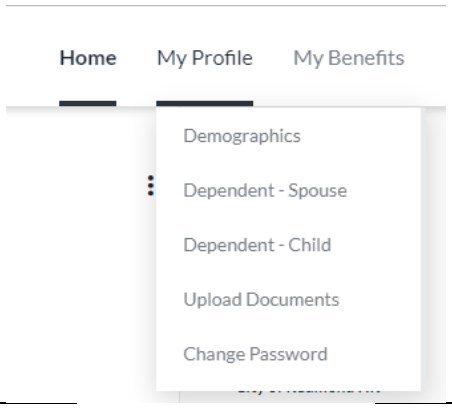
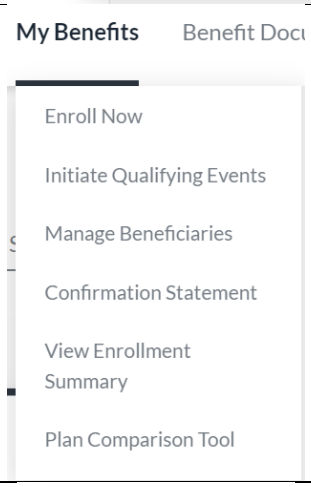
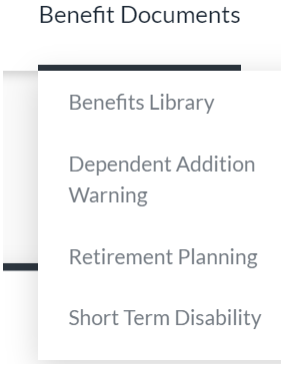
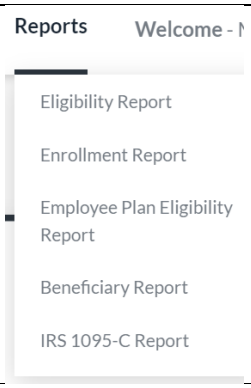
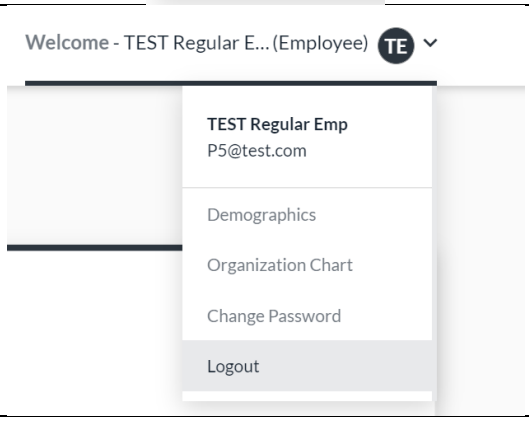
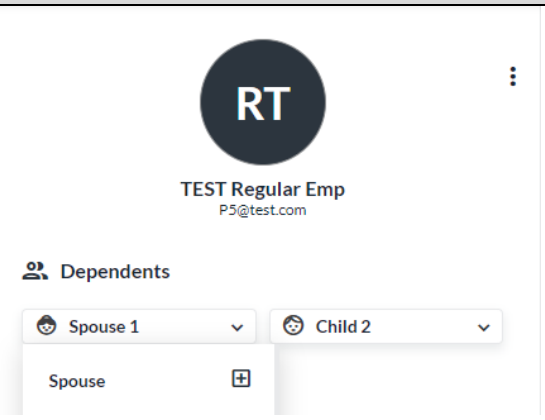
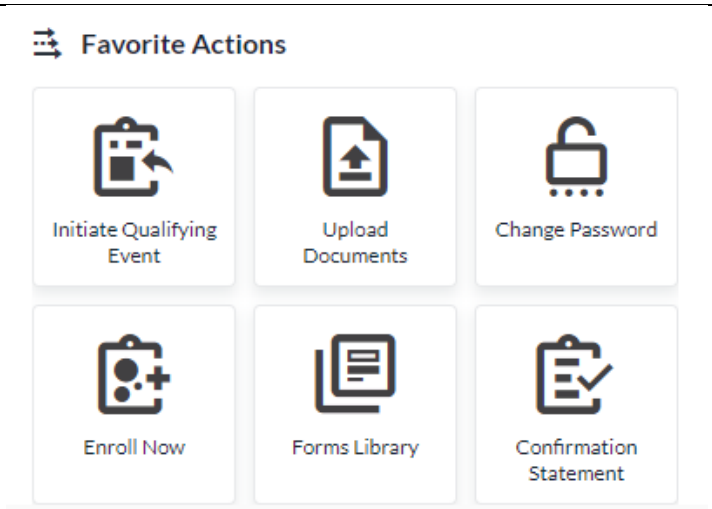
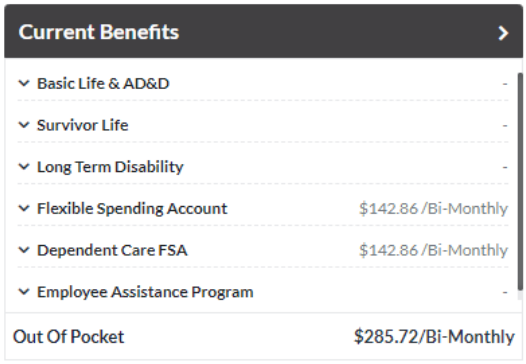
Navigating Workterra Home Page

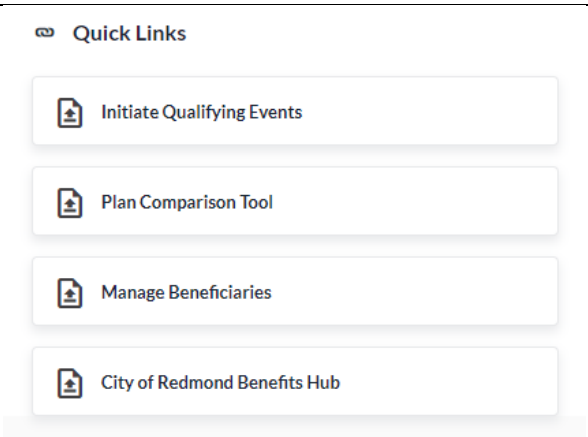
Purpose: Navigating the Home Page for the Workterra Benefits Online Enrollment System

Audience: Benefits eligible employees

Home Page: Top Menu	Visual Aid
Click **Home** to return to the Home screen at any time	
Click **My Profile** to open, view, and/or edit: • Demographics (View Only) • Dependent – Spouse • Dependent - Child • Upload Documents • Change Password	
Click **My Benefits** to open, view, and/or edit: • Enroll Now • Initiate Qualifying Events • Manage Beneficiaries • Confirmation Statement • View Enrollment Summary • Plan Comparison Tool	
Click **Benefit Documents** to open & view: • Benefits Library • Dependent Addition Warning • Retirement Planning • Short Term Disability	

Click **Reports** to open & view: • Eligibility Report • Enrollment Report • Employee Plan Eligibility Report • Beneficiary Report • IRS 1095-C Report	
Log Out: • Select the **dropdown arrow** next to your name in the top right corner • Click **'Logout'**	
Change Password: • Redmond uses single sign-on (SSO) for login. Users do not need to use the Change Password functionality in Workterra.	
Home Page: Left Menu	**Visual Aid**
Quick View of your Dependents: • To **Add/Edit Spouse** or **Child(ren)**, select the drop down next to the corresponding icon	

Favorite Actions icons (may vary by user): • **Initiate Qualifying Event**: initiate a Qualifying Life Event (ex. Marriage, Newborn or Adoption) • **Upload Documents**: access page to upload documents required for benefit elections (ex. marriage certificate) • **Change Password**: Redmond uses single sign-on (SSO) for login. Users do not need to use the Change Password functionality in Workterra. • **Enroll Now**: brings you to an event (if one is open) or displays your current enrollment summary • **Forms Library**: access City of Redmond Benefits Guide and Medical Waiver Form • **Confirmation Statement**: access your confirmation statement--a summary of your current and future elected and waived benefits. This statement lists the effective date of coverage, cost of the benefit, who is covered by the benefit, the current approved and elected/pending coverage amounts, and beneficiary information • **Demographics (View Only):** review your personal information • **Dependent-Spouse**: review, add, and update demographic information about your spouse or domestic partner • **Dependent-Child**: review, add, and update demographic information about your dependent child(ren)	
Home Page: Right Menu	**Visual Aid**
Current Benefits elections: • Select the **dropdown icon** next to each benefit election for additional details • **Out Of Pocket** amount displays the total employee cost per period for current benefits	

Quick Links (may vary by user): • Provides single click access to commonly used items	

Revision History		
Revision Date	Summary of revision	Revision Author
11/22/2022	SME Review	N Bruce
12/22/2022	Updated screenshots	C Miller