# Steps to Enroll: Open Enrollment

Benefits-eligible employees can enroll in Brunswick benefits through Workday. Benefit elections must be completed and submitted by the communicated deadline. After the deadline, no changes can be made until next year's Open Enrollment period, unless there is a qualifying event, such as a marriage, divorce or birth of child.

Supporting documentation verifying your dependents' eligibility is required for adding dependents. Benefit elections will not go into effect until required supporting documentation is received and approved by the date indicated from Human Resources. If supporting documentation is not provided for newly added dependents within the allotted timeframe, dependents will not be added to the coverage.

Refer to your Summary Plan Description on Brunswick Connect for details about the Brunswick benefit options.

#### Non-Tobacco User Credit

If you do not log in to Workday, select your tobacco user status, save your tobacco user election and complete the Open Enrollment process, you will not receive the non-tobacco user credit for medical coverage. You also won't be eligible for the tobacco cessation program to reduce your medical rates. If you elect "Do Not Disclose" or "Tobacco User," you will not receive the credit but will qualify for the tobacco cessation program and will become eligible upon completion of the program for reduced medical rates.

### **Be Your Best Credit**

Complete the health check survey and confirm you have fulfilled two preventive care activities through the Be Your Best website or app by December 1, 2025, to be eligible for the 2026 Be Your Best wellness credit. To sign up, go to join.personifyhealth.com/beyourbest.

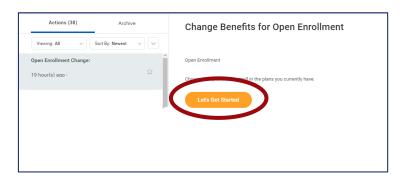


You can also access the Be Your Best site by scanning the QR code above with your smartphone.

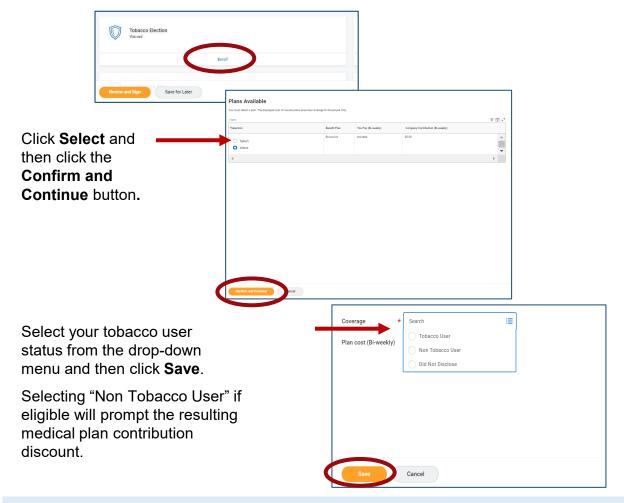
New hire, rehire or employees newly eligible for benefits from July 1, 2025 to December 31, 2025, will automatically be eligible for the 2026 Be Your Best wellness credit. New hires will still need to complete Open Enrollment and select tobacco user status to determine if they are eligible for the non-tobacco user credit.

1. Go to your Workday Inbox and click on the Open Enrollment Change message on the Actions tab.

Then click Let's Get Started.



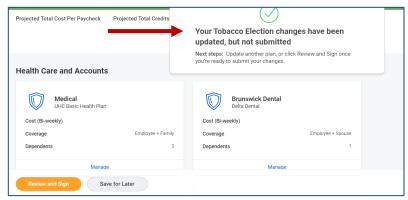
2. Each year during Open Enrollment, you <u>must</u> elect your tobacco user status. Click **Enroll** in the Tobacco Election box.



**Tobacco Election.** A tobacco user is someone who has used any tobacco product four or more times per week (on average) within six months prior to Open Enrollment.

If you select "Tobacco User" or "Did Not Disclose," you will pay an additional \$55 per bi-weekly paycheck for medical coverage (already included in the medical contribution rates listed on the first election screen). You will be credited the \$55 bi-weekly amount should you complete the tobacco cessation program in the following year. If you do not submit your elections, you will not be eligible to participate in the tobacco cessation program to earn the credit.

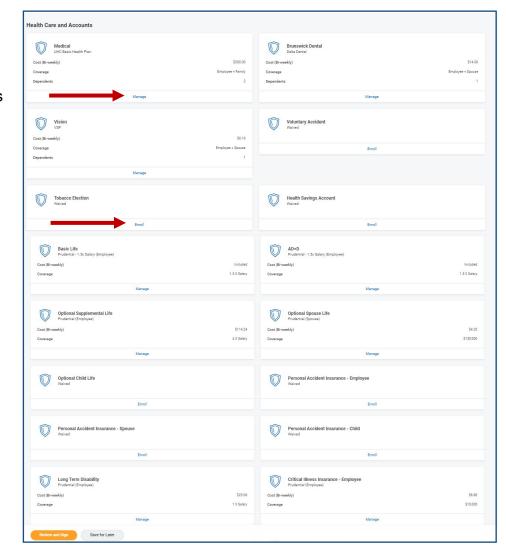
If your tobacco election is successfully saved, you will see a pop-up box on the Open Enrollment page. Your tobacco election **is not submitted** until you finish Open Enrollment.



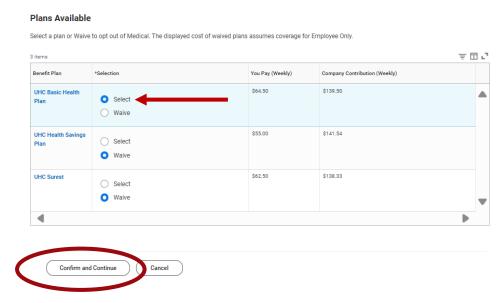
3. From the Open Enrollment page you can review your benefit options.

You can add benefits coverage by selecting Enroll or make changes to your current elections by selecting Manage under each eligible benefit option.

If you do not make a change, your current benefit election will continue for next year – except for your tobacco election and any flexible spending accounts, which must be elected annually.



4. To elect or change your coverage level, click on the benefit option box. Check that you have elected **Select** and then click **Confirm and Continue**.



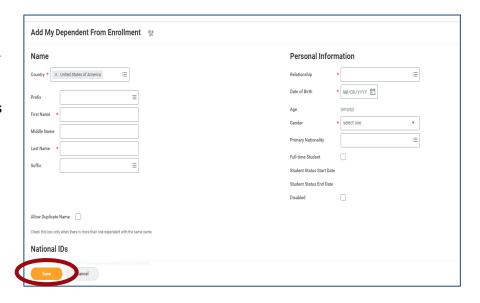
- 5. On the next page, use the **Coverage** drop-down menu to select your coverage level.
- 6. To add a dependent to your coverage, click Add New Dependent.
  - Select Existing Beneficiary or Emergency Contact to add coverage for a dependent that you already have in the system.
  - Select **Create Dependent** to add a new dependent. Refer to your Summary Plan Description for the definition of eligible dependents (spouse, children, etc.).

Then click OK.

7. If you select **Create Dependent**, complete
the Add Dependent form.

Be sure to complete all required fields, as well as the National IDs section. National IDs are more commonly known as Social Security numbers. If entering a Social Security number, please select "United States of America" in the Country drop-down box.

Click **Save** once you've completed the dependent form.



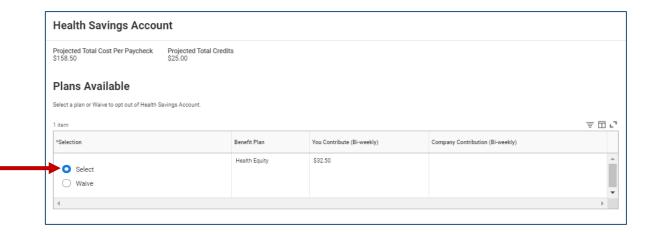
8.

Once your dependents are added (if applicable), click Save. Each time you click in a different benefit plan, you will need to re-select your dependents.

See the Changing Your Benefits Job Aid — click on the Benefits and Pay icon in Workday — for more information on how to add dependents. See your Summary Plan Description for the definition of an eligible dependent.

9. If you elect the Health Savings Plan for medical coverage, you are eligible to contribute to a health savings account (HSA). You can elect a per-paycheck or annual amount. The annual amount will be divided equally among your remaining pay periods and automatically deducted from your paychecks. For employee only coverage, the maximum amount is \$4,400, and for all other coverage levels, the maximum amount is \$8,750.

If you wish to not contribute at this time, leave as "Waive." You will still be eligible for the company contribution. Do not elect a zero contribution.



If you wish to accelerate your HSA contributions to reach the IRS limits prior to the end of the year, contact the HR Shared Service Center at 866-278-6942

Your contributions plus Brunswick's contributions cannot exceed IRS limits.

Brunswick contributes to your HSA:

- \$500 for employee only coverage
- \$1,000 for all other coverage levels.

Keep this in mind when electing the amount you wish to contribute.

10.

If you want to have flexible spending accounts (FSAs) next year, you must enter the annual amount you wish to contribute. Similar to the HSA, the amount you enter for your flexible spending accounts will be divided among your remaining pay periods and automatically deducted from your paychecks.

Otherwise, you will default to waive coverage for the spending accounts.



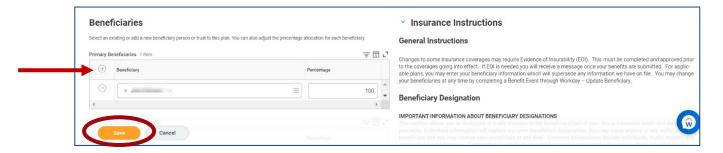
If you enroll in the Health Savings Plan for medical coverage, you are not eligible for the health care FSA. However, you are eligible to contribute to the dependent care FSA to pay for eligible childcare expenses on a pre-tax basis.

11.

For life insurance, some options may be grayed out because they are automatically provided to you and fully paid by the company. If you make any changes to your life insurance coverage, you may be required to submit evidence of insurability.

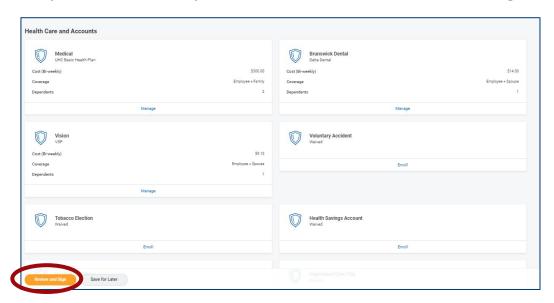
Note: You may be required to submit evidence of insurability for certain life insurance coverage. Your life insurance coverage will not go into effect until the applicable evidence of insurability is received and approved.

For company-provided Life and AD&D coverages, you can add your beneficiaries by clicking on **Manage**. Elect or change beneficiaries by using the plus or minus buttons. When finished click **Save** at the bottom of the page.



This step may be skipped during Open Enrollment as you are able to add or update your beneficiaries any time throughout the year. Please refer to the Changing or Viewing Your Beneficiaries Job Aid in the Employee Job Aid link on your Workday home page.

12. Once you have enrolled in your benefit elections click on Review and Sign.



You will have the opportunity to review your benefits and your covered dependents before you submit them. Be sure to review any special messages at the top of the review page, such as a reminder for evidence of insurability.



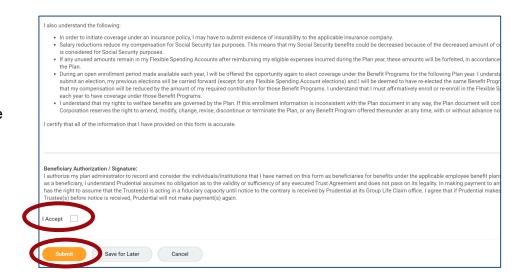
Included in this step is a summary of all elections. Be sure to review:

- Benefit Plan
- Coverage
- Calculated Coverage Amount
- Dependents
- Employee Cost

Be sure to review any special messages at the top of the review page, such as a reminder for evidence of insurability.

14. After you review your benefits, check the I Accept box at the bottom of the page to provide your electronic signature.

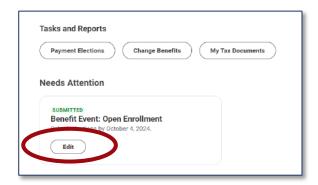
Click Submit.





You <u>must</u> click **Submit** prior to the Open Enrollment deadline. If you do not click **Submit**, no changes will be processed. You will also pay a higher medical rate — missing out on the non-tobacco user discount, if eligible.

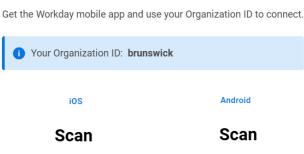
Once you have submitted your elections, you can go back and change your elections before the Open Enrollment deadline. From the Workday home page, click the **Benefits and Pay** icon (View All Apps). Click **Edit** under Benefit Event: Open Enrollment.



Please note that when you click on the **Edit** button, any changes you made to your benefit elections will have to be submitted again. If you do not resubmit, the changes will be disregarded and the previous submission will remain in effect.

#### Access Workday on the go

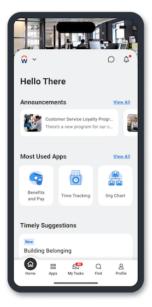
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Scan

App Store





## Tips for Enrolling Using Workday Mobile App

- Under tobacco election, it asks about dependent tobacco status. You do not need to select your dependent's tobacco status.
- You will miss out on the Be Your Best credit on medical rates if you don't meet the eligibility requirements and don't submit the survey before end of Open Enrollment.