

# enrollment in chevron benefits

## enter or verify your SSN in workday

legacy magnum U.S.-payroll employees

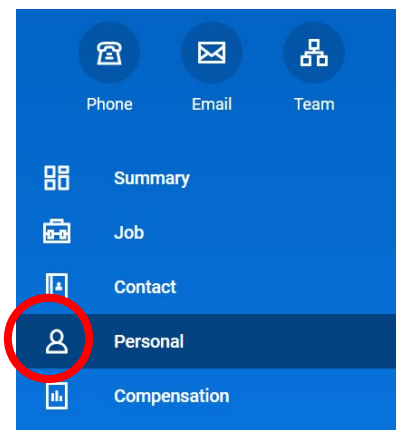
As previously mentioned, the HR Service Center and the BenefitConnect website *require* your social security number (SSN) to create your employee record and activate your enrollment event in the benefits enrollment system. Due to certain security limitations in Workday, Chevron's HR system, you may be required to enter your SSN **before** you can make your benefit enrollment elections.

1 Open **Workday** from the Chevron intranet.

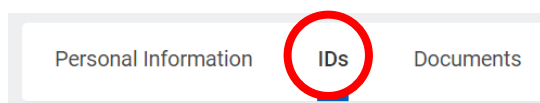
2 Click the **PERSON** icon in the upper right corner, then **VIEW PROFILE** from the menu.



3 Click **PERSONAL** from the left navigation.



4 Click the **ID** tab from the submenu in the middle portion of the screen.



(continued next page)

## 5 Scroll down to the **NATIONAL ID** section.

If there is **NO DATA** under the **NATIONAL ID** table, go to **STEP 6** below.

National IDs 1 item

Country	National ID Type	Identification #	Issued Date
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If you see a **MASKED SSN**, go to **STEP 7** below.

National IDs 1 item

Country	National ID Type	Identification #	Issued Date
United States of America	Social Security Number (SSN)	XXX-XX-	

Verify National ID

## 6 Enter your SSN into Workday

Click the **EDIT** button near the top of the **ID** screen.

Choose **CHANGE MY GOVERNMENT ID** from the dropdown.

Personal Information | **IDs** | Documents

Edit

From the **CHANGE MY GOVERNMENT ID** screen, click the **ADD (+)** icon.

- Go to the **NATIONAL ID** table. Fill in *all* required fields.

### Change My Government IDs

National IDs 1 item

+ Country

- United States of America

Scroll down to the **ATTACHMENTS** section.

Attach a scanned copy of your social security card or any ID indicating your SSN.

Click **SUBMIT** when complete.

Attachments

Drop files here

Select files

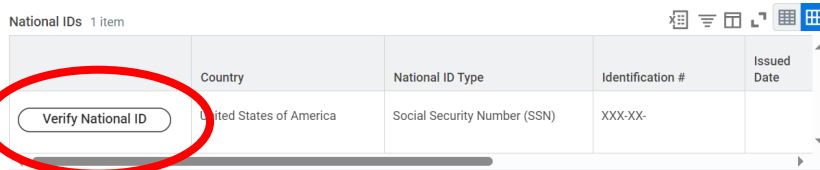
Submit Save for Later Cancel

Wait overnight for your record to be created at the HR Service Center and your enrollment activated on the BenefitConnect website. Then, follow these **ENROLLMENT INSTRUCTIONS** to get started.

## 7 Verify your SSN in Workday

Click the **VERIFY NATIONAL ID** button in the National ID table.

National IDs 1 item



The screenshot shows a table with the following columns: Country, National ID Type, Identification #, and Issued Date. The first row contains the text 'United States of America', 'Social Security Number (SSN)', and 'XXX-XX-'. A button labeled 'Verify National ID' is located in the first column of the first row and is circled in red.

Country	National ID Type	Identification #	Issued Date
United States of America	Social Security Number (SSN)	XXX-XX-	

Enter your SSN when prompted.

If Workday has your SSN accurately recorded, you will see this **success message**:

**Verify My National ID** Success!

You have successfully verified your Social Security Number (SSN).

If you receive the **SUCCESS** message, your record and enrollment event should be already activated at the HR Service Center and with BenefitConnect. You can follow these **ENROLLMENT INSTRUCTIONS** now to get started with your enrollment.