

# Workday Benefits – Open Enrollment (Non-Driver)


## Evidence of Insurability (EOI)

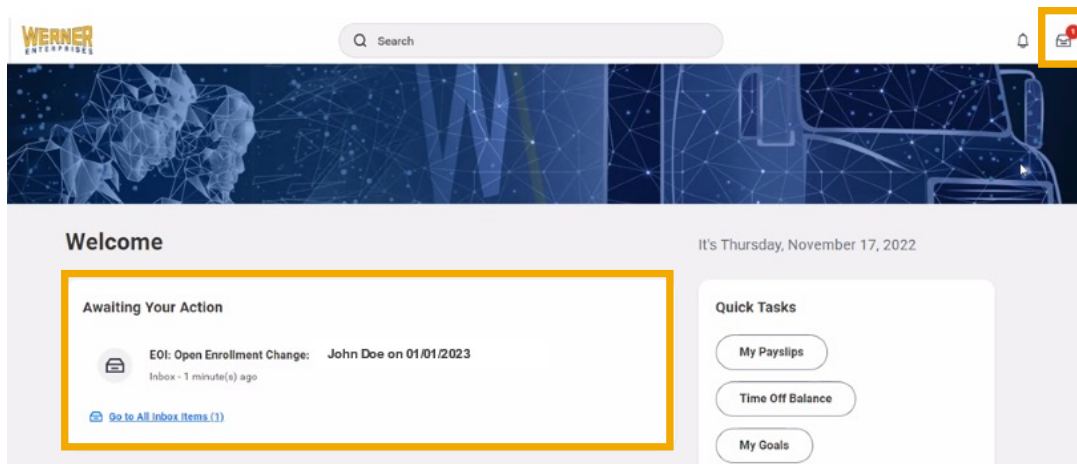
Additional information may be needed, called **Evidence of Insurability (EOI)**, if one of the following was selected for either the employee or spouse:

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

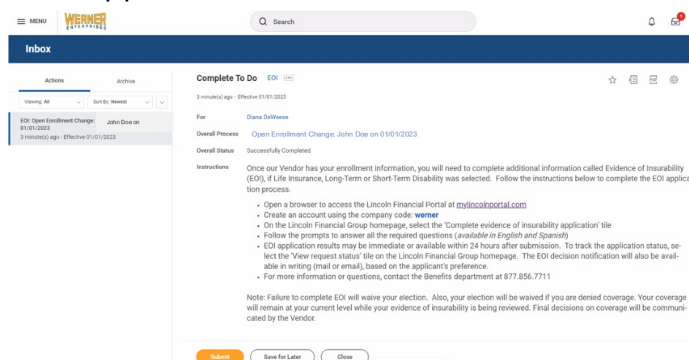
Follow the instructions below to complete the EOI application process.

**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.



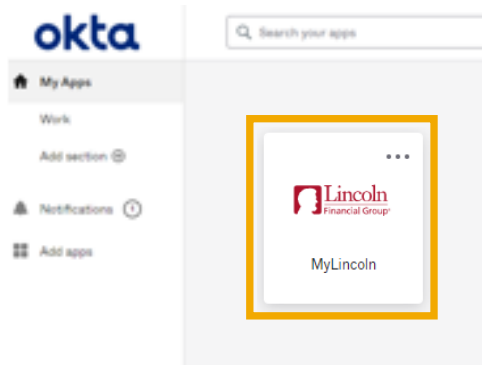
- Next, instructions will appear directing the associate to the Lincoln Financial Portal to complete the EOI application.



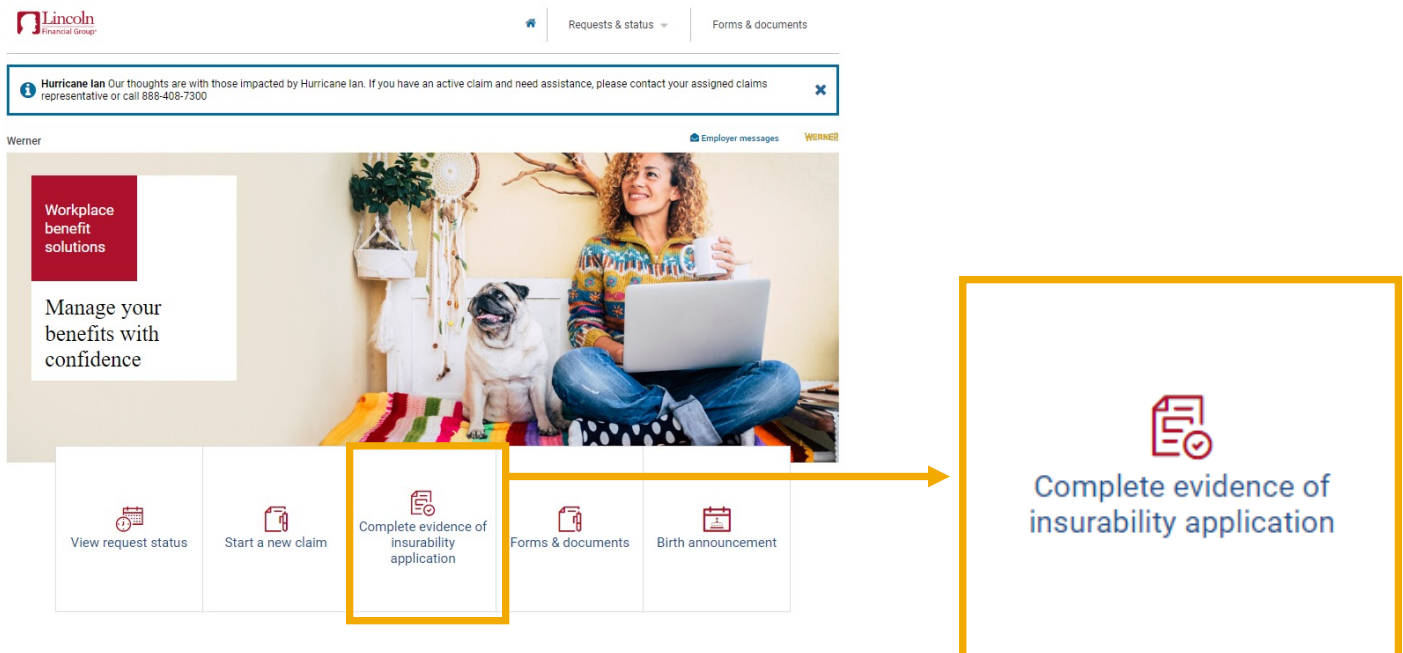
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- The Lincoln Financial Portal can be accessed through the **Single Sign-On (SSO) launch pad**. Locate and select the **Lincoln Financial Group** tile.



- Next, select the **Complete evidence of insurability application** tile.



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## Evidence of Insurability (EOI)

- Enter your **Social Security Number** and click **VERIFY**. Then complete the radio buttons and click **SAVE AND CONTINUE**.

Evidence of insurability

Welcome, Jenna


Based on your employee benefit selections during enrollment, we need additional information from you. We use this additional information to gather medical history and evaluate your application for insurance. The insurance you have requested, that requires the completion of this form, will not be effective until we send you a written approval.

 What do I need to know before starting my application?  
+ Information you will need, quick tips and saving your progress


First, we need to verify your identity

Social security number  
\*\*\*\*\*


VERIFY

Are you a new employee electing coverage for the first time? 

☐ Yes ☒ No

As an existing employee, please select the reason you are updating your coverage. 

☒ Change in family status  
☐ Initial enrollment

Thank you! Once you have read and agree to our online terms & conditions, you may begin your application. 

By selecting I agree to the Electronic Signature Disclosure agreement, you are agreeing that you have read and accept the terms and wish to continue the electronic application process. If you do not consent to these terms, please follow up with your employer to request a paper application if you do not have one.

☒ I agree to the [Electronic Signature Disclosure Agreement](#)

SAVE AND CONTINUE

- Choose **Who you are applying for coverage for** and **cover type**. Click **SAVE AND CONTINUE**.

Evidence of insurability

1 Applicant coverage 2 Applicant information 3 Qualifying medical questions 4 Review and submit application

Who is applying for coverage?

Please select all that apply:

☒ Me ☐ Spouse

 My coverage 

☐ Long Term Disability

☒ Short Term Disability

☒ Optional Life - Employee

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BACK Delete application Save for later SAVE AND CONTINUE

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## Evidence of Insurability (EOI)

- Fill in your **Employment and Personal Information** and click **Save and Continue**.

- Answer the **Qualifying Medical Questions** for each applicant and select **Save and Continue**. Next, **Review your application** and click **Save and Continue**. Lastly, review disclosures and select **Submit**.

- The 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. For more information on this process, please contact Werner Benefits.