

Enrolling in Benefits VIA WORKDAY



TOWNE[®]
PARK

How to Enroll

Enrollment in benefits is completed through Workday.

Logging into Workday

Log into **Workday** and enter in your username and password. Your username will be your 7-digit associate ID number. If you have forgotten your password, use the "forgot password?" link on the Workday sign in page; this will prompt you to answer a few security questions that will allow you to reset your password.

If you are still unable to log in, please contact Towne Park Support at **844-869-6375** or **HRSupport@townepark.com** and they will assist you with resetting your password.

Enrolling in your benefits

Once you've logged in, click on your Workday inbox, located in the top right corner of your home page, and follow these simple steps:

1. Open the Workday task titled "Open Enrollment Change: Your Name."
2. Review your benefit options.
3. Select "Enroll" next to any of the benefits you are interested in electing. Or choose "Manage" for any benefit you currently have and would like to review/change.
4. Select your coverage level (Associate Only, Associate +One, etc.).
5. Add your dependents to your enrollment as needed.
6. Review the summary of your enrollment selections. "Submit" your elections.
7. If you'd like, you can print a copy of your enrollment confirmation for future reference.

Changing Your Benefit Selections

Once you have enrolled in your benefits, your choices will remain in effect through the 2026 calendar year, unless you experience a Qualifying Life Event (see explanation on the previous page).

