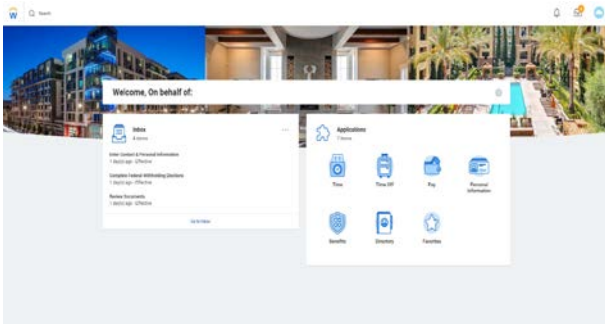


New Hire Benefit Enrollment*

Login to Workday

1. Visit essex.okta.com
2. Click **Workday**
3. The Workday Home page will open:



Begin Your Benefit Enrollment

1. On the Home page, click the Inbox image to open your inbox:



2. Click the message subject: **Change Benefit Elections**.
3. Click the arrow at the top right to expand the size of the window.



4. Click the **Continue** button to move through the screens after you review and make your elections.
5. After reviewing your benefit elections on the Benefit Elections Review page, check the **I Agree** check box (*you may need to scroll to the bottom*).
6. Click **Submit**. Your elections will not be processed until you click Submit on the last screen.

*** If enrolling for benefits after March 17, 2019, all benefit elections must be completed through Workday.**

IMPORTANT REMINDERS:

- **You have 31 days from your hire date to enroll or decline benefits.** Otherwise, you must wait until Open Enrollment (*generally held in November*) or until you have a Qualifying Life Event (*refer to Benefits Booklet for further details*) to enroll in or change benefits.
- Coverage begins first of the month following your 30 days from your date of hire.

Questions?

Email

benefits@essex.com

Enrolling Dependent(s)?

- When enrolling dependents, you will be required to participate in the dependent verification process.
- For questions or how to submit documentation, see below:
- **DSI Contact Support:**
 1. Online: www.dsiverify.com
 2. Phone: 1.888.374.0150
Monday to Friday 9AM – 7PM CST
 3. Email: support@dsiverify.com
- **Submit Documentation:**
Documents may be submitted via one of several methods:
 - Upload documents online at www.dsiverify.com
 - Securely Email documents to verify@dsiverify.com
 - Fax documents to 949-502-0734
 - Mail copies (no originals) to P.O. Box 80133, Rancho Santa Margarita, CA 92688
 - Don't have a scanner/fax? You can take legible pictures of your documents and upload or email them.