



City of Dallas

How to Complete Open Enrollment

Job Aid

How to Complete Open Enrollment

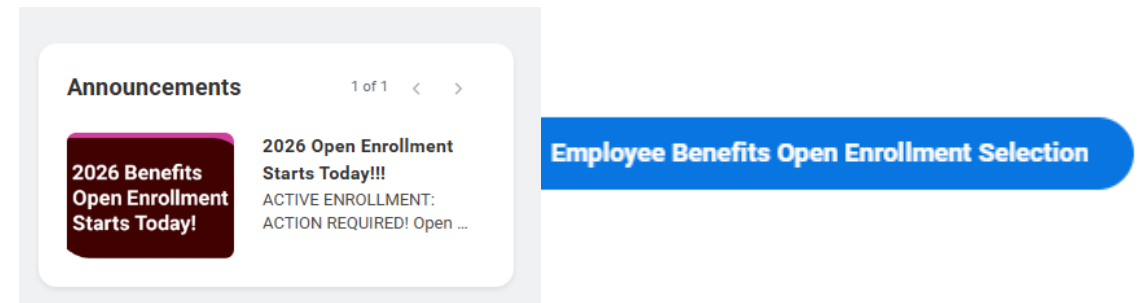
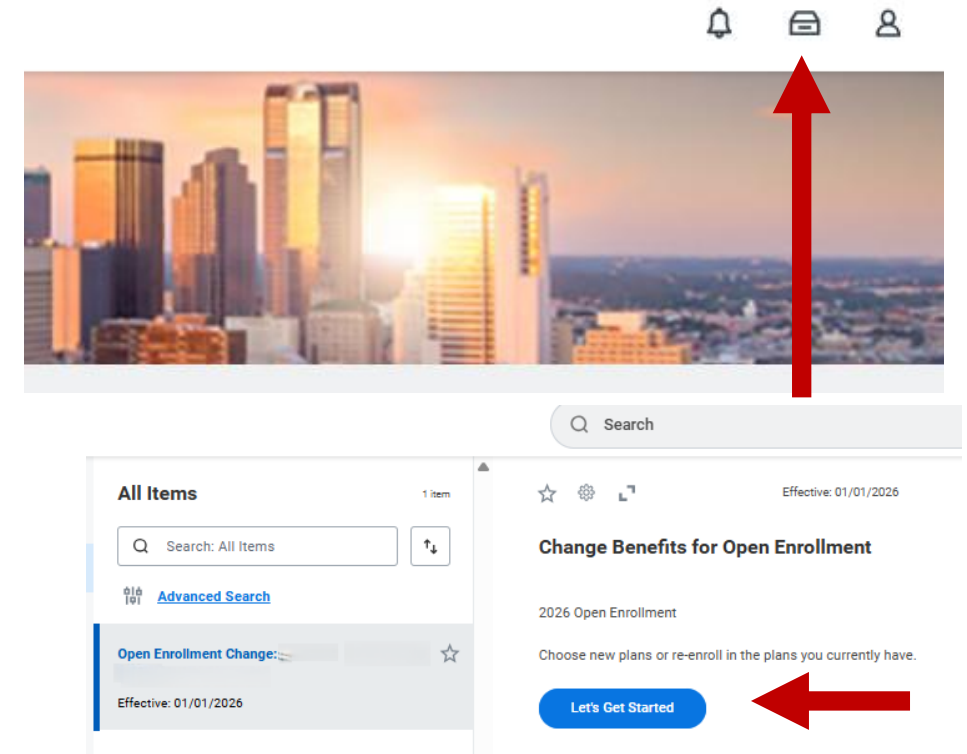


To enroll in benefits during Open Enrollment in Workday, follow these steps:

- 1. Log in to Workday:** Use your credentials to access your Workday account.
If you have issues logging in, contact the Help Desk at 214-670-1234.
- 2. Start Enrollment:** You will receive a task in your Workday inbox to enroll in benefits. Click on this task to begin.

OR

Click on the Announcement on the home page, then click on Employee Benefits Open Enrollment Selection link.



How to Complete Open Enrollment (cont)



1. **Review Benefit Options:** Carefully review the available benefit plans, including medical, dental, vision, life insurance, and other offerings.
2. **Make Selections:** Choose the benefit plans that best fit your needs. You can also add dependents and beneficiaries during this step.
3. **Beneficiaries:** Add/update your beneficiaries for your life insurance.
4. **Submit Enrollment:** After making your selections, review your choices and submit your enrollment. **Do not use “Save for Later function.” This does not save your elections.**

Review and Sign



I Accept ☒

Submit



Note: If you are adding dependents to your coverage, you must add (attach) any supporting documentation before you submit.

Remember, to complete your open enrollment benefit elections by September 26, 2025. Failure to complete your enrollment will result in no coverage for 2026.



View and Print Confirmation Statement



Once you have submitted your benefit elections, print your 2026 Benefits Statement for your records.

Submitted

You've submitted your elections.

Important Dates:

Benefits go into effect 01/01/2026

[View 2026 Benefits Statement](#)

