

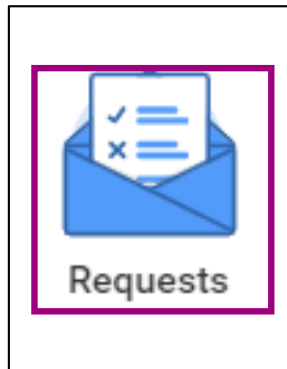
Instructions on How to Apply for the OhioHealthy PPO Assist Plan



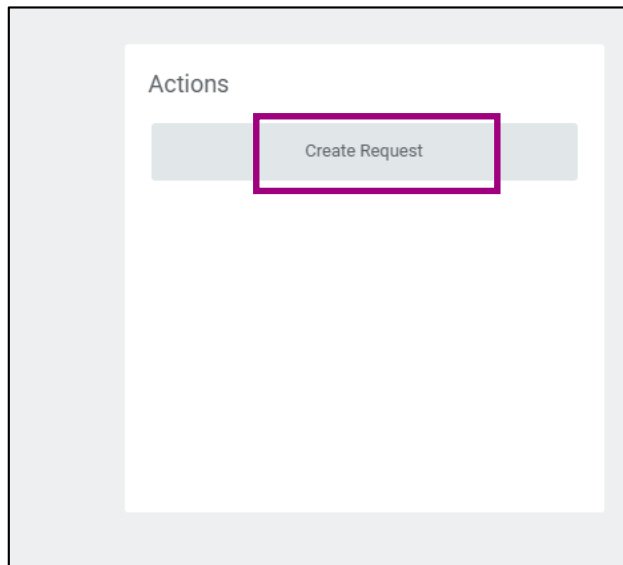
Login to Workday and follow the instructions below. All PPO Assist applications must be completed in Workday to ensure timely processing.

Requests Application – PPO Assist – Application Steps

1. **CLICK** the Requests Icon under the Applications section



2. **SELECT** Create Request



How to Apply for the PPO Assist



3. **CLICK** the Request Type labeled **All**

The screenshot shows a 'Create Request' form with a 'Request Type' dropdown menu. The dropdown is open, showing options: 'All', 'Request Types by Workday Object', and 'Request Types without Workday Objects'. The 'All' option is highlighted with a red box.

4. **SELECT** the Request Type **PPO Assist Medical Plan Application**

The screenshot shows the 'Create Request' form with the 'Request Type' dropdown menu open. The 'PPO Assist Medical Plan Application' option is selected, indicated by a red box around the radio button and the text.

How to Apply for the PPO Assist



5. Under Program Guidelines, please read the instructions to ensure your submission is successful

By submitting this application, you understand that:

- Approval of this application determines my eligibility for enrollment in the OhioHealthy PPO Assist Plan.
- My application requires approval. Once approved, I will be able to select the OhioHealthy PPO Assist Plan during annual enrollment in the fall or during my new medical enrollment in Workday.
- My application must be submitted by the deadline. Late submissions may not be approved.

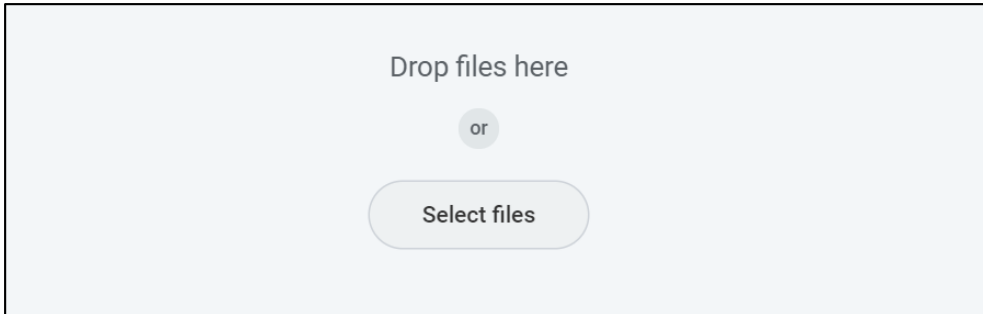
6. SELECT please filing status from last year's tax return

01. Income Tax Filing Status (Required)

- Single or Head of Household
- Married and filing jointly
- Married and filing separately

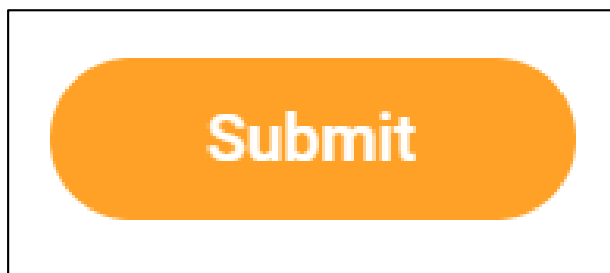


7. UPLOAD your federal income tax return(s) in the section that appears after you've selected your tax filing status



Instructions on attachments needed will appear once you select your filing status.

8. CLICK Submit to send your application to the HR Resource Center for review



Your application may take up to two business weeks for processing, and you will see a Notification in Workday once your application is reviewed. If you have any difficulties working through this process, please call the HR Resource Center at 614-533-8888.