Quick Reference Guide: BENEFITS

2027 Workday Benefits Open Enrollment Instructions

IMPORTANT – PLEASE READ: All employees must log in to Workday to review/update/submit enrollments during the open enrollment period. ***If no action is taken to log into Workday, your current benefit coverage will carry over into 2027 with the exception of Flexible Spending Accounts (FSA).***

Before completing your 2027 Open Enrollment elections in Workday, please visit Acadia's Benefit Information Portal, **acadiahealthbenefits.com** to review all plan options, cost for coverage, and other plan details so that you make informed decisions on your enrollments.

Log into Workday starting on Monday, November 16, 2026.

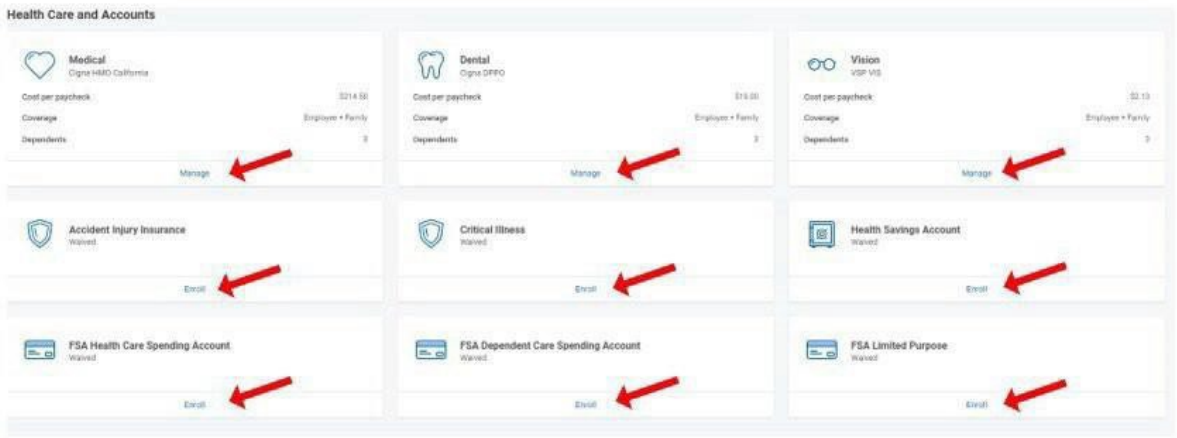
- Click on the Workday chicklet in Okta 

- Click on your Workday Inbox in the upper right corner of your screen 


- Click on the Open Enrollment Change Task when it appears on the right side of your screen
- Click on the orange "Let's Get Started" button

There are a total of 21 "Tiles" that you will need to click on in order to enroll in or waive coverage. In order to ensure that you review each tile, it is recommended that you start at the top left tile and then work your way to the right, repeating the process after each row much like reading sentences in a book.

Complete the **"Healthcare and Accounts"** section first. Workday has streamlined the process to help you manage your Benefits Enrollment. *Click on each tile to manage each specific type of coverage*.



You must click into each tile to review, update and confirm your elections.

After you have reviewed/updated an enrollment, you'll see "REVIEWED" above the coverage type. You should confirm that you see the blue "REVIEWED" notation above each tile before finalizing your 2027 elections.

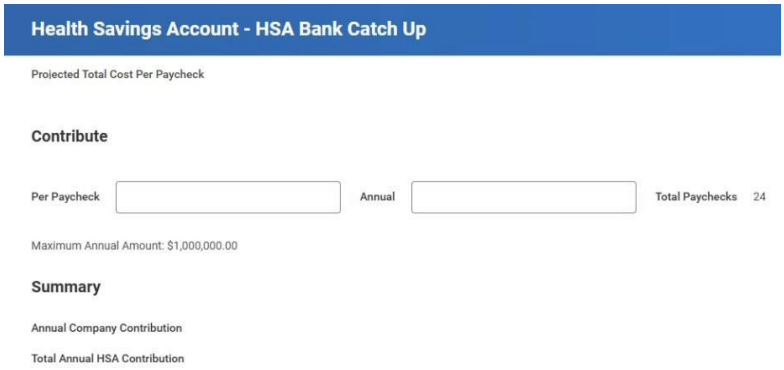


If enrolling in the **Choice Fund PPO with HSA (HDHP PPO) with HSA plan, please note:**

- You'll want to carefully review and update your contributions to your HSA account from your paychecks.
- *It is important for you to remember to include the total annual Acadia funding amount (up to $2,100 for Employee Only and up to $2,928 for Employee + 1 or more dependents) to determine you own contribution calculations to ensure you do not overcontribute from your paycheck toward your HSA Account*. Acadia funding may be reduced in order to not exceed the IRS maximum. Acadia will not knowingly over-fund HSA accounts.
- If you do not wish to make contributions from your paychecks, you must still click on the "Manage" button on the Health Savings Account tile to enter the contribution amount ($0.00). This is particularly important if you are a new enrollee to the Choice Fund PPO with HSA (CDHP PPO) with HSA plan, as you must elect to participate in an HSA account in order for an HSA account to be opened so that Acadia funding may be deposited. Click on "Select", and on the following screen enter $0.00 as the Per Paycheck contribution amount from your paychecks if you do not wish to contribute.

If you want to make contributions from your paycheck, click on the "Manage" link on the "Health Savings Account" tile. Next, click on "Select", and then enter the amount you want to contribute from your paycheck on the next screen.





FSA Health Care Spending Account:
If you wish to participate in an FSA account, click on the appropriate account type(s): FSA Health Care Spending Account, FSA Dependent Care Spending Account or FSA Limited Purpose(s). **Please note that FSA elections *do not* carry over from year-to-year, so if you want to contribute toward an FSA in 2027, you must enter your contribution amount for the new plan year**.

Please remember, *FSA elections cannot be changed for the entire plan year* unless you experience a qualifying life event. Also, FSA contributions are *"Use it or Lose It"*, so any funds not utilized and submitted to IGOE by the deadlines will be forfeited. Ensure you review the FSA information found on acadiahealthbenefits.com for full details.



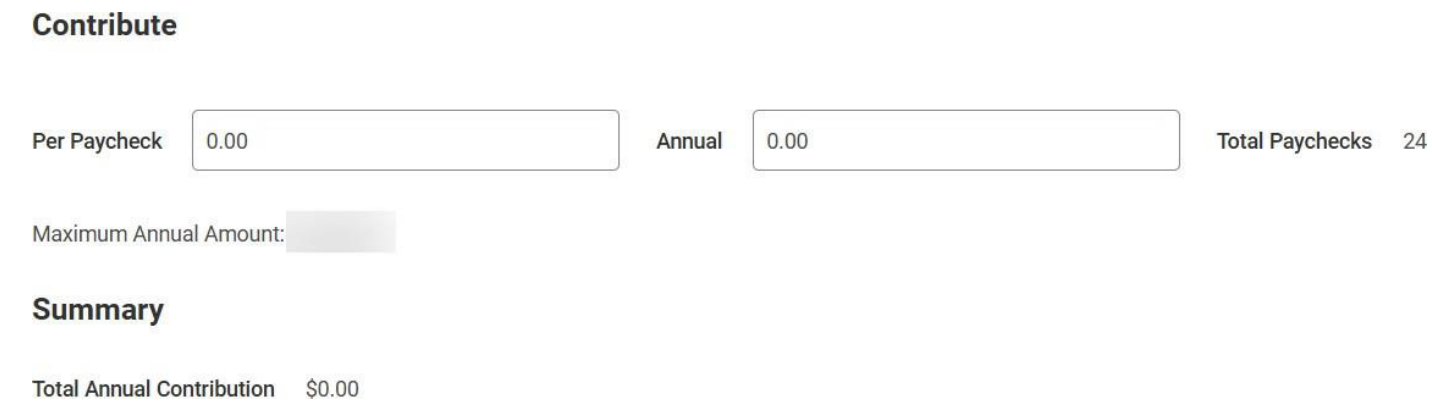
Click on each FSA tile and click on "Select" or "Waive" for each type of benefit.



If enrolling in an FSA, click on the "Select" button, and then click on "Confirm and Continue.



Next, enter either the Per Paycheck or Annual amount you wish to contribute for 2027.

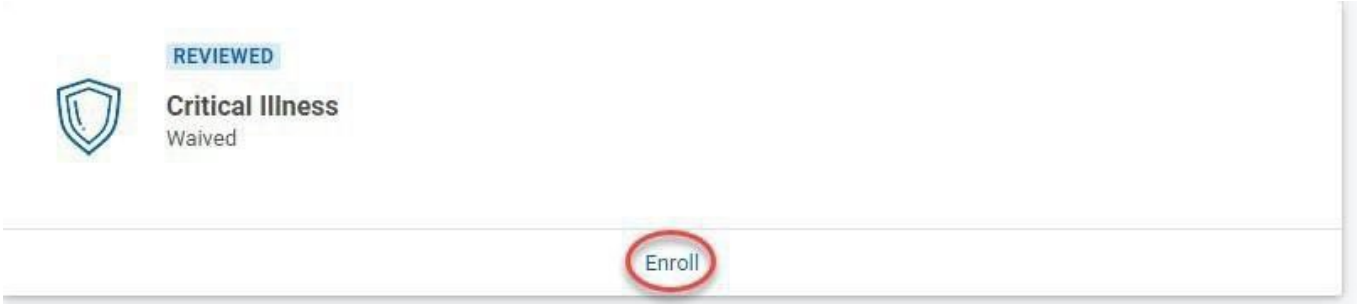


Click on "Save" when done entering FSA elections.



Critical Illness

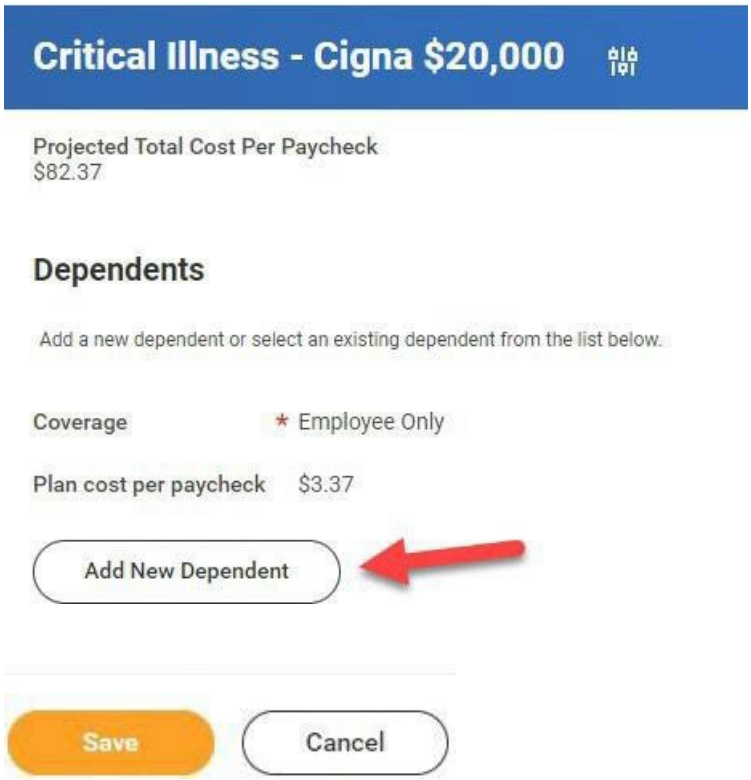
If you wish to participate in Critical Illness insurance, click on the Critical Illness tile.



You should click “Select” if you want to enroll, or “Waive” if you do not.



You may also enroll your spouse/domestic partner and/or your children in Critical Illness coverage if you elected coverage for yourself. If so, click on “Add New Dependent”. If you do not want to add a dependent, go straight to the “Save” button and click on it.



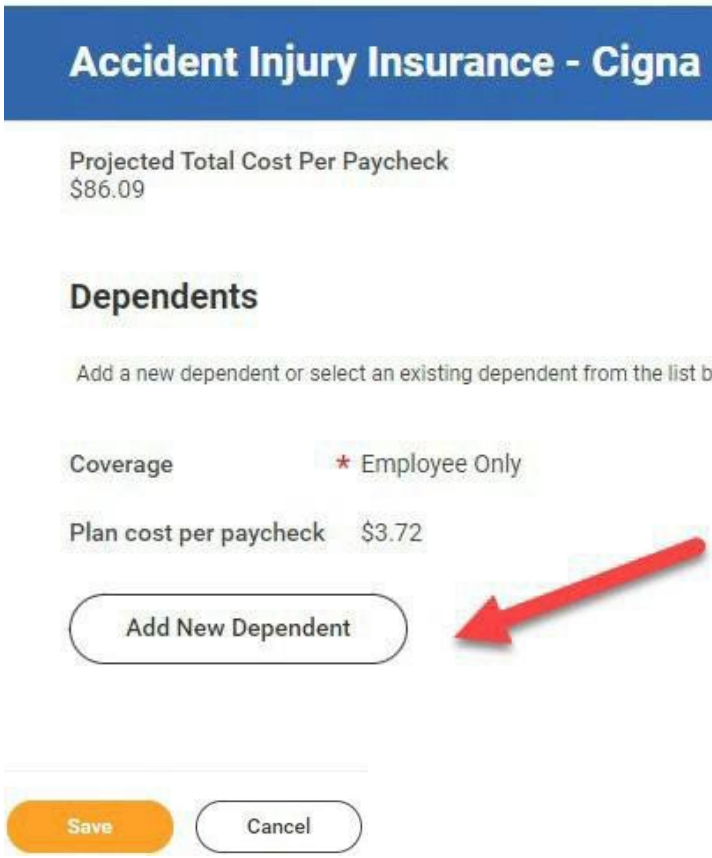
Accidental Injury Insurance
If you wish to participate in Accident Injury Insurance, click on the Accident Injury Insurance tile.



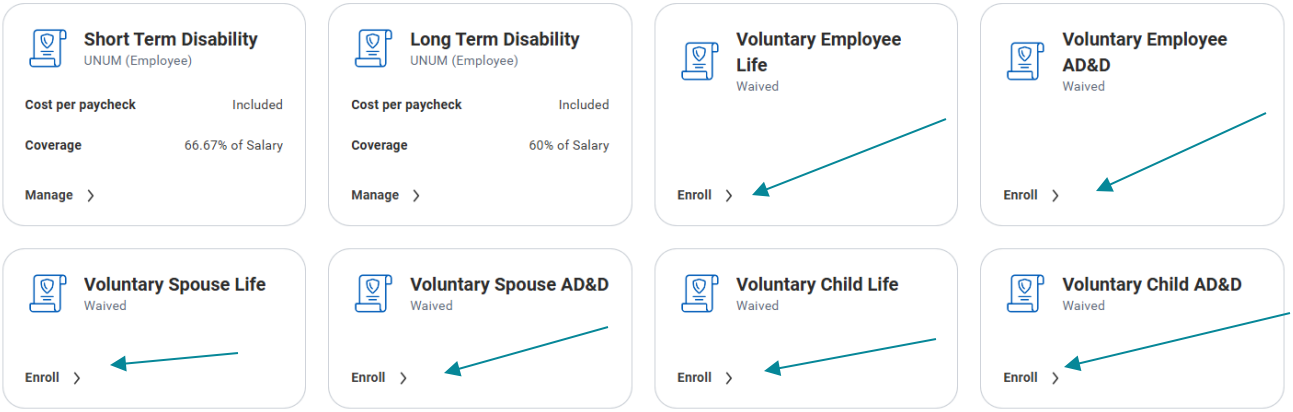
You will click "Select" if you want to enroll, or "Waive", if you do not.



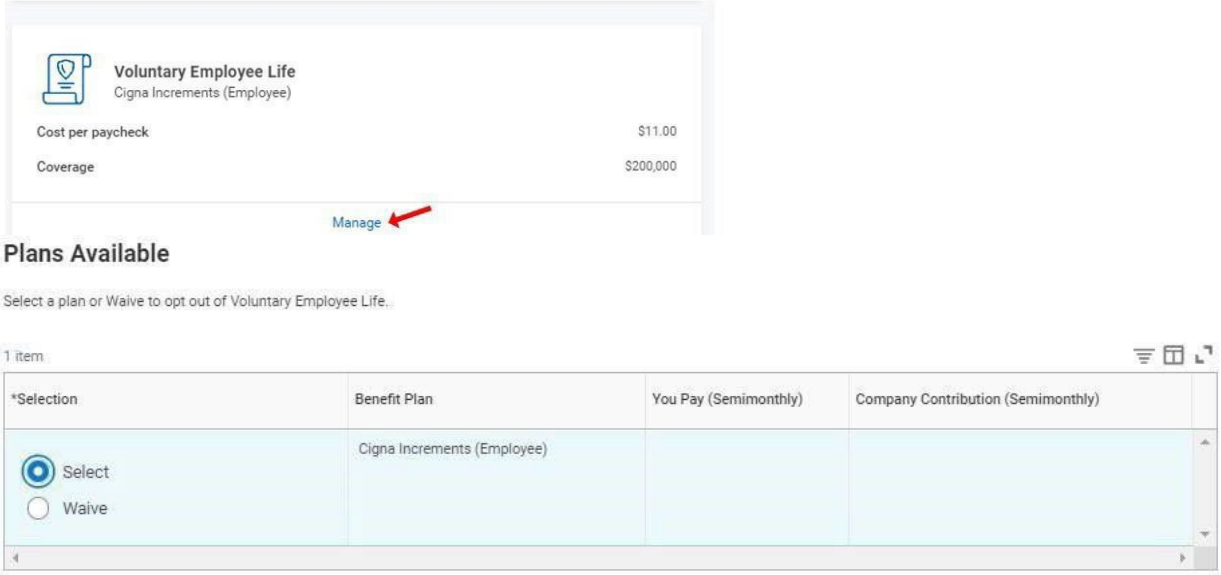
You may also enroll your spouse/domestic partner and/or your children in Accident Injury Insurance if you elected coverage for yourself. If so, click on "Add New Dependent". If you do not want to add a dependent, go straight to the "Save" button and click on it.



"Insurance" Section: This section follows the Healthcare and Accounts section. Click on each tile to manage each specific benefit type. It is important for you to click into each tile to review, update and confirm your elections.



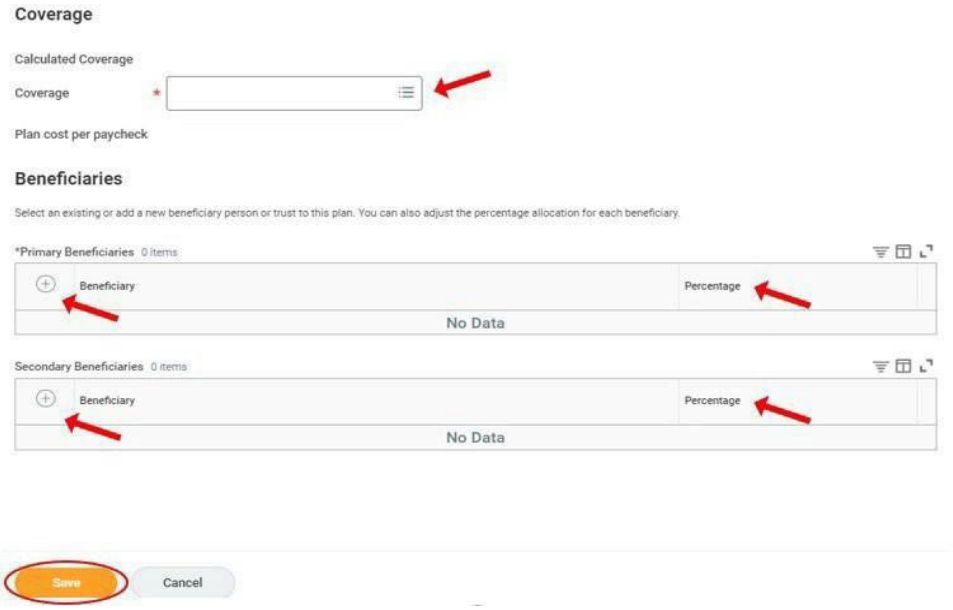
Review your current enrollments for Voluntary Life, Voluntary AD&D for yourself. You may also enroll your spouse/domestic partner and/or your children in Voluntary Life and AD&D coverages if you elected coverage for yourself. Please note coverage elected that exceeds the guaranteed issue will require an Evidence of Insurability (EOI). Maximum coverage for Voluntary Spouse Life coverage is limited to 100% of the employee coverage election, up to a max of $200k.



To enroll, click on “Select”, and then click on “Confirm and Continue”.



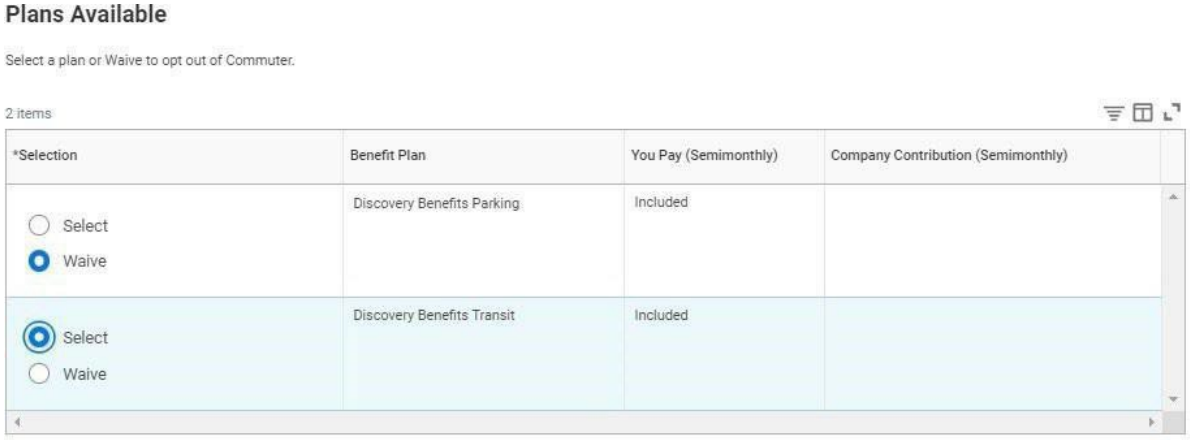
Click on the box next to “Coverage” to elect the desired coverage amount, available in increments of $5,000. If you elected Voluntary Life and/or Voluntary AD&D coverages, you will need to update your beneficiary information. Click on the “+” button to add a beneficiary. Select “Existing Beneficiary” if you wish to select an existing beneficiary, or, select “Add New Beneficiary or Trust” to enter a new beneficiary. Once done, click on “Save”.



"Additional Benefits" Section: This section follows the Insurance section. *Click on each tile to manage each specific benefit type.* Please ensure that you click on each tile to review, update and confirm your elections on each available option.



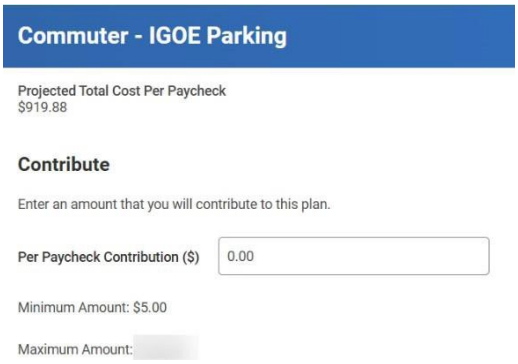
If you wish to participate in Commuter Parking and/or Commuter Transit Account, click on the "Enroll" button for the plan(s) you wish to enroll in. Please review and understand the rules and eligible expenses for Commuter Parking and Transit Accounts before enrolling in these plans by visiting the FSA page on acadiahealthbenefits.com.





If enrolling, click on “Select”, then click on “Confirm and Continue”.

Enter the Per Paycheck Contribution amount on the next screen.

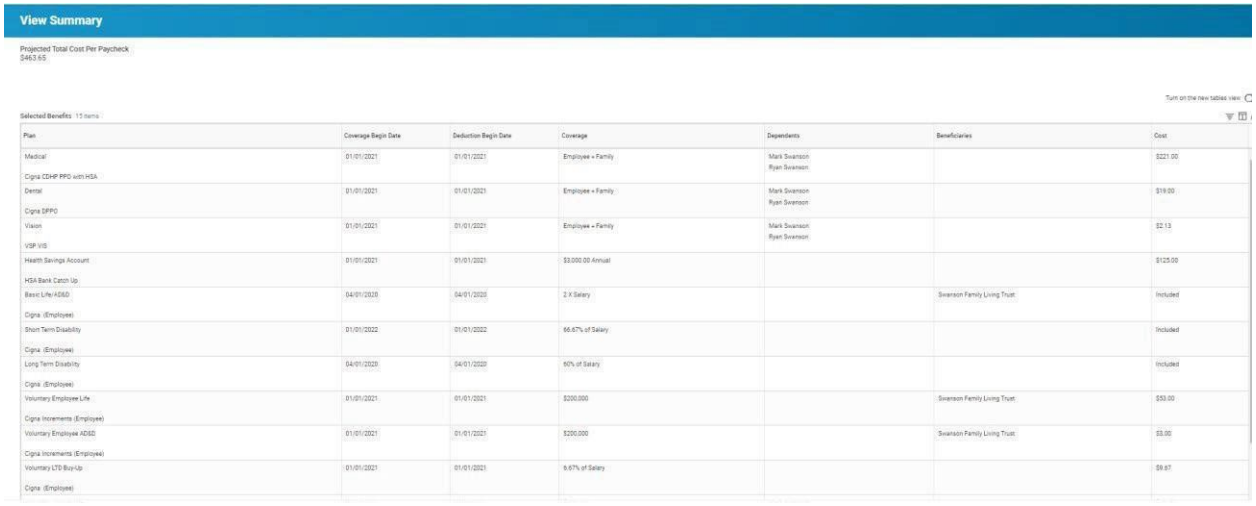


Once done updating contributions, click on “Save”.

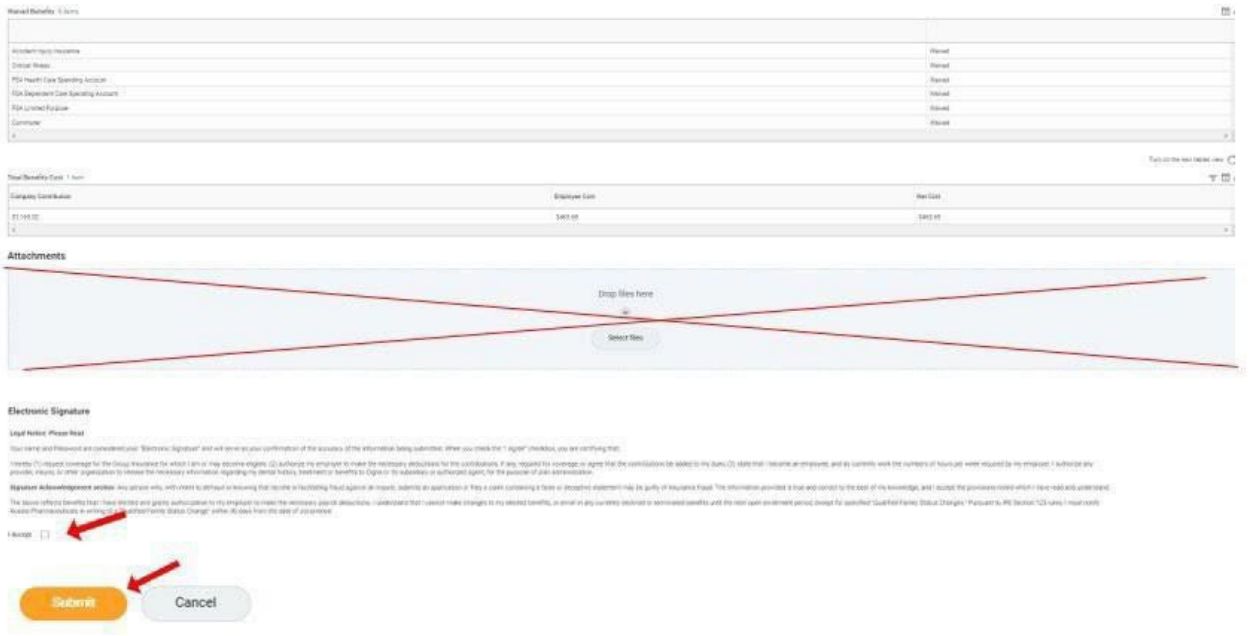


Final Steps: Carefully review your 2027 Benefit Elections on the summary page. If there are any issues with your elections, you will see alerts at the top of the summary screen. If needed, you can scroll to the bottom of the screen on the “Cancel” button and go back to make any corrections to your elections.

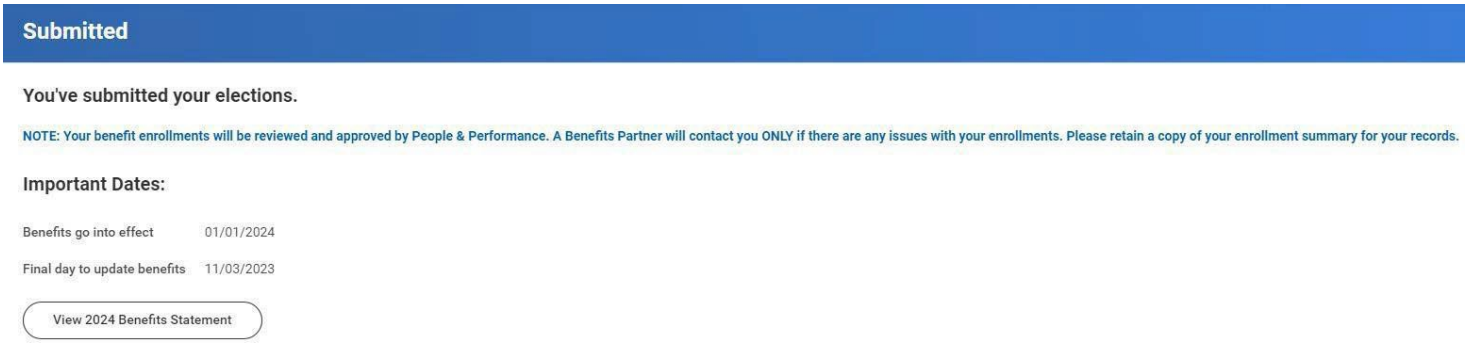
After reviewing the election summary, use the scroll bar on the right side of the screen to scroll to the bottom of the election summary to read the legal notice. After reading the notice, click on the “I agree” button, if appropriate.



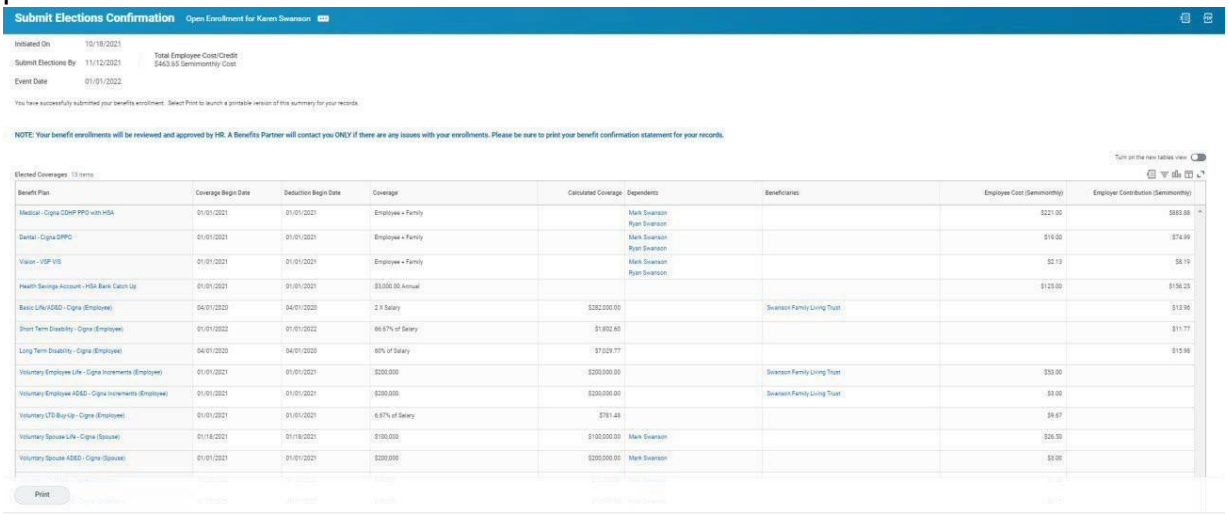
Be sure to click on the “Submit” button to finalize and submit your open enrollment elections.

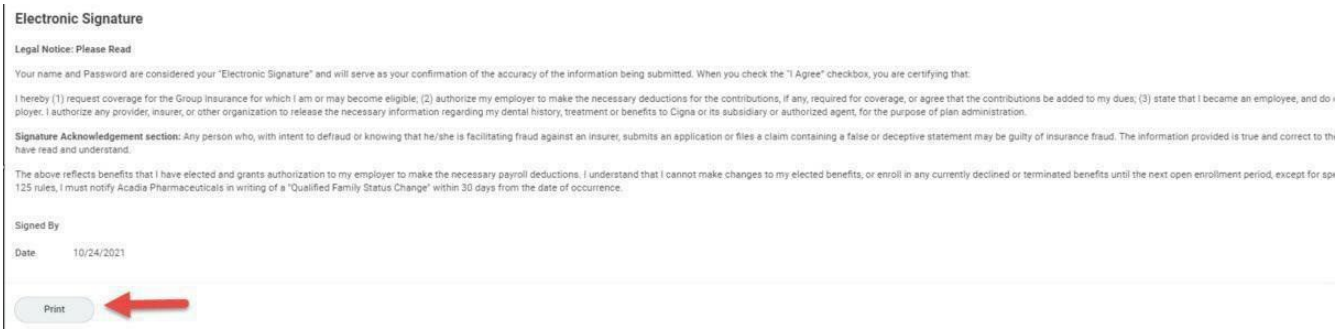


IMPORTANT: After clicking on the "Submit" button, the "Submitted" page will appear. Click on the "View 2027 Benefit Statement" button to review your election confirmation, the plans and per period cost of the plans you enrolled in, as well as a total cost per pay period for all coverages.



Be sure to print and/or save a PDF of your election summary as documentation for your 2027 enrollments. Scroll to the very bottom of the screen and click on the "Print" button to save and/or print.





If you submit you elections and later wish to make updates to your elections during the open enrollment period, please click on the Benefits app/icon on the Workday landing page, and click on the “Change Open Enrollment” button. No changes to elections will be permitted after the open enrollment period closes.

Congratulations—you have now completed your 2027 Open Enrollment benefit elections! Your elected coverage will begin on 01/01/2027.