

# How to Access Benefits Open Enrollment Resources

Everything you need to review prior to enrolling in 2024 benefits in one place — the HR Portal — is just a few clicks away from where you will enroll in Workday.

Review your benefit options for medical, dental, vision, life insurance and more.

If you have any questions about enrolling in benefits, call the HR Service Center at 877.688.2247, and press option 1.

## 1 Access



1. Visit <https://www.ccf.org/portal> or use the QR code on any device (including personal devices).

– Use this job aid to install Workday on a mobile device.



2. Select “Current Caregiver” to log in to Workday.

– If you are accessing Workday from a personal mobile device, use this job aid. **Please note that your organization ID is ccf.**

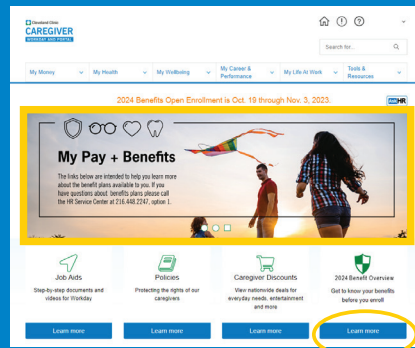


3. Under Announcements in the bottom right, click “Access the HR Portal.”

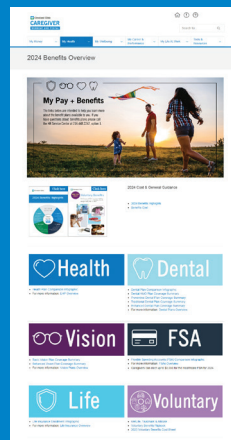
4. Press the blue button, “Click HERE to Access the HR Portal.”

5. The HR Portal will open in a new window. You are now ready to explore!

## 2 HR Portal Homepage



- Click the image banner “2024 Open Enrollment Benefit Overview”, or the blue button under “2024 Benefit Overview” on the right side of the HR Portal homepage.




- The 2024 Benefits Overview displays the Benefit Highlights booklet. Under each tile you will find topics related to that category. Click each link to navigate to the page for detailed information.


## 3 How to Elect Benefits

When you are ready to make your 2024 benefit elections, navigate back to the Workday homepage and click on the Benefits Open Enrollment link under the Announcements heading, then click Continue on the following page to begin the open enrollment election process.

- For a job aid, visit the HR Portal.

**Announcements**





Click the link below to make your open enrollment elections:

[Benefits Open Enrollment](#)

## 4 AskHR

Can't find what you are looking for? Use the question feature to AskHR. AskHR is available 24/7 in the HR Portal so caregivers can submit their questions when it is convenient for them.

