The Aaon Group

Open Enrollment Job Aid: How to Enroll into the AAON Medial Plan (Mobile App)

The AAON High Deductible Health Plan (HDHP) provides comprehensive medical coverage and allows eligible participants to contribute to a Health Savings Account (HSA).

Access Open Enrollment

1. Log in to **Workday**
2. Open the **Open Enrollment** task from your Workday inbox or home page
3. Click **Get Started**

Enroll or Manage Medical Plan (HDHP)

1. Navigate to the **Medical** tile
2. Click **Enroll or Manage**
3. Select the Cigna HDHP plan and click **Select** for coverage. To decline coverage, choose **Waive Coverage**, then click **Done**
4. Click **Confirm** and **Continue** at the bottom
5. Click Save OR to continue to **Add Dependents**

Add or Review Dependents

1. Select dependent(s) you would like to enroll
   OR
2. If your dependent is not listed, click **Add New Dependent**, then select **Next**
3. Enter the dependent(s) information and verify that their Social Security Number is entered correctly
4. Click **Save**

Review and Sign

1. Review all benefit elections carefully
2. Confirm the information is accurate
3. Click **I Accept** and **Submit** to complete Open Enrollment
4. If you do not click **Submit**, your 2026 benefit plan elections will carry forward into 2027, except for HSA contributions, which will end on December 31, 2026

Important Information

Health Savings Account (HSA) Eligibility: Employees enrolled in the AAON HDHP are eligible to contribute to a Health Savings Account (HSA).

Important: HSA contributions require a separate election during Open Enrollment. HSA contribution elections do not automatically carry forward from year to year.

Benefit Changes: Open Enrollment elections become effective on January 1, 2027.

Need Help?

Submit a **Workday Help Case** through the **Help Center** and select the **Benefits** category for assistance.

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2027 HDHP (with Vision Benefit) cost

	Monthly Cost	*Per Paycheck*
Employee Only	*$120.00*	*$60.00*
Employee and Children	*$240.00*	*$120.00*
Employee and Spouse	*$391.00*	*$195.50*
Family	*$556.00*	*$278.00*

2027 Dental cost

	Monthly Cost	**Per Paycheck**
Employee Only	$8.00	$4.00
Employee and Children	$25.00	$12.50
Employee and Spouse	$22.00	$11.00
Family	$45.00	$22.50

2027 VSP cost

	Monthly Cost	**Per Paycheck**
Employee Only	$5.91	$2.96
Employee and Children	$12.99	$6.50
Employee and Spouse	$12.28	$6.14
Family	$20.77	$10.39