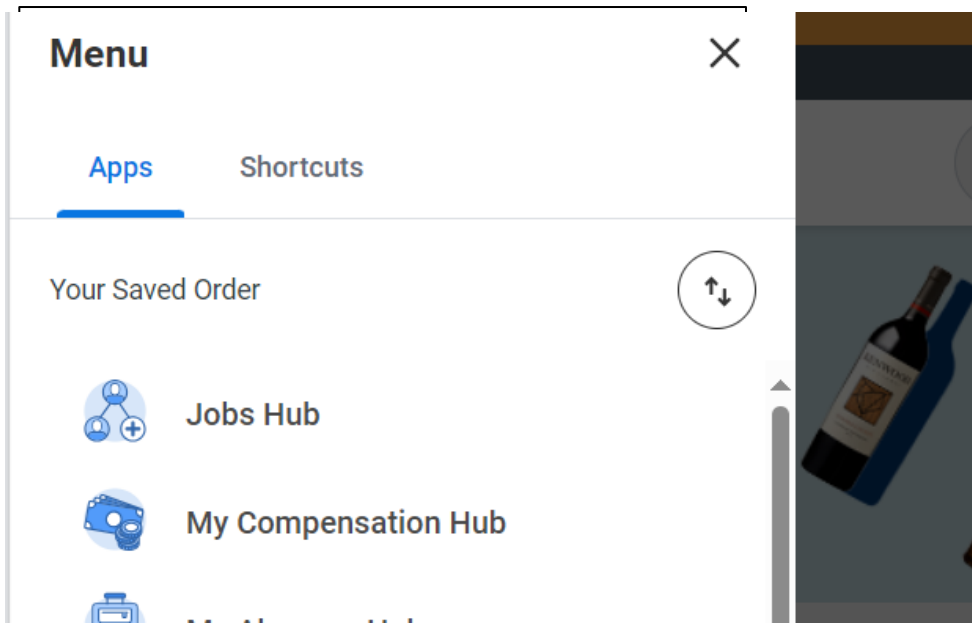
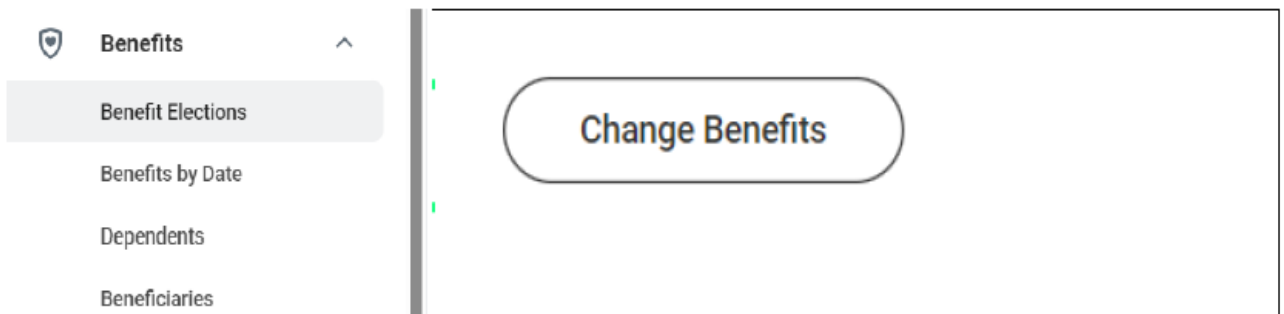


Qualifying Life Event Benefit Change

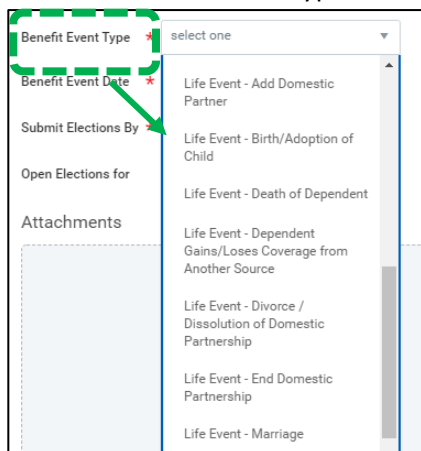
1. In Workday, choose My Compensation Hub from your menu on the homescreen.



2. Under the "Benefits" heading, select "Benefit Elections" then Change Benefits



3. From the Benefit Event Type menu, select the Life Change Event which applies to you:



4. The “Benefit Event Date” should be the day of the Life Event
5. Upload supporting documentation in the attachment section:
 - a. Birth Certificate, Baby Footprints, Finalized Court Adoption Documents
 - b. Marriage Certificate
 - c. Finalized Divorce Decree
 - d. Document Confirming Date Coverage Ends from Another Source
 - e. Document Confirming Date Coverage Begins from Another Source
 - f. Death Certificate
6. Click Submit
7. This will open a new screen in which you will select “Open”
8. You will now be able to change your desired benefit plan by clicking "Manage" under the plan and elect or waive then 'confirm and continue' . On the next screen you will be able to add or remove dependents as required.
9. On the last page you will review your changes and confirm with an Electronic Signature – check the box next to “I Agree” and click SUBMIT to complete your elections.

Vendors who issue a card for their services will issue a new card by mail. You will be able to access temporary cards through their online services.

If you have further questions, please contact NA.HumanResources@pernod-ricard.com