conga

2027 Workday Open Enrollment Guide

This guide is designed to help you review and update your Conga benefits for the 2027 plan year in Workday. Open Enrollment is your once-a-year opportunity to change your medical, dental, and vision plans, add or remove dependents, and elect your Health Savings Account (HSA) and Flexible Spending Account (FSA) contributions without a qualifying life event.

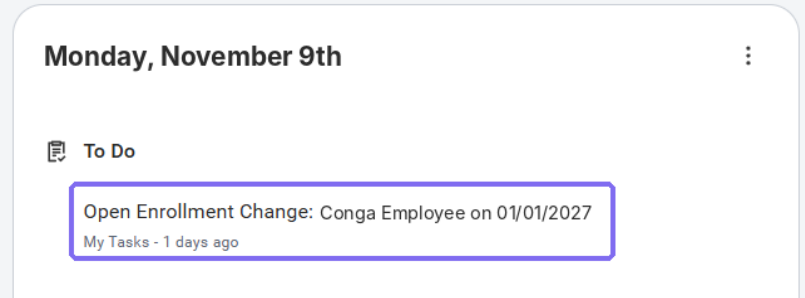
2027 Open Enrollment: Key Dates	
Open Enrollment opens	Monday, November 9, 2026
Last day to submit elections	Friday, November 20, 2026
New elections take effect	Friday, January 1, 2027

Before You Begin

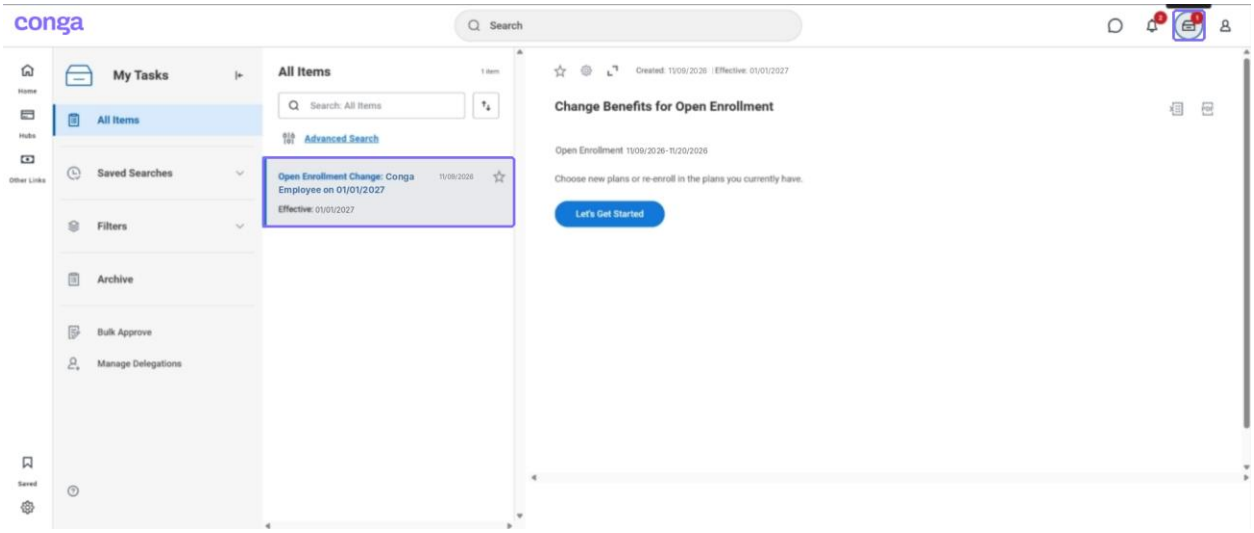
- **HSA and FSA elections do not roll over.** You must enroll in the HSA, Healthcare FSA, Limited Purpose FSA, and Dependent Care FSA each year if you want to contribute in 2027.
- **Other elections roll over.** Your current medical, dental, vision, and other elections are defaulted in Workday and will continue into 2027 if you make no changes. Review them to confirm your plans and covered dependents are still correct.
- **Enrolling in the Cigna HDHP?** You must also enroll in the HSA to receive Conga's contribution ($500 for employee-only coverage; $1,000 for all other coverage levels). You are not enrolled automatically.
- **Waiving medical?** You will receive a $50 semi-monthly taxable stipend ($100 per month).
- **Helpful tools:** the **Medical Spend Calculator** to compare total plan costs; **PLANselect** for a personalized plan recommendation; and **Rightway**, your benefits concierge, for questions about any plan. All are linked in the Enrollment Instructions in Workday.
- Full plan details are available at mybenefits.conga.com. Questions? Email benefits@conga.com.

Section 1 – Start Your Open Enrollment Event

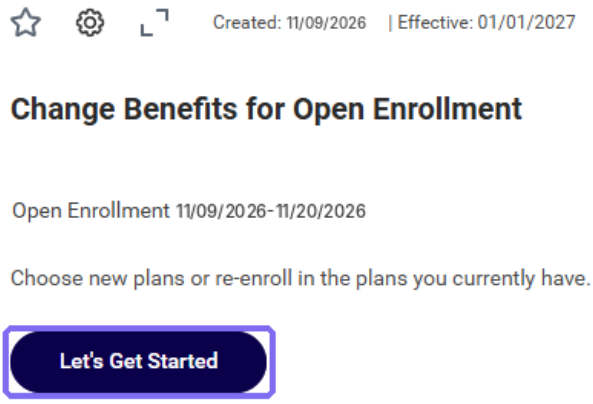
Step 1. Find your Open Enrollment task. **Beginning November 9**, it appears on your Workday Home page under **To Do**. Click **Open Enrollment Change** to open it.



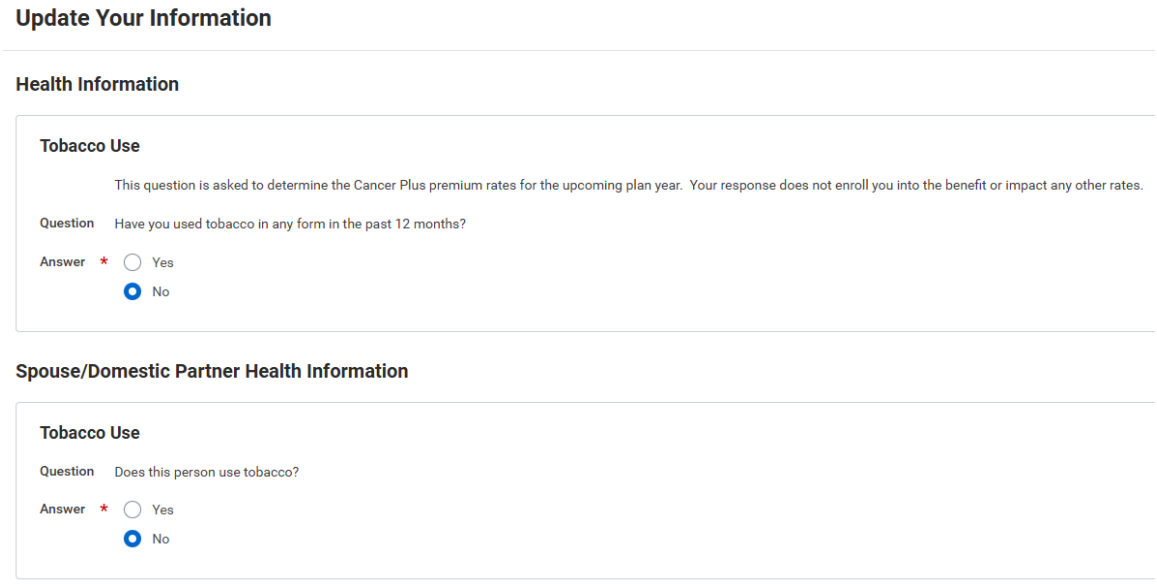
You can also click the **My Tasks** tray icon in the top right corner of your screen and select the Open Enrollment Change task from your inbox.



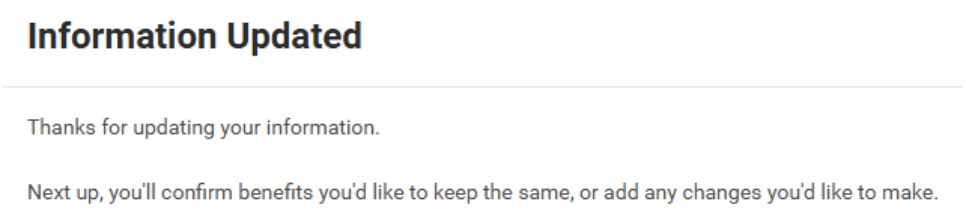
Step 2. Review the enrollment window and click **Let's Get Started**.



Step 3. Complete the tobacco attestation for yourself and, if applicable, your spouse or domestic partner. This is used only to set Cancer Plus premium rates; it does not enroll you in the benefit or affect any other rates. Click Continue.

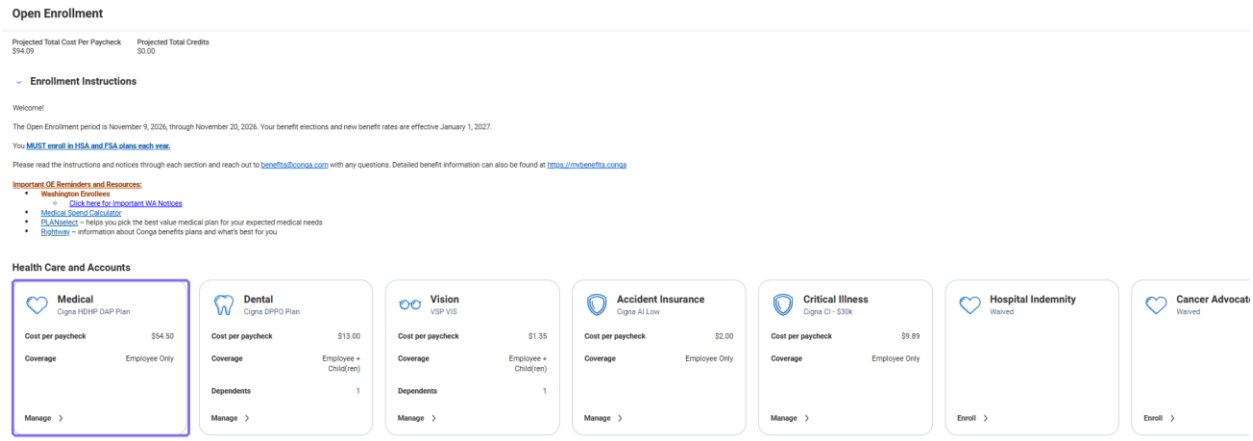


Step 4. On the **Information Updated** screen, click Continue to move to your benefit elections.

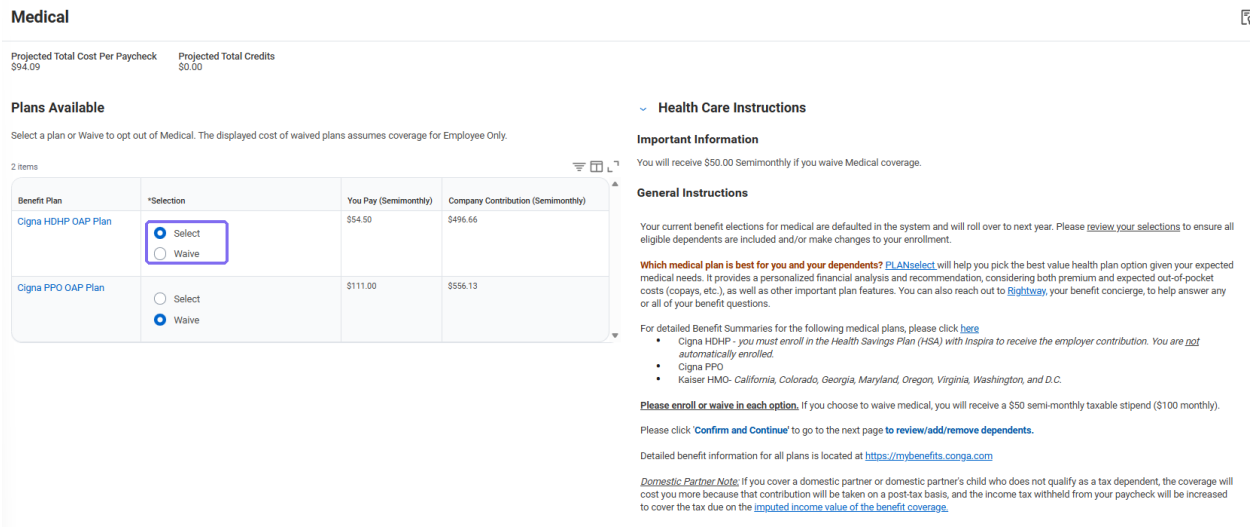


Section 2 – Review and Elect Your Benefits

Step 1. Read the **Enrollment Instructions** at the top of the page, then review your benefit tiles under Health Care and Accounts, Insurance, and Additional Benefits. A tile marked **Manage** is a plan you are enrolled in; a tile marked **Enroll** is a plan you have waived.

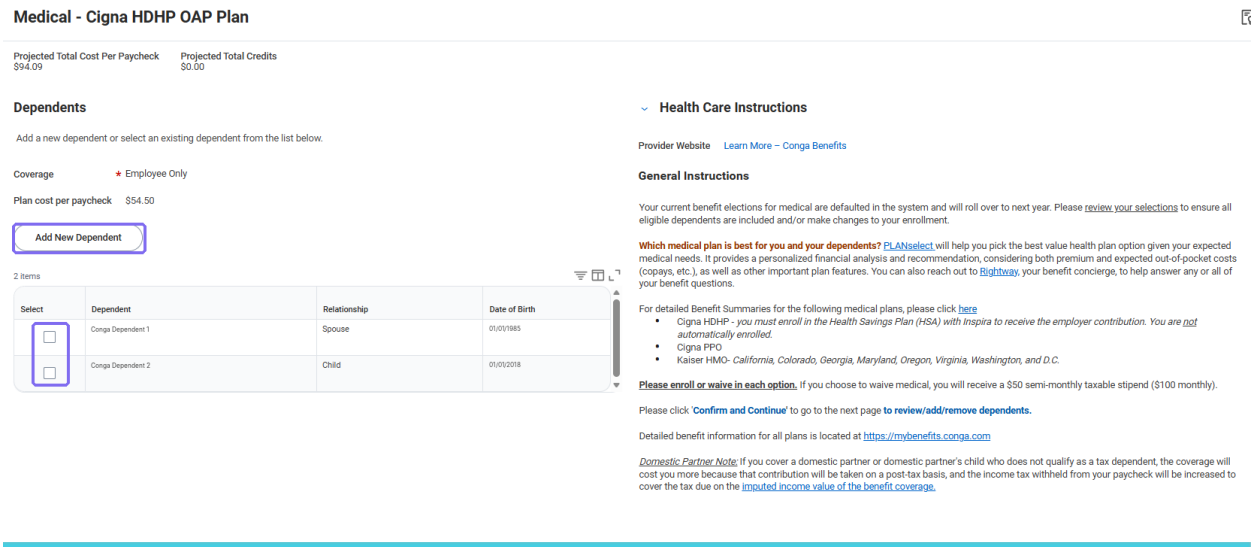


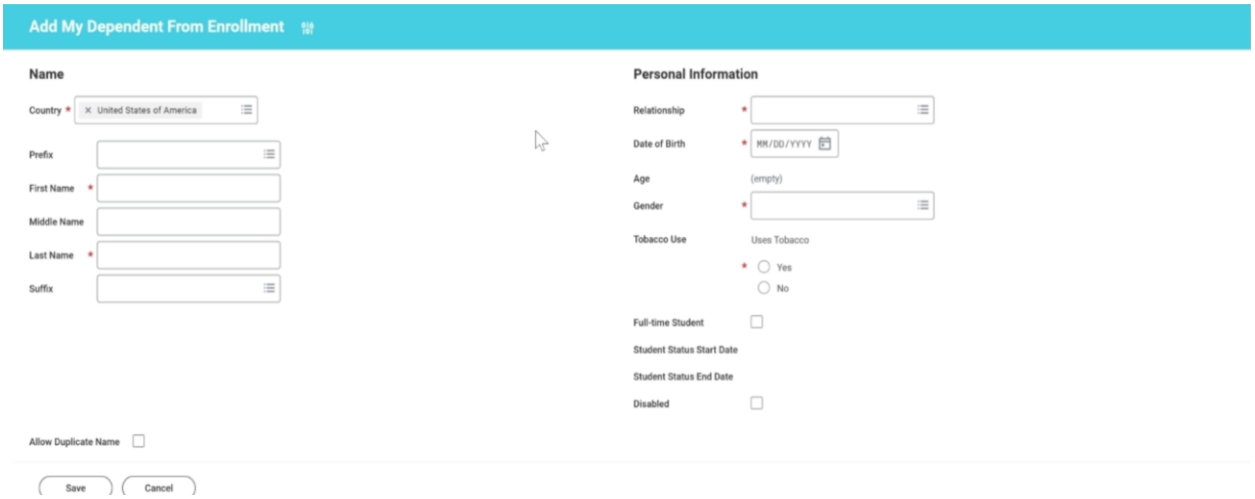
Step 2. Choose your medical plan. Click **Manage** (or **Enroll**) on the Medical tile, choose **Select** next to the plan you want or **Waive** for the plans you don't, then click **Confirm and Continue**. Repeat for each benefit you wish to elect or change.



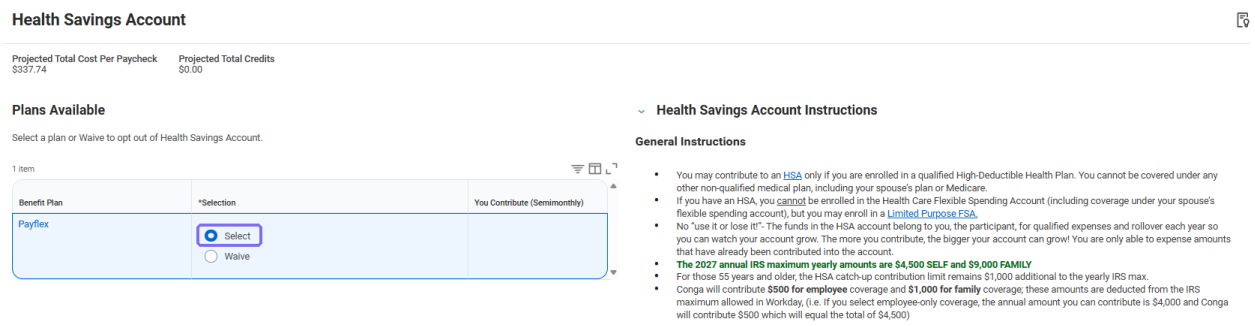
> **Medical plans for 2027:** Cigna HDHP, Cigna PPO, and Kaiser HMO (available in California, Colorado, Georgia, Maryland, Oregon, Virginia, Washington, and D.C.).

Step 3. Select the dependents you want to cover by checking the box next to each name. To add someone new, click **Add New Dependent**, complete the form, and click Save. Make sure dependents are selected on each plan you want to cover them under (medical, dental, and vision).

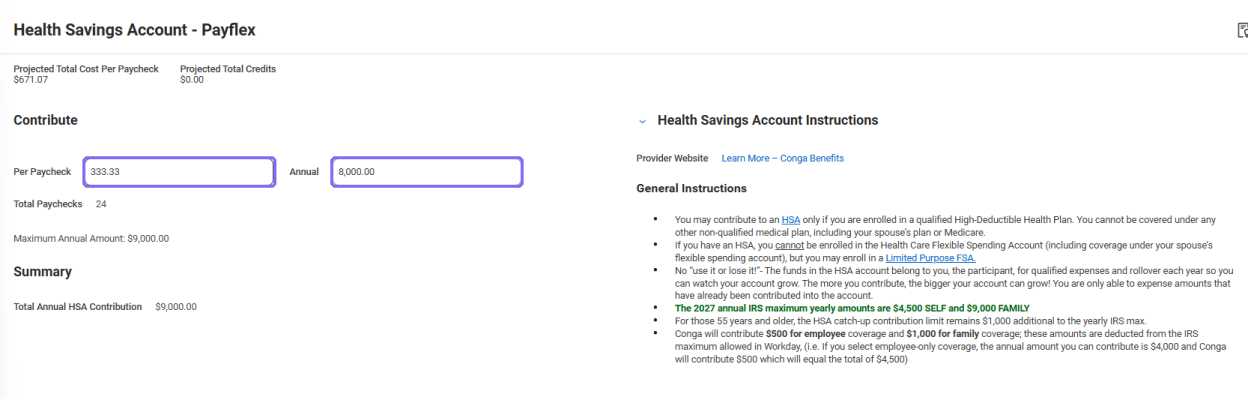




Step 4. Enroll in the Health Savings Account (if you elected the Cigna HDHP). Click **Enroll** on the HSA tile, choose **Select**, then click Confirm and Continue.



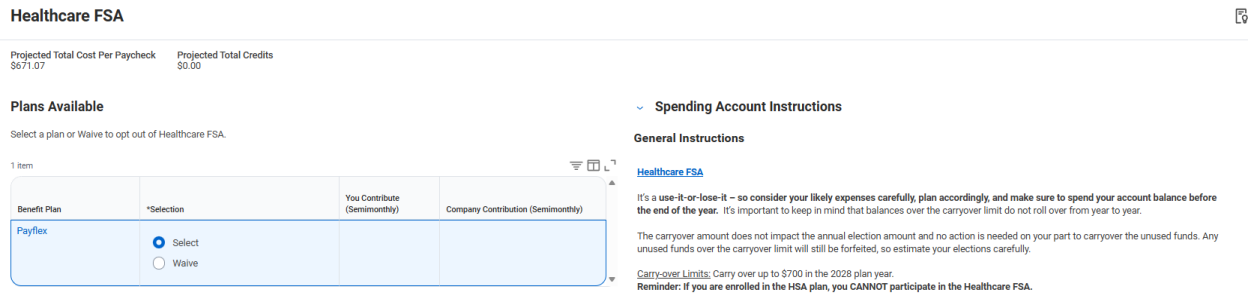
Enter your contribution as either a per-paycheck or annual amount. Workday calculates the other based on 24 paychecks.

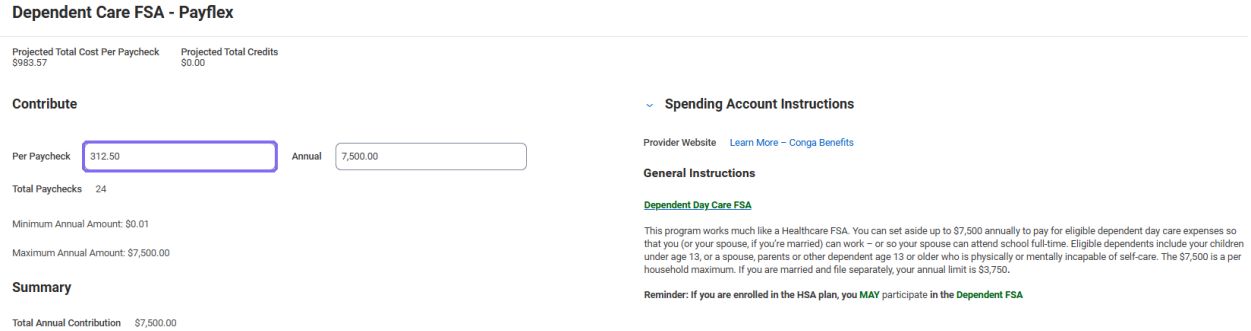


> **2027 HSA limits:** $4,500 for self-only coverage and $9,000 for family coverage, including Conga's contribution. If you are 55 or older, you may contribute an additional $1,000. Example: with employee-only coverage, you can contribute up to $4,000 and Conga will contribute $500.

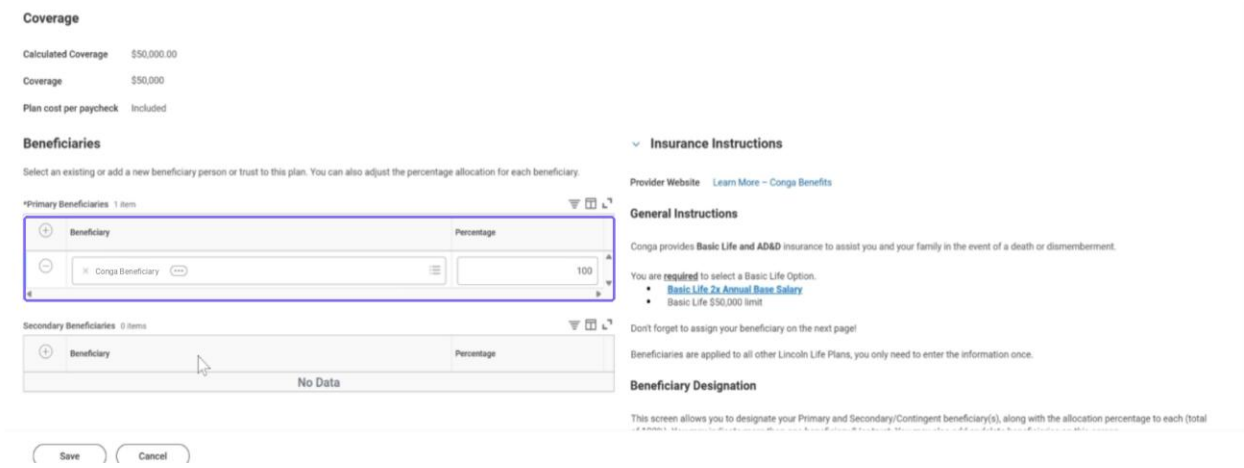
Step 5. Enroll in Flexible Spending Accounts, if desired, and enter your annual contribution.

- **Healthcare FSA:** covers eligible medical, dental, and vision expenses. It is use-it-or-lose-it: only a limited amount carries over into 2028 (shown in Workday), so estimate carefully. **You cannot enroll in the Healthcare FSA if you enroll in the HSA**; *enroll in the Limited Purpose FSA instead*.
- **Dependent Care FSA:** set aside up to $7,500 per household ($3,750 if married filing separately) for eligible dependent care expenses. You may participate even if you enroll in the HSA.

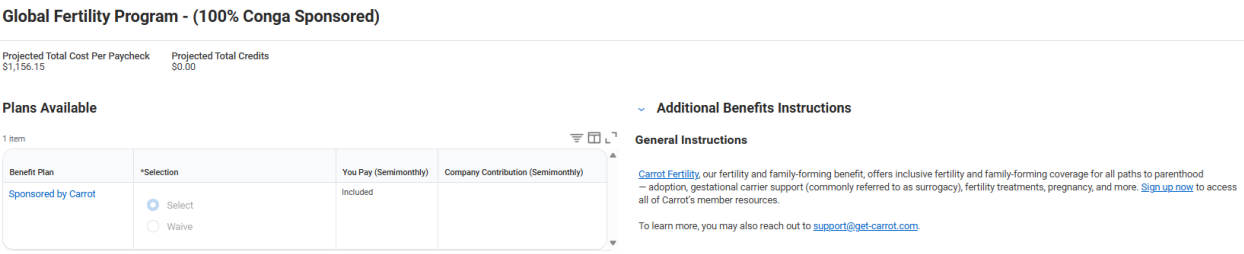




Step 6. Review your insurance elections and beneficiaries. Basic Life is required. On the Basic Life plan, add your **Primary** (and optional Secondary) beneficiaries so each group totals 100%. Beneficiaries are applied to all other Lincoln life plans, so you only need to enter them once.

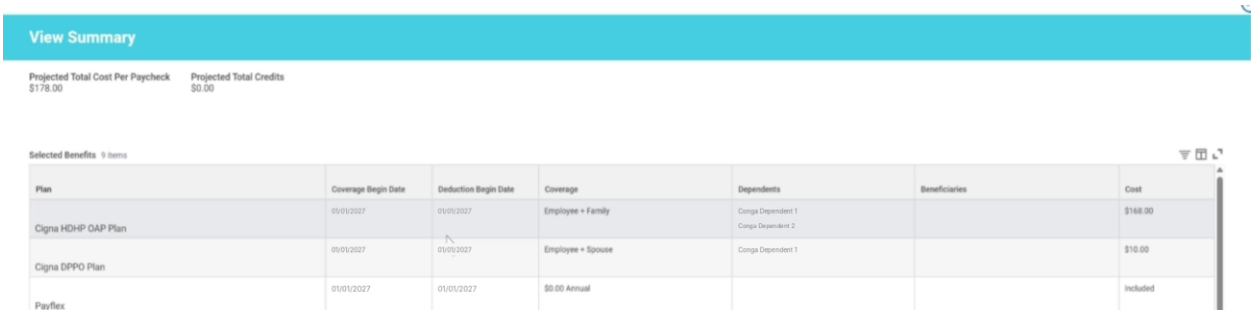


Step 7. Review your Additional Benefits. Conga-sponsored programs such as the Employee Assistance Program and the Global Fertility Program through Carrot are included at no cost. You can also enroll in optional benefits such as Transit, Parking, Identity Theft Protection, and Pet Insurance.



Section 3 – Review, Sign, and Submit

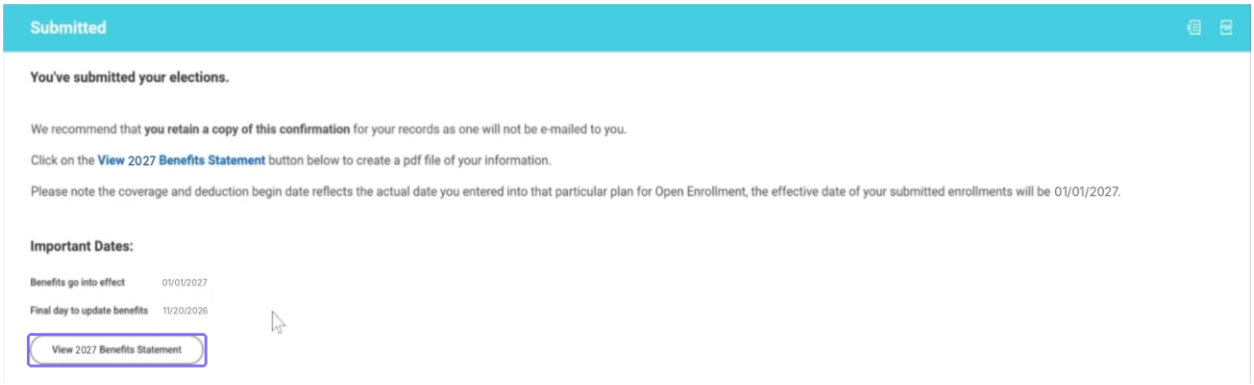
Step 1. When all of your elections are complete, click **Review and Sign** at the bottom of the Open Enrollment page. Review the plans, coverage levels, dependents, beneficiaries, and costs on the summary.



Step 2. Read the Electronic Signature legal notice, check **I Accept**, and click **Submit**.



Step 3. Save a copy of your elections. Click **View 2027 Benefits Statement** to create a PDF for your records. A confirmation will not be emailed to you.



Reminder – Make Changes By November 20

You can update your elections as many times as you like until Open Enrollment closes on November 20, 2026. Your most recent submission is the one that takes effect on January 1, 2027.

Need Help?

Email the Benefits team at benefits@conga.com, or visit mybenefits.conga.com for detailed plan information.