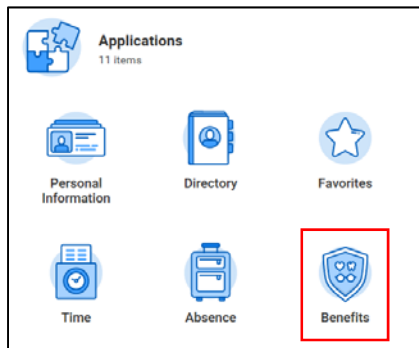


View or Update Fitness Election – Tulsa/Houston

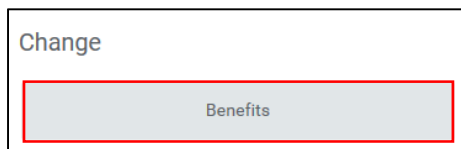
1. To get started, first navigate to the **Benefits** application on the Workday homepage.



2. This brings you to the **Benefits** page. Here you can see your **Current Cost** of parking and fitness elections. This section only lists your current cost of *parking and fitness*—not other benefit elections.

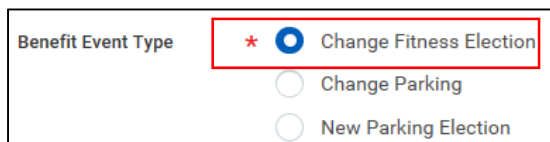


3. You also have the option of making changes to your Fitness Elections. To do so, click **Benefits** from the **Change** column.

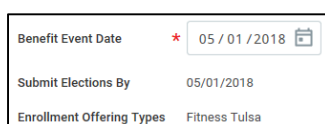


4. The top of the page includes instructions for making changes to your Fitness Elections.
5. Scroll past the instructions to click your **Benefit Event Type**. Click **Change Fitness Election** or **New Fitness Election**, dependent on whether you have an existing fitness election.

Let's assume you're making a change to your fitness election.



6. Enter the **Benefit Event Date** to autofill the **Submit Elections By** and **Enrollment Offering Types** fields.



7. Click **Submit**, then **Done** to initiate your request.

8. Click **Up Next** to continue with updating your fitness election.
9. Click whether to **Elect** or **Waive** the fitness coverage.

Additional Benefits Elections 1 item					
Benefit Plan	*Elect / Waive	Coverage	Amount (Biweekly)	Percent	Employee Cost (Biweekly)
Fitness Tulsa - Williams Benefit Center	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text" value="Not Commuter"/>	0.00	0	\$12.50
					12.50

10. Click **Submit**, then **Done**.
11. Next, you will receive membership documents in your **Workday Inbox**. These include the following documents, and require the noted action:
 - **Health Club Rules and Regulations** – Read
 - **Health Club Legal Release and Waiver** – Upload a completed copy
 - **Health Club Tulsa/Houston Membership Information** – Read
 - **Payroll Deduction Form – Tulsa/Houston Fitness Center** – Read and click “I Agree”
12. Once you have completed the required forms, click **Submit**, then **Done** to elevate your request to the appropriate approvals.
13. You will receive a notification upon approval of your request.