



# Workday Quick Reference Guide: Open Enrollment

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# Overview

Every year, you have the opportunity to change your benefits during Open Enrollment in the Fall (Oct/Nov). To make changes, you will use the specific **Open Enrollment task in your Workday inbox** that is launched for you on the first day of Open Enrollment. Changes made are effective **January 1st** of next year. For more details about open enrollment and benefit changes for next year please visit: [www.multco.us/openenrollment](http://www.multco.us/openenrollment)

## Benefit Office Contact Information

- **Email:** [employee.benefits@multco.us](mailto:employee.benefits@multco.us)
- **Phone number:** 503-988-3477
- **Fax number:** 503-988-6257
- **Office Address:** 501 SE Hawthorne Blvd, Portland OR 97214 3rd Floor, Suite 300
- **Office Hours:** Tuesday - Thursday, 7:30 am to 5:00 pm

## Benefits Data Visibility

**Only you and the Benefits Office staff can see your personal benefits information.** Benefits Office staff members maintain an extremely high level of confidentiality. Your manager and coworkers cannot see your selection of benefits plans, dependents, etc.

## What Can I Do During Open Enrollment?

1. Change your medical/dental plans.
2. Update your dependents:
  - Have you had family changes? Did you get married? Divorced? Need to add your child to dental?
  - You must verify that *only* qualifying dependents are listed on your benefit plans: spouse, domestic partner, children, etc.
  - **Ineligible dependents need to be removed as soon as they become ineligible; you do not need to wait for open enrollment.** Contact us for directions ([employee.benefits@multco.us](mailto:employee.benefits@multco.us)). If ineligible dependents aren't removed in a timely manner, you may be required to reimburse any expenses incurred while the dependent was ineligible.
3. Enroll in a tax-saving Flexible Spending Account for the next year:
  - MERP for medical expenses
  - DCAP for child and elder care expenses
  - TRP for transit and parking expenses.
4. Enroll/increase your Supplemental Life Insurance (You can also do this anytime during the year).

# Open Enrollment Journey (optional guide)

[Skip this section](#) if you do not want to use the Journey.

## **About the Journey:**

You'll find an Open Enrollment **Journey** on your [Workday homepage](#) under Awaiting Your Action, or in [Notifications](#) to give you helpful tips and resources for Open Enrollment.

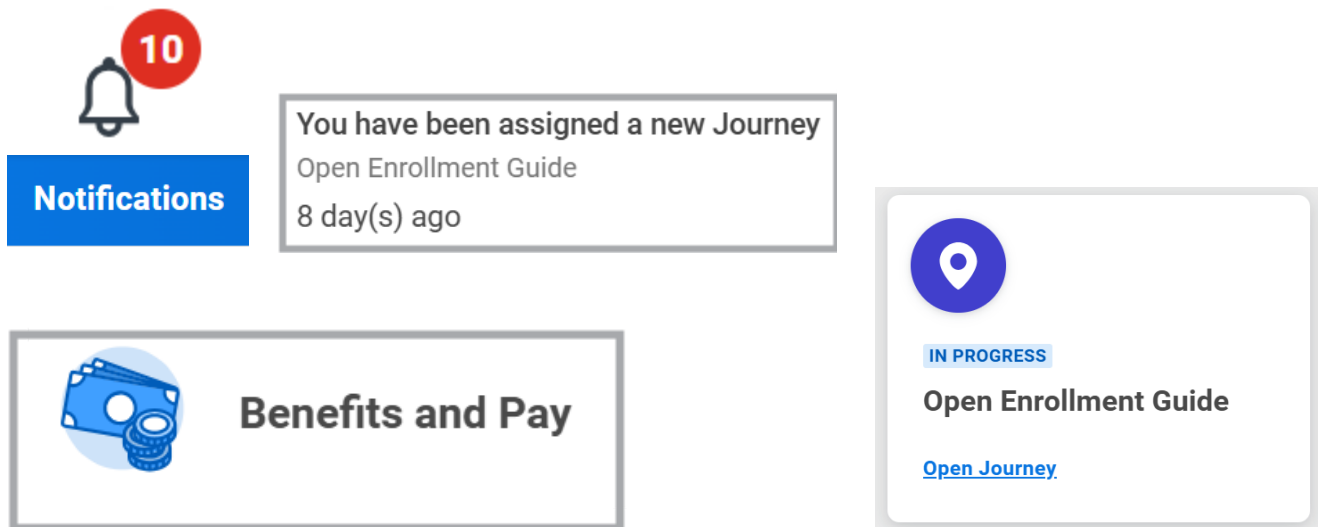
**The Open Enrollment Journey is only a guide and completing it does not complete your open enrollment task.** If you would like to access your Open Enrollment task directly, you can click on the Open Enrollment Benefit task through any of the steps below:

- Through your [Workday homepage](#) under Awaiting Your Action,
- in your [Workday Inbox](#), or
- in the [Benefits and Pay Hub](#) in Workday.

The Journey navigates you through everything you need to know about Open Enrollment and includes helpful resources and benefit information, as well as step-by-step guidance.

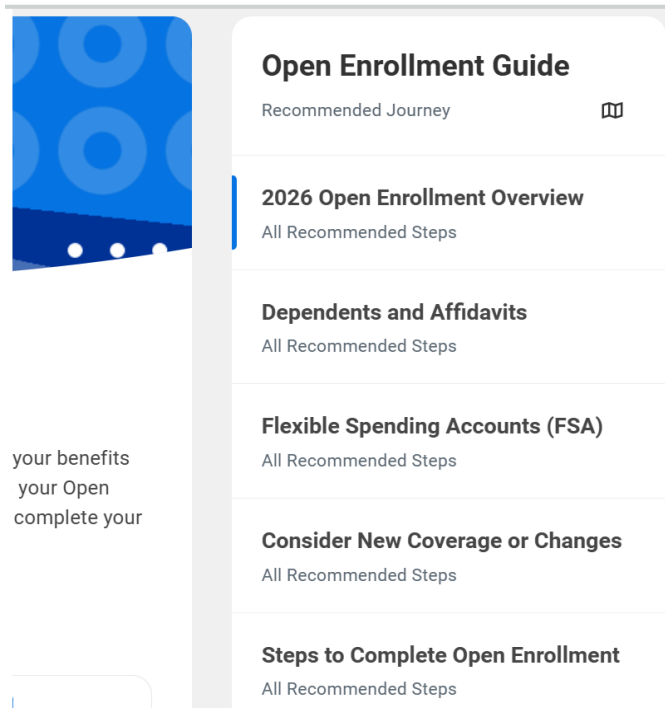
## **Using the Journey (Guide):**

1. To start your Open Enrollment Journey, go into [Workday](#) and look under Awaiting Your Action, or click on your [Notifications Tab](#), and click on the **Open Enrollment Guide**. This will take you to the Journey, "Open Enrollment Guide."

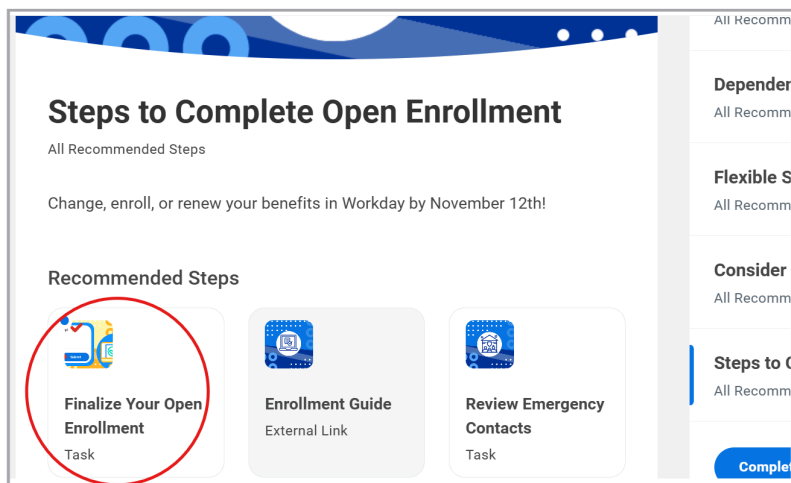


- Click on the various tabs in the navigation menu on the right side of the Open Enrollment Journey to view helpful resources and information, along with links to the [Opt Out Affidavit](#) and the [Affidavit of Marriage/Domestic Partnership](#) (if needed).

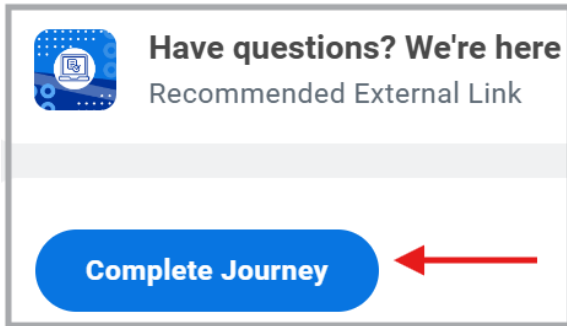
**Note: Adding a domestic partner to your coverage has significant cost impacts!** Find out more: [Domestic Partners & Your Benefits](#).



- When you are ready to access your Open Enrollment Task through the Open Enrollment Journey, click on the final recommended step of the Open Enrollment Journey sidebar titled “Steps to Complete Open Enrollment.” In this section, there is a “Finalize Your Open Enrollment” square that you will click on. Then click on the “**Open Task**” link to enter your Open Enrollment task where you can make your benefit changes for 2026.



4. **Clicking on “Complete Journey” does not submit your Open Enrollment, because they are two separate tasks!** But it will remove it from your Workday inbox. If you don’t complete your Journey, it will be removed once Open Enrollment ends.



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## Completing Open Enrollment



Open enrollment is your once-a-year opportunity, *outside of new hire and qualifying mid-year life events*, to make changes to your benefit plans and enrolled dependents.

Explore [www.multco.us/openenrollment](http://www.multco.us/openenrollment) to review plan costs and comparison and to find out what’s changing for next year.

### Review Your Benefits

Review your benefits anytime in your [Workday Benefits & Pay application](#).



**Benefits and Pay**

While you aren’t required to submit your Open Enrollment (unless you want to re-enroll in FSA plans), it is still important to go into your Workday Open Enrollment task to verify that your benefits and dependents for next year are correct. If you see something wrong, let the Benefits Office know right away.

If you don’t make any changes, your current health plans and dependents will continue into the next year **(except FSAs as re-enrollment is required every year)** - OR - if the County changes vendors, you will be moved into the new corresponding plan.

**Note:** If you have a child who will be turning 26 in 2026, you may remove them during open enrollment if you would like to, However, they are eligible to remain on your coverage until the end of the month of their 26th birthday. Once they turn 26, they will be removed by an automatic Workday process at that time.

## Open Enrollment Overview

1. To start, go into [Workday](#) anytime during the Open Enrollment period.
2. Access your Open Enrollment task on the [Workday homepage](#) under **Awaiting Your Action:**

### Awaiting Your Action



#### Open Enrollment Change:

My Tasks - 23 hour(s) ago

Or, through your [Workday Inbox](#) & click **Let's Get Started**:



Effective: 01/01/2026

## Change Benefits for Open Enrollment



Open Enrollment

Choose new plans or re-enroll in the plans you currently have.

[Let's Get Started](#)

Additionally, you can go through the [Benefits and Pay Hub](#) in Workday. Click **Enroll**, then click the **Let's Get Started** button.



### Needs Attention

**NOT STARTED**

#### Benefit Event: Open Enrollment

Submit elections

**Enroll**

**NOTE:** The Open Enrollment Overview page displays all of your eligible benefit plans as of January 1st. The top right hand corner of the Open Enrollment has the **Projected Total Cost Per Paycheck**. This is the total cost of **all plans** you are enrolled in for January 1st and will update with each additional plan you change.

**Projected Total Cost Per Paycheck**  
\$141.20

**Projected Total Credits**  
\$0.00

**TIP:** Depending on your screen size, the Open Enrollment Overview page will look a little different and you may need to scroll right or scroll down to see all of your benefit plans. We also recommend completing your Open Enrollment task on a computer for the best experience.


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# Health Plans and Accounts

## Medical/Dental Plans

- To change your Medical or Dental plan, including adding or removing dependents from coverage, or to opt out of medical coverage, select **Manage**.

### Health Care and Accounts



**Medical**  
Moda PPO 400 - FT


**Cost per paycheck** \$117.58

**Coverage** Employee + 2 or more (Legal Spous...

**Dependents** 2

---

[Manage](#)



**Dental**  
Kaiser Permanente DHMO 15 Dental - FT

**Cost per paycheck** \$6.12

**Coverage** Employee + 1 (Legal Spouse or Child)

**Dependents** 1

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[Manage](#)

- After clicking Manage, you will see the **“Plans Available”** screen which will have the plans you are eligible to enroll in. Check the County’s [Open Enrollment site](#) if you want to learn about the costs and differences between plans. Select which plan you would like to change to, or ensure **“Select”** is indicated for the plan you wish to continue next year.

### Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee + 2 or more (Legal Spouse and/or Child(ren)). If Employee + 2 or more (Legal Spouse and/or Child(ren)) coverage isn't available, it assumes Employee Only coverage.

5 items



Benefit Plan	*Selection	You Pay (Semimonthly)	Company Contribution (Semimonthly)
Kaiser Permanente HMO 10/20 - FT	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$70.54	\$1,340.36
Moda PPO 400 - FT	<input checked="" type="radio"/> Select	\$117.58	\$1,450.30

There are also enrollment instructions and additional plan information on the right side of the screen to help you through enrollment.

**NOTE:** You may choose different vendors for medical and dental plans. **Vision coverage is included in your medical plan, with the exception of the Moda Major Plan, which has no vision coverage.**

## ✓ Health Care Instructions

### General Instructions

**Open Enrollment is the time to make benefit changes for next year!**

#### Choose Your Medical and Dental Plans:

- Take a close look at your [medical and dental plan options and costs](#)
- You can choose different providers for medical and dental coverage
- Change plans, or opt out if you wish to do so.

#### How to Opt Out of a County Medical Plan:

- You must have other qualifying coverage and fill out the [Opt-Out Affidavit](#) annually, and;

#### Opting Out of County Medical Coverage

If you are enrolled on other qualifying health coverage and you are not enrolling in County medical coverage (Opting Out), please select one of the Multnomah County OptOut plans, as this will set up your opt out credit with payroll.

- **ACA Integrated** OptOut Plan = coverage under another group plan (employer-sponsored or union-sponsored)
- **ACA non** Integrated Opt Out Plan = TriCare, VA coverage, Medicare, Medicaid (such as OHP or Apple Health).
- Individual coverage purchased on the Marketplace is not qualifying coverage.
- You may Opt Out of medical coverage and still enroll in dental coverage.
- More information: [Opting Out of County Medical Coverage](#)
- [Affidavit to Opt Out of County Medical Coverage](#)

**If you select to “Waive” your medical plan, you will receive an error and will be unable to submit your open enrollment task until you select an OptOut plan.**

## Opt Out Plan Selection

Multnomah County ACA Integrated Opt-outPlan	<input checked="" type="radio"/> Select <input type="radio"/> Waive
Multnomah County Non ACA Integrated Opt-outPlan	<input type="radio"/> Select <input checked="" type="radio"/> Waive

- Once you have selected your medical plan or opt out option, click **Confirm and Continue**. You will be able to add or remove dependents and see updated costs in the next step.

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## Dependents

- On the dependents screen you can add any qualifying dependents or remove dependents.

**Note:** You **must** remove any ex-spouses, ex-domestic partners, and any of their children, who no longer qualify for coverage as your dependent. In addition, please submit the [Dissolution of Marriage or Domestic Partnership](#) form.

### Medical - Moda PPO 400 - FT

Projected Total Cost Per Paycheck  
\$141.20

Projected Total Credits  
\$0.00

## Dependents

Add a new dependent or select an existing dependent from the list below.


Coverage





\*  Employee + 2 or more  
(Legal Spouse and/or  
Child(ren)

Plan cost per paycheck \$117.58

Add New Dependent

2. To add a Dependent that is not listed, click **Add New Dependent**
3. If you will be using this dependent as a beneficiary for your life insurance plan/s, also check the **Use As Beneficiary** box. Then click **OK**. (Note: In addition to selecting the box, you will also need to assign this dependent as a beneficiary to your basic life insurance and/or to your supplemental life insurance in a later step).
4. Enter all required \* information for your dependent, **including their social security or other ID numbers** (this required for health plan enrollment).

**Add My Dependent From Enrollment** 

<b>Name</b>  Country * <input type="text" value="United States of America"/>   Prefix <input type="text"/>  First Name * <input type="text"/>  Middle Name <input type="text"/>  Last Name * <input type="text"/>	<b>Personal Information</b>  Relationship * <input type="text" value="Spouse"/>   Date of Birth <input type="text" value="11/20/1982"/>   Age 41 years, 11 months, 9 days  Sex (Reporting Purposes) <input type="text" value="Male"/>   Disabled <input type="checkbox"/>
--	--

To add SSN or National ID, click on **Add** on the Add My Dependent screen.

### National IDs

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

5. Click **Save** when you have completed all required fields.

6. Select the appropriate **Coverage** level based on the selected dependents.

Coverage \*  Employee + 2 or more (Legal Spouse and/or Child(ren))

Plan cost per paycheck

Add New Dependent

2 items

Select	Dependent
<input checked="" type="radio"/>	Employee + 2 or more (Legal Spouse and/or Child(ren))

7. Double-check that any dependents you want covered for next year are selected, and any dependents that you are removing or have become ineligible are NOT selected.
8. Click **Save** when you are done editing dependents.

## Flexible Spending Accounts (FSAs)

### [MERP, DCAP, TRP-Parking and TRP-Transit](#)

**Current year FSA enrollment (if applicable) does NOT carry over from year-to-year. You must re-enroll every year if you would like to continue having an FSA plan.**

Note: Flexible spending accounts will be administered by **BenefitHelp Solutions** starting 1/1/26.

1. Click **Enroll** to enroll in the FSA you want to have next year. You will also choose your annual goal amount that you want to contribute. **Choose your annual goal carefully and consider if the plan allows for rollover or mid-year changes!**



### MERP - Medical FSA

Waived

[Enroll](#)

- Click the radio button next to **Select** to enroll. On the right side of the Plans Available screen you will find additional plan information and enrollment instruction text.

Select a plan or Waive to opt out of MERP - Medical FSA

1 item

Benefit Plan	*Selection	You Con (Se
BenefitHelp Solutions	<input checked="" type="radio"/> Select <input type="radio"/> Waive	

- Then, click **Confirm and Continue** to advance to the **Contribute** step.
- On the **Contribute** screen you will choose your annual goal amount by entering your contribution as an annual **or** per-paycheck amount. When you fill one field, use **Tab** and the other field will calculate automatically.

**Note:** For **MERP**, the entire amount you select to contribute will be available for use on January 1st. You will then pay for it in equal amounts from your paycheck through the end of the plan year. For **DCAP** and **TRP** accounts, your funds will become available **after** each paycheck contribution.

### MERP - Medical FSA - BenefitHelp Solutions

Projected Total Cost Per Paycheck  
\$247.35

Projected Total Credits  
\$0.00

#### Contribute

Per Paycheck  Annual

Total Paychecks 24


Minimum Annual Amount: \$240.00

Maximum Annual Amount: \$3,300.00

#### Summary

Total Annual Contribution \$3,400.00

- Click **Save** when you are done with your election and contributions.
- If you are enrolling in DCAP, follow the same steps as for MERP.




**DCAP - Dependent Care FSA**  
Waived

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[Enroll](#)


- For TRP, there is a **Parking** and a **Transit** plan, make sure you pick the right one! TRP-Parking reimburses for eligible parking expenses (such as street parking or parking garages - *with the exception of the Multnomah Building Garage, located at 501 SE Clay*). TRP-Transit reimburses transit expenses. Check out the transportation FSA [plan information](#) for more details.



**TRP - Transit FSA**  
Waived

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[Enroll](#)



**TRP - Parking FSA**  
Waived


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[Enroll](#)

## Optional Plans (Plans you can enroll in and pay for)

### Supplemental Life Insurance - Enroll, Waive, Change Amount

- To enroll in, cancel/waive, or change your coverage amount, click **Enroll** or **Manage** on the tile for Supplemental Life and/or Supplemental Spouse Life or Supplemental Domestic Partner Life.




**REVIEWED**  
**Supplemental Life**  
The Standard (Employee)

Cost per paycheck	\$17.00
Coverage	\$200,000

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[Manage](#)



**Supplemental Spouse Life**  
Waived

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[Enroll](#)



**Supplemental Domestic Partner Life**  
Waived

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[Enroll](#)

2. Click the **Select** radio button on the plan to enroll. Click **Waive** on the plan to cancel. Click **Confirm and Continue** to change your coverage amount.
3. Choose the amount of Supplemental life insurance you want to enroll in by clicking on **Coverage** and selecting an amount. When you select an amount (increments of \$10,000 with a maximum of \$500,000). When you select a coverage amount, the Plan cost per paycheck will update so you can see how much that amount of coverage will cost you.

Calculated Coverage	\$50,000.00
Coverage	* <input type="text" value="x \$50,000"/>
Plan cost per paycheck	\$4.25

After selecting, a message will display letting you know if you need to submit an additional medical form (Evidence of Insurability (EOI) to The Standard insurance company so they can review your request. You will receive an email from The Standard **after** open enrollment closes with the link with this questionnaire.

4. If applicable, follow these same steps to enroll, waive, or update Supplemental Spouse Life or Supplemental Domestic Partner Life.

 <b>REVIEWED</b> <b>Supplemental Spouse Life</b> The Standard (Spouse)	 <b>Supplemental Domestic Partner Life</b> Waived
<b>Cost per paycheck</b> \$7.50	
<b>Coverage</b> \$150,000	
<a href="#">Manage</a>	<a href="#">Enroll</a>

5. Click **Save**.
-

## Assigning Beneficiaries (Basic and Supplemental Life)

You can add beneficiaries to your Basic and Supplemental Life plans at any time, including during Open Enrollment. If you are applying for new supplemental life coverage for a spouse/domestic partner who is not enrolled on your medical/dental plans, you will also need to submit the [Affidavit of Marriage or Domestic Partnership](#).


**NOTE:** Basic Life is a County-paid plan. You are automatically enrolled and cannot waive this plan but you can Manage this plan and assign beneficiaries.

Spouse/Domestic Partner Supplemental Life policies will have you as the assigned beneficiary and this cannot be changed. If you have AD&D coverage, these beneficiaries are set by law and are not assigned by you. VOYA and PERS beneficiaries are set by you outside of Workday.

**More information:** [Beneficiary Resource Guide](#)

### Steps to Assign Beneficiaries:


1. To review or assign beneficiaries to your Basic Life and/or Supplemental life insurance plan, click **Manage** on the plan you want to update. If you have both basic and supplemental policies, you will need to assign beneficiaries to each plan.  
**Insurance**



**REVIEWED**  
**Basic Life**  
The Standard 1x Salary <250K  
(Employee)

Cost per paycheck	Included
Coverage	1 X Salary

[Manage](#)



**Supplemental Life**  
The Standard (Employee)

Cost per paycheck	\$10.00
Coverage	\$200,000

[Manage](#)

2. Click **Confirm and Continue** to advance to the **Coverage and Beneficiaries** screen.

- If you have already added beneficiaries, they will appear here. You can make adjustments to percentage amounts, add new, and remove existing beneficiaries using this screen.

**Basic Life - The Standard 1x Salary <250K (Employee)**

**Coverage**  
 Coverage 1 X Salary  
 Calculated Coverage  
 Plan cost per paycheck Included

**Beneficiaries**  
 Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 2 items

+	Beneficiary	Percentage
-	<input type="text" value="x"/> ...	50
-	<input type="text" value="x"/> ...	50

Secondary Beneficiaries 0 items

+	Beneficiary	Percentage
No Data		

- To assign a Beneficiary, click on the + **button** under Primary Beneficiaries.

Primary Beneficiaries 0 items

- Then click the menu button to display drop down options. You may have Existing Beneficiary Persons if you have dependents. If not, select **Add New Beneficiary**

Search ☰

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Existing Beneficiary Persons >

Existing Trusts >

Add New Beneficiary or Trust

6. Select **Add New Beneficiary** or **Add New Trust**. Click **Continue**.

## Add New Beneficiary or Trust

Actions

A beneficiary is the person or entity you name in a life insurance policy to receive this benefit. A trust is an arrangement that allows a third party, or trustee, to hold assets on behalf of a beneficiary or beneficiaries.

Would you like to add a new beneficiary or trust?

- Add New Beneficiary  
 Add New Trust

Continue

Cancel

7. Enter all new Beneficiary or Trust information, completing all the required fields. Click **OK**.

## Add New Beneficiary or Trust

Relationship

\*

Use as Beneficiary



Date of Birth

MM/DD/YYYY



Age

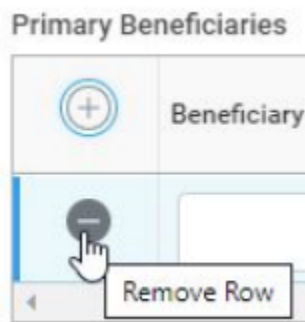
(empty)

Sex (Reporting Purposes)

8. Assign a Percentage to the new Beneficiary. **TIP:** the percentages have to add up to 100.

Percentage
75
25

9. To remove a Beneficiary, click on the - (minus) button under Beneficiaries




10. Click **Save**
- 

## Optional Short Term Disability

Short-term disability coverage is either paid for by the County, or is paid for by the employee (Optional). Whether it is County- or employee-paid is determined by employee group/bargaining union. Also this coverage is only available for full-time staff in those groups. More information and plan documents: [Disability Insurances](#).

1. Click **Enroll** on Optional Short Term Disability. If you are already enrolled in the plan and would like to view or end coverage, Select **Manage**.



### Optional Short Term Disability

The Standard Class 12  
(Employee)

Cost per paycheck	\$1.56
Coverage	60% of Salary

[Manage](#)

2. **Select** the plan (or **Waive** if canceling coverage). Find more details on the [Optional Short Term Disability page](#).

**NOTE:** Depending on salary, some employees may see two coverages to choose from. Optional Short-Term Disability **Classes 8-11** provide partial salary replacement of ~60% of weekly salary, up to \$700 maximum per week. **Class 12** of optional short-term disability increases your maximum weekly benefit up to \$1,500 maximum per week.

3. Click **Save**.

Benefit Plan	*Selection	You Pay (Semimonthly)	Company
The Standard Class 11 (Employee)	<input type="radio"/> Select <input checked="" type="radio"/> Waive		
The Standard Class 12 (Employee)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$1.56	

## Optional Long Term Care Insurance (LTC)

*\* LTC is only available for Local 88, Physicians, Pharmacists, Dentists, MCCDA, ONA, and non-represented employee groups.*

You cannot enroll in or make changes to Long Term Care coverage through your open enrollment event.

Enrollment in LTC is not available in Workday. If you are interested in long term care insurance, or want to make a change to your existing coverage, please email [employee.benefits@multco.us](mailto:employee.benefits@multco.us).

**More information:** [Optional Long Term Care](#)

# Additional Benefits

(County-Paid and provided at no cost to you)

**EAP, TriMet, Travel Assistance, Long-Term Disability,** and (for some groups) **Short-Term Disability and AD&D**

If a plan's only option is "View" and the cost per paycheck is "Included," then the **County** is paying for this plan for you. You are automatically enrolled and there are no changes you can make to the plan. However, you can click View to see information about the plan. **NOTE:** AD&D coverage is only available for specific bargaining units.

**NOTE:** If you need a TriMet Hop Fastpass, please submit the [TriMet Hop Fastpass Agreement Webform](#). If you have had a pass previously, this page will direct you to the *Replacement* webform instead.

## TriMet



### TriMet Pass

Trimet

Cost per paycheck

Included

[View](#)

## Employee Assistance Program (EAP)

**More information:** [Employee Assistance Program](#). Contact [wellness.program@multco.us](mailto:wellness.program@multco.us) with questions.



REVIEWED

### EAP

Compsych

Cost per paycheck


Included

[View](#)

## Travel Assistance through The Standard

The County provides a travel assistance program to employees and eligible members of their household. The service is provided through The Standard. This program can help with services while traveling 100 or more miles from home.

**More information:** [Travel Assistance](#)



### Travel Assistance

The Standard

Cost per paycheck	Included
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[View](#)

## Basic Life Insurance

The coverage amount of Basic Life insurance is based on your employee group.

Select **Manage** to assign beneficiaries.



### Basic Life

The Standard  
(Employee)

Cost per paycheck	Included
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Coverage

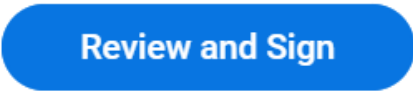
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[Manage](#)



# Review and Sign!

1. Once you've completed making all your changes, click **Review and Sign**.



2. You will now be on a **REVIEW** page which shows a summary of your selections. Carefully review all selected benefits, coverage, and costs. **You may have to scroll down to see the "I Accept" checkbox and the Submit button.** If you click to submit without checking the box, you will receive an error message.

## View Summary

Projected Total Cost Per Paycheck \$160.25      Projected Total Credits \$0.00

Before finalizing your benefit changes, take a moment to review everything carefully:

1. **Verify Your Plans:** Ensure that all selected plans are correct.
2. **Dependents:** Please verify that all enrolled dependents are currently eligible and enrolled in the plans where you want them to be i
3. **Beneficiaries:** Double-check that your plan beneficiaries are accurate.
4. **Flexible Spending and Insurance:** Verify the coverage amounts for flexible spending and insurance plans.

Once ready, agree to terms, and click "Submit" to complete your change request. Without checking the box and clicking "Submit," you

**Questions or changes needed? Contact us; we're here to assist!**  
Email: [employee.benefits@multco.us](mailto:employee.benefits@multco.us) - or leave a message at 503-988-3477.

Selected Benefits 11 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical Kaiser Permanente HMO 10/20 - FT	01/01/2019	01/01/2019	Employee + 1 (Dorr
Dental Kaiser Permanente DHMO 15 Dental - FT	01/01/2019	01/01/2019	Employee + 1 (Dorr
MERP - Medical FSA	01/01/2026	01/01/2026	\$2,000.00 Annual



3. Scroll down to the **Electronic Signature**. You must Check the “I Accept” box to accept the agreement to continue. Click **Submit**.

### Electronic Signature

By signing below, I hereby certify the informati  
income, if applicable, in accordance with my L

I Accept

enter your comment

4. When you see the “You’ve submitted your elections” message, you know you have successfully completed your Open Enrollment benefit task.

## Submitted

### You've submitted your elections.

You've successfully submitted your benefit change request, which may need approval from a member of our benefits team.

If you have any questions regarding the status of your request, please don't hesitate to reach out to us.

Email: [employee.benefits@multco.us](mailto:employee.benefits@multco.us) - or leave a message at 503-988-3477.

### Important Dates:

Benefits go into effect 01/01/2026

Final day to update benefits 10/27/2025

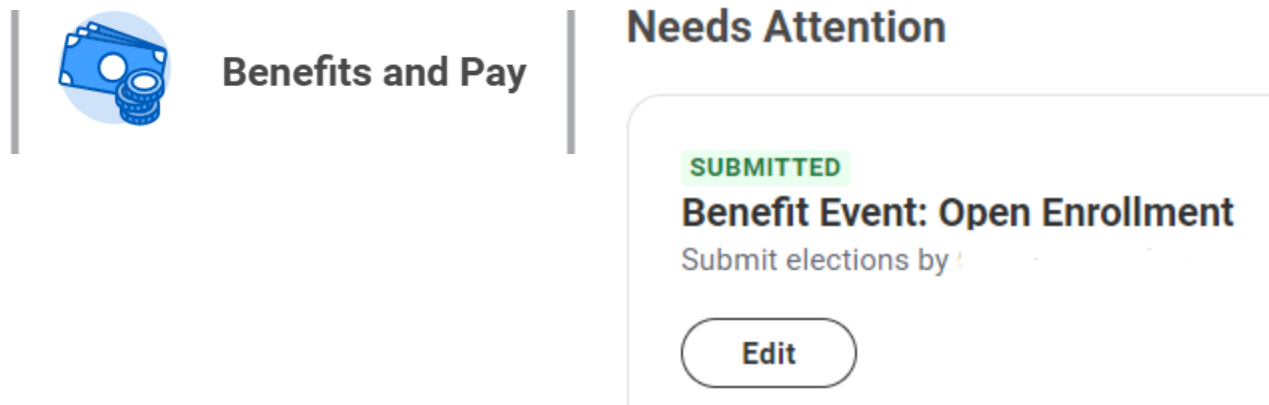
[View 2026 Benefits Statement](#)

You can view, download, save, and print a copy of your selections from the submission page by clicking **View 2026 Benefits Statement**. Your 2026 Benefits Statement is accessible throughout the Open Enrollment period in the **Benefits and Pay Hub**.

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## Making Changes After Submitting Your Open Enrollment

After you've submitted your Open Enrollment task, you can go back and edit your selections through the last day of the Open Enrollment period. To do so, go to the [Benefits and Pay Hub](#), under **Needs Attention** and click **Edit**, then make your changes and resubmit them.



**REMINDER: If you make any changes to your open enrollment selections, you must fully submit your Open Enrollment task again for your changes to be saved.**

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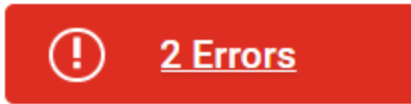
## Other Benefits

In addition to the benefits shown in your Open Enrollment task, the County partners with vendors to provide discounted home loan and financial services through Mechanics Bank, discounted childcare through Kindercare, discounted employee parking, and premium reimbursements for some part-time staff. More information: [Other Benefits](#).

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# Troubleshooting Error Messages

- For error messages, clicking on the red box will pop up an explanation of the error.



- Many times it is because you missed entering information in a required field.

## Error

### 1. Page Error

At least one address is required for beneficiaries or dependents.

- **Page Error Reason Code:** When adding a new dependent, you must select a Reason (under Effective Date).

## Error

### 1. Page Error

- Reason Code is missing (Dependent Event)

- **Beneficiary Percentage Error:** Appears when you have not added the desired percentage of the benefit you want the beneficiary(ies) to receive (i.e 100%).

## Error

### 1. [Primary Percentage / Contingent Percentage \(Row 2 Column 7\)](#)

One of the following options must be selected:

Primary Percentage  
Contingent Percentage

- **Page Error:** Scroll down to hit the “I Agree” under Electronic Signature before hitting Submit.

## Error

### 1. Page Error

Your electronic signature is required before you can submit your benefit elections.

- **Reason ID Missing:** When adding a dependent, a social security number is required, or you need to add a reason the ID is not available, ie: “Have not received SSN yet.”

## Errors

### 1. [Identifier ID Entered / Reason ID is Not Available \(Row 1 Column 4\)](#)

One of the following options must be selected:  
Identifier ID Entered  
Reason ID is Not Available

- **Event Previously Submitted Notification:** When changing a benefit, there may be more information Benefits needs from you. Click OK to view comments and reply back with the required information.

[Change Benefit Elections](#) [Event Previously Submitted Notification](#) [Actions](#)

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## Closing

If you have questions during open enrollment, or need help in Workday, please contact us at [employee.benefits@multco.us](mailto:employee.benefits@multco.us) or leave a voicemail at 503-988-3477. Emails and calls are answered in the order received.