





Mobile Enrollment Instructions!

Download the free Workday app for iPhone, iPad, or Android
(available from the App Store or Google Play)

Use your Workday username (ITH+Clock Number) and password
to login. See HR if you need a password reset.

NEW! BorgWarner is making enrollment even easier and more convenient! This Fall, you will be able to use your smartphone, tablet or other mobile device to enroll!

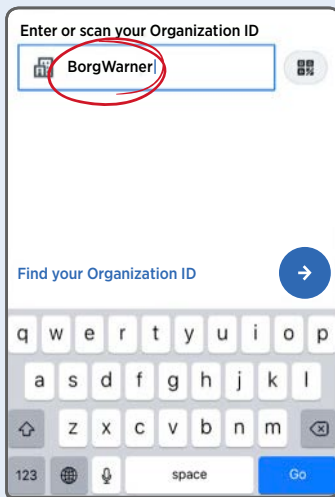
LEGEND:

- Complete all tiles with a  by clicking "Enroll" or "Manage," making your elections and then clicking on the checkmark to save. Complete any needed information and/or dependent information.
- Tiles with a  are benefits that cannot be changed as part of Open Enrollment and are for information/review.

1

Download the Workday App

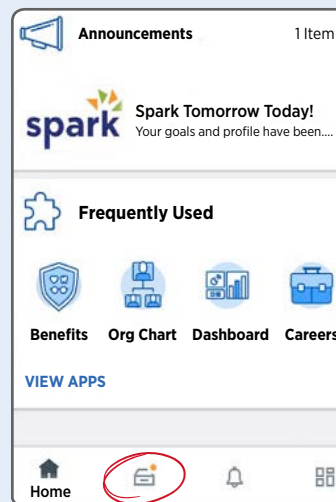
Download and open the login screen. When prompted to enter the organization, type in "BorgWarner".



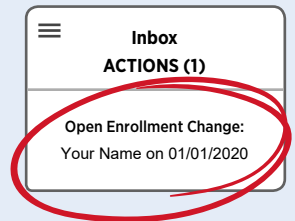
2

Go to Your Inbox

Click on the "Inbox" worklet at the bottom of your screen. Select the "Open Enrollment Change" task from the Actions section of your Inbox.



All employees must complete and submit by November 30, 2019



3

Start 2020 Enrollment

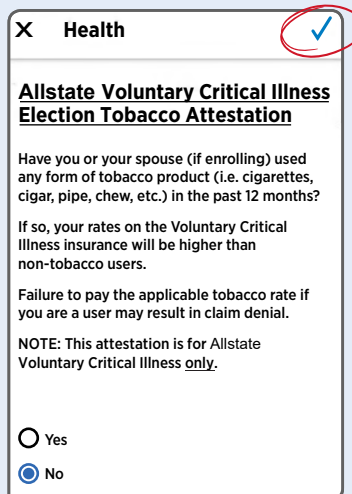
Click the "Let's Get Started" button.



4

Complete the Tobacco Attestation

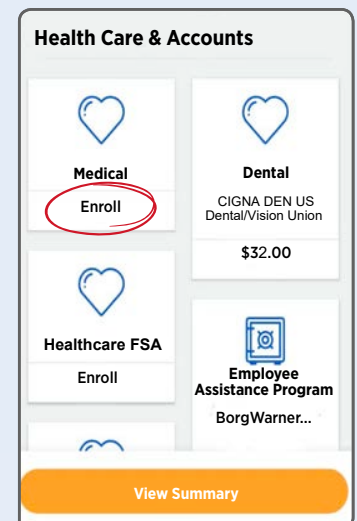
Select "yes" or "no" and save by clicking the checkmark in the upper righthand corner.



5

Select Enrollment Elections

Complete enrollment for 2020 by clicking on each of the benefit tiles to make your elections.

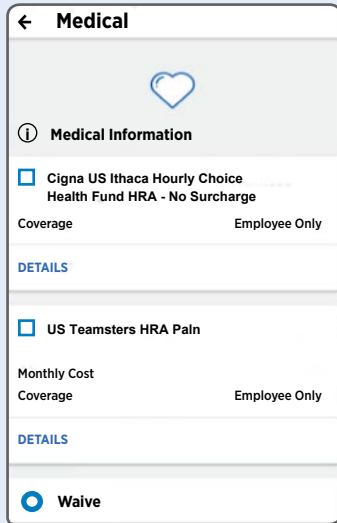


...continued Mobile Enrollment Instructions!

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Election Example

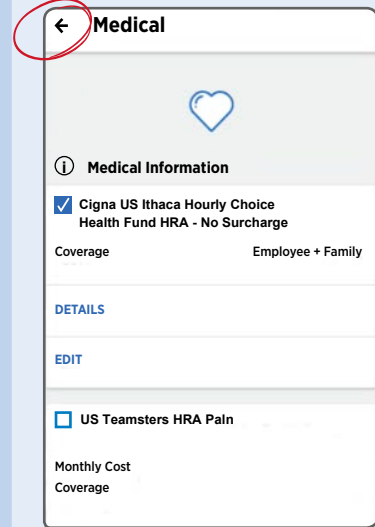
To open the medical page, click on the “Medical” tile. Select the plan you want to elect or waive your medical coverage.



To elect the level of coverage you would like, click “Coverage.” If you have dependents, they will appear after you select your coverage level. To save your election, click the checkmark.



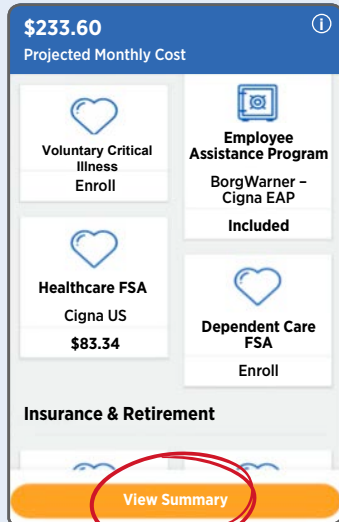
When you are finished with a tile, click on the arrow in the upper left-hand corner. This will take you back to the other tiles on the main screen.



6

Checkout

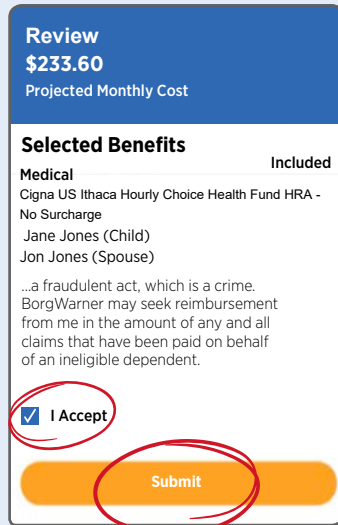
When all selections are complete, click the “View Summary” button.



7

Submit your Enrollment

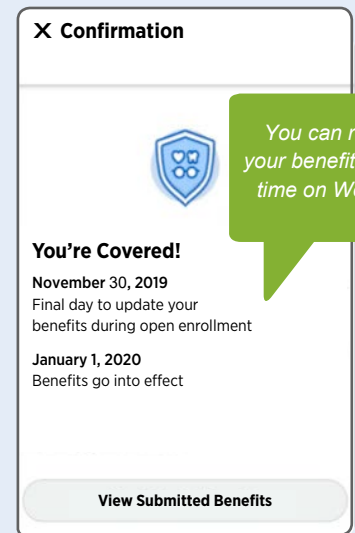
After reviewing selections, scroll down and check the “I Accept” box and then click “Submit.”



8

Checkout

When all selections are complete, click the “View Summary” button.



IMPORTANT NOTES:

- If your final submission doesn't work, scroll back to the top of the screen to look for errors.
- If you need to make changes after you have submitted your elections, click on the “Benefits” app on your Workday home screen, and then click “Edit.” You can then go through the process again to make any necessary changes. Be sure to submit and review once complete.