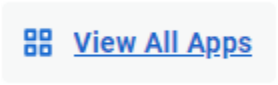
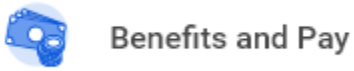
Copyright ©Lynn University. All rights reserved.

How to remove a dependent from your benefits

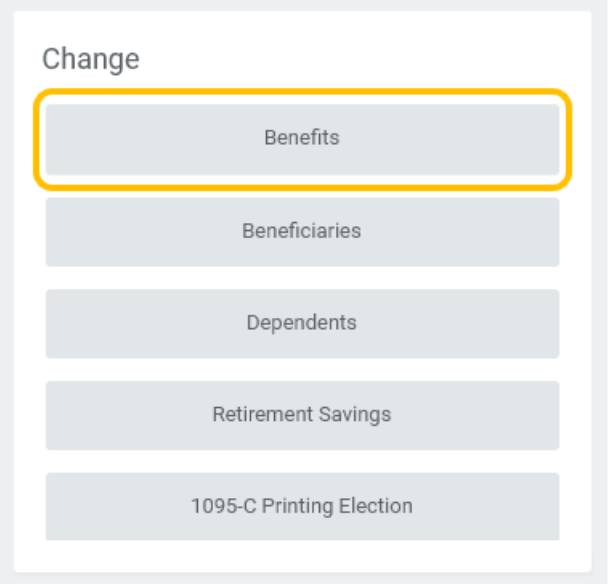
1. From Workday homepage, under Your Top Apps, click View all Apps,



Select the "Benefits and Pay" icon

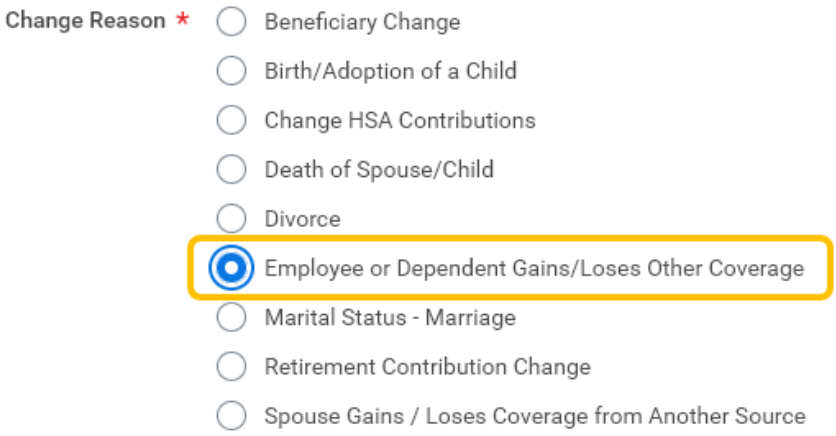


2. Under **Change**, select **Benefits**.



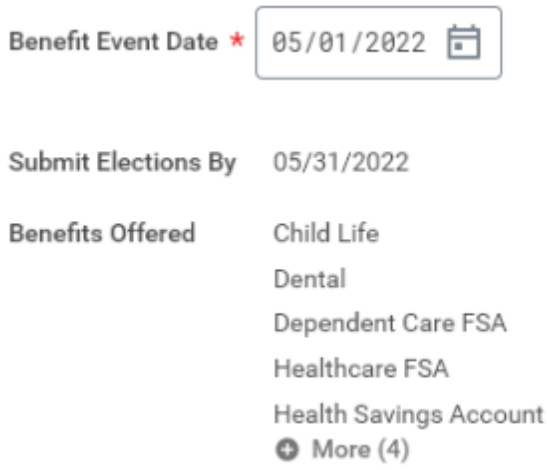
3. Select **Change Reason** (e.g., Employee or Dependent Gains/Loses Other Coverage)

Copyright ©Lynn University. All rights reserved.



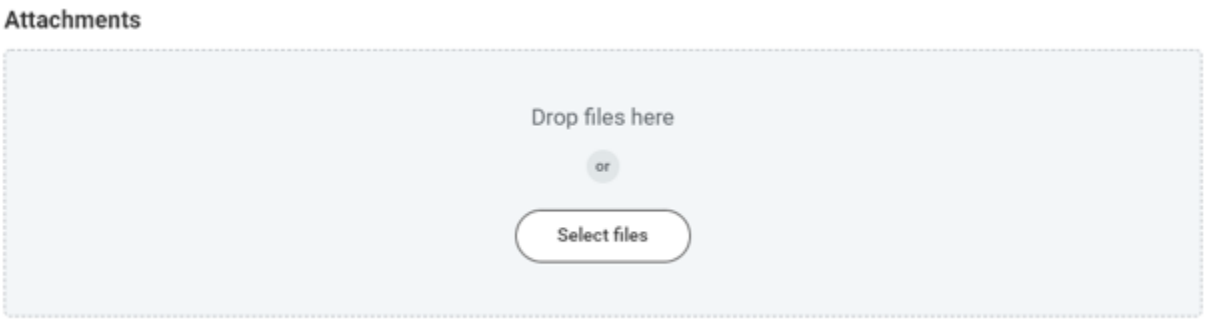
4. Enter effective date of change in **Benefit Event Date**.

5. Once **Benefit Event Date** is entered, **Submit Elections By** will automatically populate.



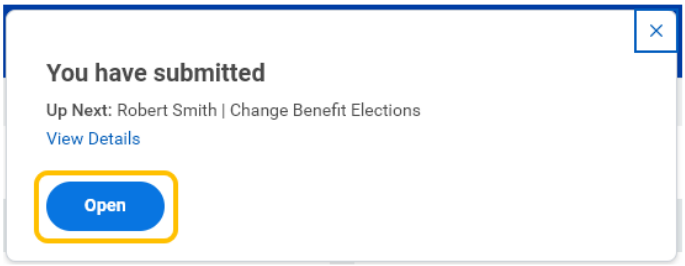
6. Attached supporting documentation.

Copyright ©Lynn University. All rights reserved.

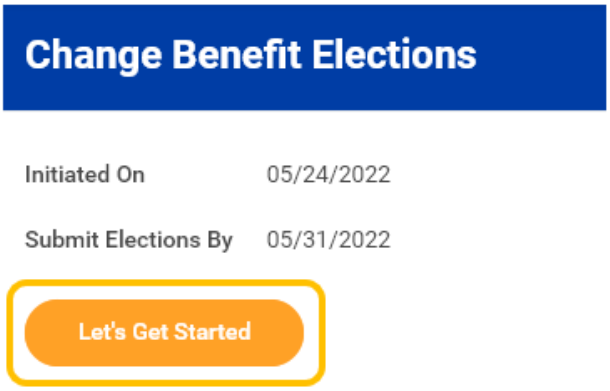


7. Click **Submit**.

8. Click **Open**.

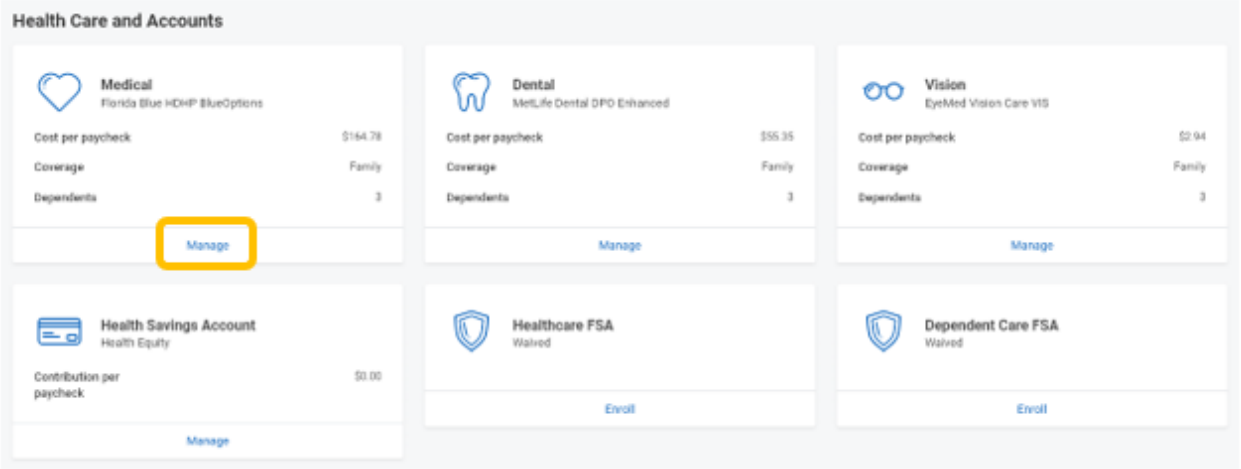


9. Click **Let's Get Started**.

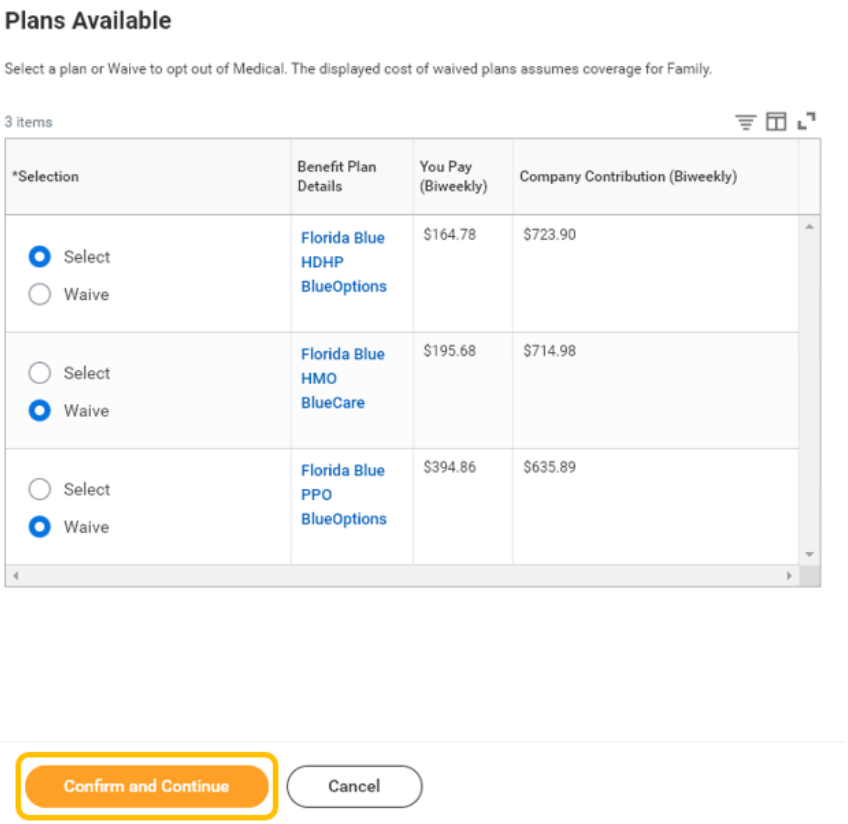


10. Click **Manage** under the benefit you would like to update.

Copyright ©Lynn University. All rights reserved.

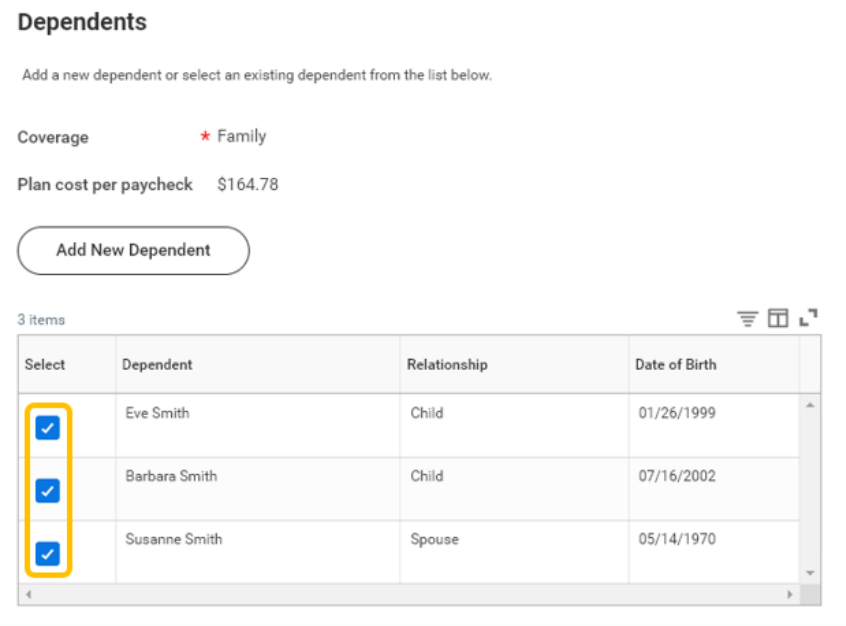


11. Confirm benefit plan, and click **Confirm and Continue**.



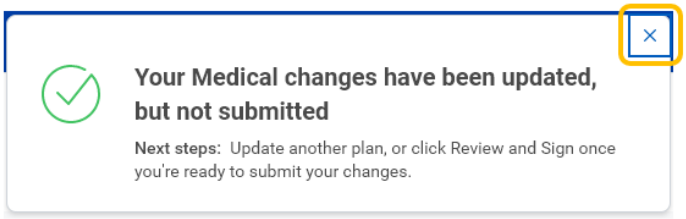
12. Deselect dependent(s) you are removing from coverage.

Copyright ©Lynn University. All rights reserved.



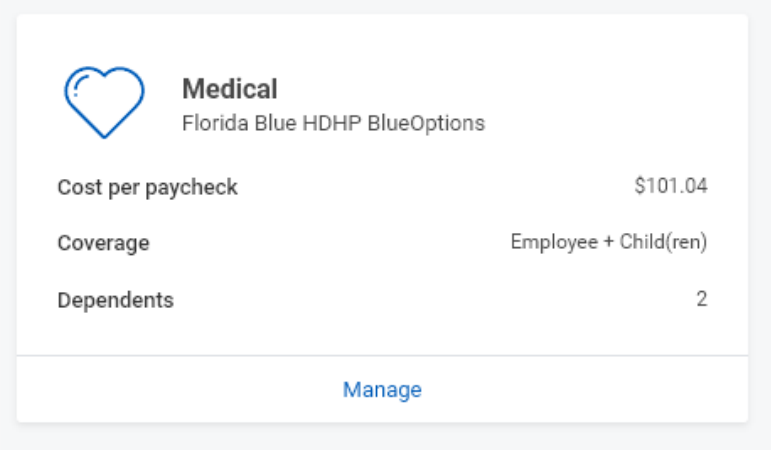
13. Click **Save**.

14. Once saved, you will receive confirmation. Click the **X** to return to benefit elections.



15. You will see change reflected on the benefit tile.

Copyright ©Lynn University. All rights reserved.



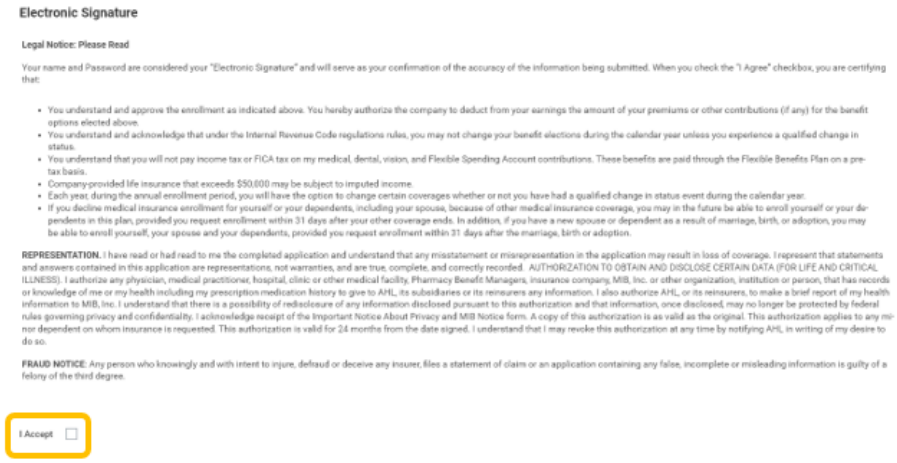
16. Repeat steps 10 - 15 for all benefits you wish to change.

17. Click **Review and Sign** once all changes are made.

18. Review the summary to ensure all benefits are correct.

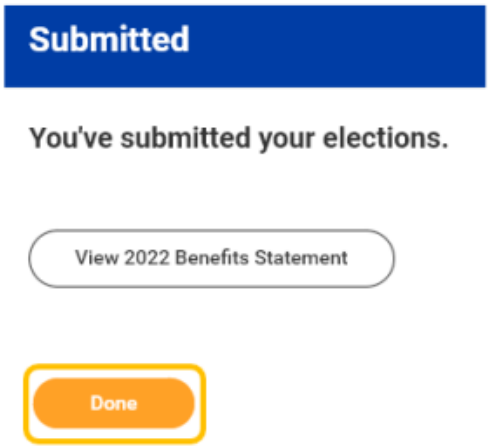
19. If all benefit elections are correct, check **I Agree**.

Copyright ©Lynn University. All rights reserved.



20. Click **Submit**.

21. Click **Done**.



22. Benefit change must be approved by Employee Services. Once change has been approved your benefits will be updated.