

Workday Benefits – Open Enrollment (Driver)

Evidence of Insurability (EOI)

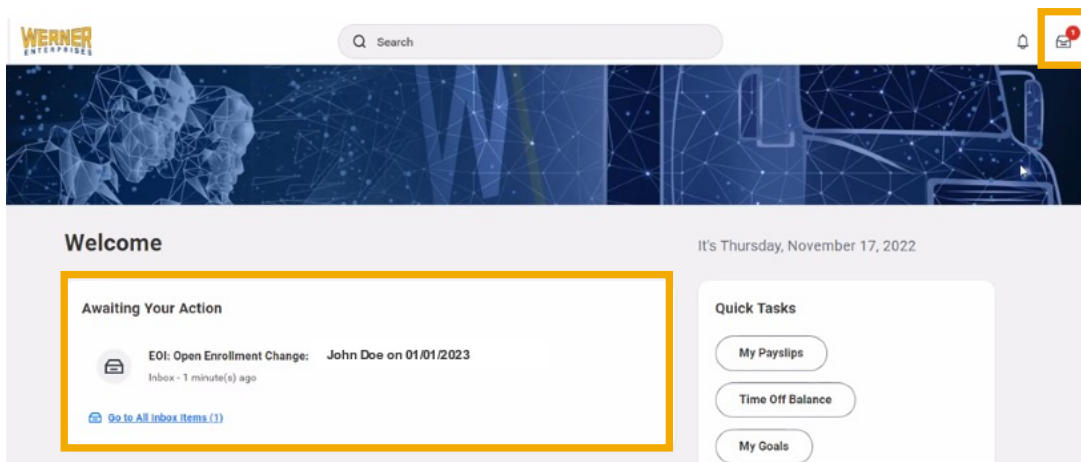
Additional information may be needed, called **Evidence of Insurability (EOI)**, if one of the following was selected for either the employee or spouse:

- Life Insurance - (Employee or Spouse)
- Long-Term Disability - (Employee)
- Short-Term Disability - (Employee)

Follow the instructions below to complete the EOI application process.

Note: *Failure to complete the EOI application process will waive your election. Your coverage will remain at your current level while your evidence of insurability is being reviewed. Final decisions on coverage will be communicated by the vendor.*

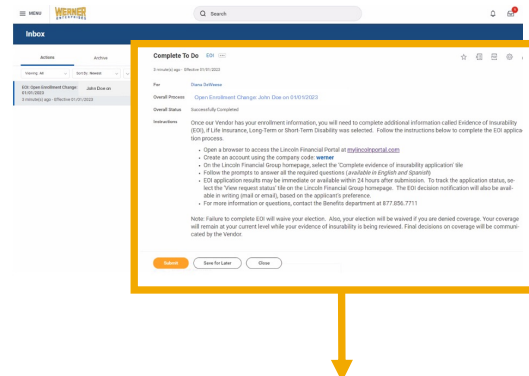
- If additional information is needed for EOI, you will receive a notification in your Workday Inbox to complete a task. Click on the **envelope icon** in the upper right corner to access your **Inbox**. Next, **Click on the task** (EOI). An EOI notification may appear on the homepage. This can be another option to open the task.



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- Next, follow the instructions below on how to access the Lincoln Financial Portal and complete the EOI application.



- 1) Access the Lincoln Financial Portal:
 - Open a browser to access the Lincoln Financial Portal at: mylincolnportal.com
 - Create an account using the company code: **werner** (all lower case)
 - 2) On the Lincoln Financial Group homepage, select the '**Complete evidence of insurability application**' tile
 - 3) Follow the prompts to answer all the required questions (*available in English and Spanish*)
 - 4) EOI application results may be immediate or available within 24 hours after submission. To track the application status, select the 'View request status' tile on the Lincoln Financial Group homepage. The EOI decision notification will also be available in writing (mail or email), based on the applicant's preference.
 - 5) For more information or questions, contact the Benefits department at 877.856.7711
- Note:** Failure to complete EOI will waive your election. Also, your election will be waived if you are denied coverage. Your coverage will remain at your current level while your evidence of insurability is being reviewed. Final decisions on coverage will be communicated by the vendor.