up options.

Once you have made your elections, click **Continue**.

STEP 3

Designate your life insurance beneficiaries.

- Click the **Add** icon.
- If you are designating your enrolled dependents as beneficiaries, select **Beneficiary Persons**. Otherwise, select the appropriate option from the drop-down menu.
- Assign a percentage of your benefit amount to each beneficiary. The total must equal 100%.
- Once you have entered all your beneficiary information, click **Continue**.

STEP 4

Review and SUBMIT your elections.

> Details

Review elections. If they are correct, scroll down and read the electronic signature. Check I agree and submit. *Your elections will not be finalized until you click submit!*

Cigna will mail Evidence of Insurability (EOI) documentation to your home address, if applicable.

Elected Coverages 6 items

Benefit Plan	Coverage Begin Date	Production Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)
Healthcare - BCBS/VSP Low PPO	06/01/2019	06/01/2019	Employee Only					
Life - Cigna (Employee)	06/01/2016	08/01/2016	1.5 X Salary					
LTD - Cigna Company Paid 50% (Employee)	06/01/2019	06/01/2019	50% of Salary					
STD - Cigna Company Paid 40% (Employee)	06/01/2017	06/01/2017	40% of Salary					
Employee Assistance Program - Cigna								
Travel Assistance Program - Cigna								
Total:								

Your elections will not be finalized until you click **Submit!**

Submit Go Back Cancel

Be sure to review the coverage you elected and that all your dependents are listed below.

Review your elections. If they are correct, scroll down and read the electronic signature disclosure. (If you want to make changes, click **Go Back**.) Once you're sure your elections are correct, check the box next to **I Agree** and click **Submit**.

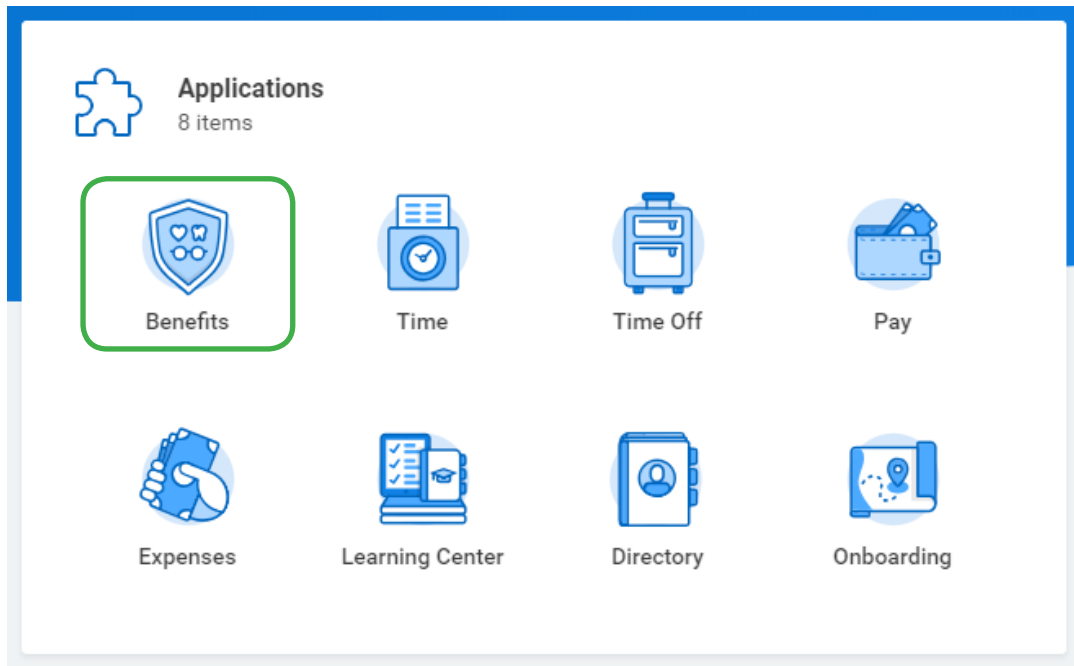
Don't Forget!

Remember to submit your dependent verification documentation to the Benefits Center if you added dependents to your coverage.

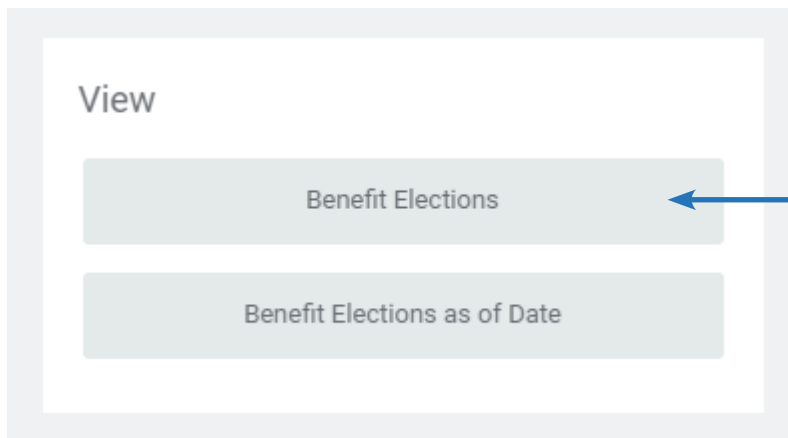
Also, if you elected life insurance, evidence of insurability (EOI) may be required.

Reviewing your elections after submission.

On your Workday homepage, click on the **Benefits Worklet**.



Then, click on **Benefit Elections** under **View**.



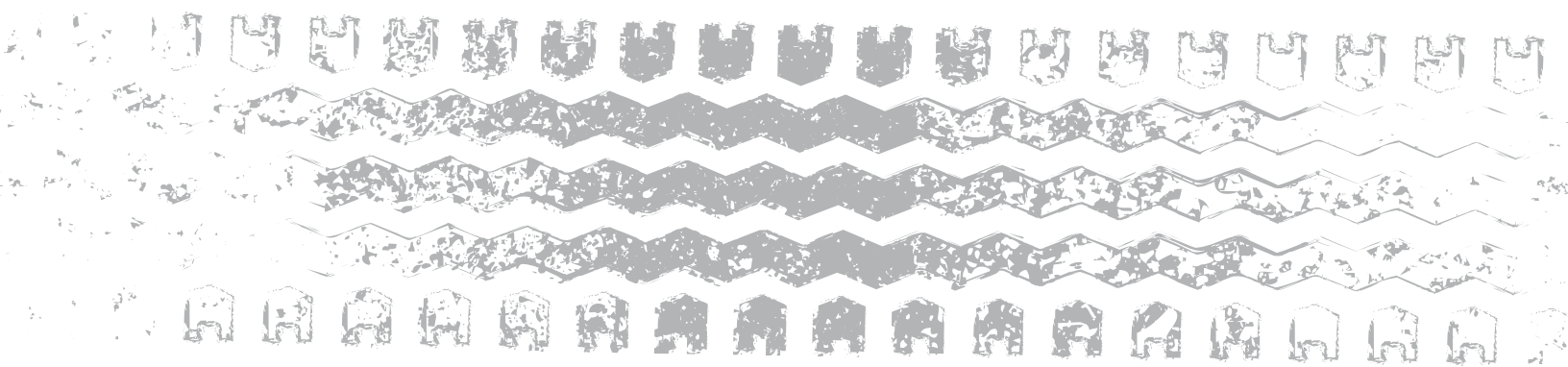
If you need to make changes to these elections before the deadline, contact the Benefits Center at 1-855-929-6236.

Benefits Center

<https://www.myworkday.com/wasteconnections>

1-855-929-6236

Monday through Friday, 7 a.m. to 7 p.m. Central time



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