Benefits: How to Enroll or Make Changes

Follow these steps to enroll in or make changes to your benefits during Open Enrollment.

1. Learn More About Our Plans

- **Review the Acadia benefits site:** On the benefits site you'll find information about each benefit, including access to important forms and documents.
- **Read the Benefit Guide and plan summaries:** The Benefit Guide and plan summaries are your first step toward understanding the valuable benefits available to you. Use the guide to compare plan options and evaluate costs.

2. Determine Your Needs

Be a smart health care consumer and ask yourself the following questions:

- **Who should I cover?** Evaluate your coverage options for all dependents who meet eligibility requirements.
- **How much did I spend on health care last year?** Consider your past expenses to help you plan for your future needs.
- **Will I need more health coverage next year?** Estimate the amount of health care you will require in the upcoming year.
- **Considering adding your domestic partner to your coverage?** Please review the domestic partner definition and imputed income information documents before making your elections.
- **Do I need additional Life or AD&D coverage?** Click here for rates and additional information.
- **Do I need to add or update my beneficiary information?** Though you can update beneficiary information at any time, the Open Enrollment period is a great time to review/update to ensure the information is up-to-date.

3. Enroll Online

Log in to Okta from your laptop to access the Workday chiclet. Once logged in to Workday, check your inbox for the task to complete your benefit enrollments. Enroll in or make changes to your benefits in Workday. Review the Quick Reference Guide for detailed instructions.

4. Confirm Your Elections

After updating your enrollments, review your confirmation summary to ensure your benefits and dependent information are correct. Make sure to check the acknowledgment box and click on the "Submit" button after scrolling to the bottom of the page. Print and/or save a PDF copy of your benefit election summary for your records. Remember, Open Enrollment is your opportunity to review and update your benefits for 2027. If you do not submit changes, your current elections will carry over automatically, with the exception of Flexible Spending Accounts (FSAs), which require a new election each year under IRS rules.