



BenefitEd: Quick Reference Guide

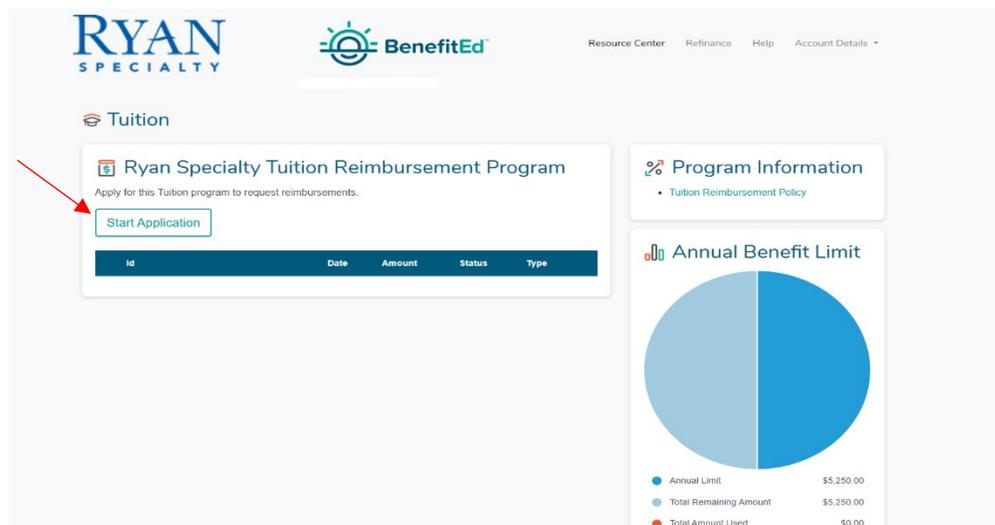
Welcome to BenefitEd! This Quick Reference Guide will assist you in navigating the tuition reimbursement process on the BenefitEd dashboard.

1. To access the BenefitEd dashboard, please find the SSO option through Workday.

➤ Note: Workday>Menu>Benefits Portal>BenefitEd US



2. You will then be taken to the BenefitEd dashboard. To begin the tuition reimbursement process, click 'Start Application'.





- From there, you will be taken to the Tuition Program Application page. Once you fill out the prompts, read and check off the *'Policy and Clawback Agreement'* box, enter your first and last name at the bottom and click *'Submit Application'*.
 - Note: Please make sure to review the policy on the clawback terms.

Tuition Program Application
Tuition Application

Employee Name
Jane Doe

Employee Email Address
ryanspecialtydemo2@yopmail.com

What is the full name of the accredited institution/professional certification program in which you are enrolled?

What is your program type?
Select Answer

What is your area of study?

Program Start Date
mm/dd/yyyy

Program End Date
mm/dd/yyyy

Policy and Clawback Agreement
 I, [Employee Name], acknowledge that I have read and understood the Tuition Reimbursement Policy provided by Ryan Specialty. I am aware of the eligibility criteria and the conditions under which reimbursement payments will be issued. I understand that if I do not meet the specified criteria, Ryan Specialty has the right to reclaim any reimbursement payments made to me. This includes situations where I do not complete the course or program for which reimbursement was provided, or if I voluntarily leave Ryan Specialty within the first twelve (12) months from date of receipt of the payment. This can result in requiring me to repay 100% of any tuition reimbursements received.
 By signing below, I confirm my understanding and acceptance of these terms.
Please enter your name (format: Firstname Lastname)

Save as Draft **Submit Application**

- Note: You can click *'Save as Draft'* to go back to the application at a different time.

Once the application has been submitted, BenefitEd will review. If approved, your manager will be notified via email. They will then be able to approve or deny your application. Once a determination has been made, you will receive an email with the decision of your application

Financial Request: This section will go through submitting the Financial Request form.

4. After receiving the email confirming your approval or denial, it will be displayed on the BenefitEd dashboard. If approved, you can click 'Submit Financial Request'.

Tuition

Ryan Specialty Tuition Reimbursement Program

Start Application

Id	Date	Amount	Status	Type	
▲ A-3070	1/30/2025		Approved	Program Application	Details <input type="button" value="Submit Financial Request"/>

- Note: If the application or financial request has been denied, you may request an appeal. You will need to provide an explanation for the appeal as well as supporting documents. If you do not need to request an appeal, please continue to step 5.

Tuition Program Appeal

Appeal for Denied request

What are you requesting an appeal for?

Select Answer

Provide an explanation for your appeal in the box below.

Upload documents to support your appeal.

*File format only accept .png, .jpg, .jpeg, .pdf, .docx, .xlsx
You can attach multiple documents by pressing the Ctrl key while clicking on the documents that you would like to add.

Choose Files | No file chosen

Save as Draft Submit Appeal

- You will then be taken to the Tuition Program Request page. It will ask you to enter the course details: course title/number, tuition cost, scholarship grants, and fees.
 - Note: The bottom will show the total reimbursement and remaining amount (the annual limit is \$5,250 per calendar year).

Tuition Program Request
Tuition Reimbursement Application
Available amount: **\$3,850.00**

COURSE 1
Course Title and Number

[+ Add Course](#)

Tuition
Reimbursed amount: 100%

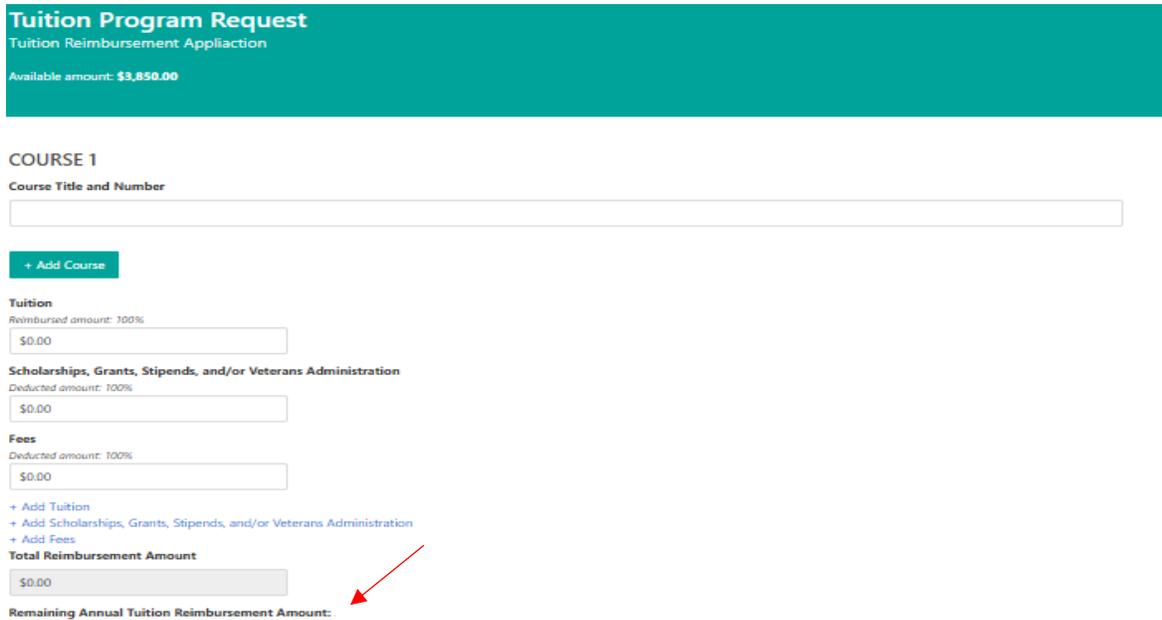
Scholarships, Grants, Stipends, and/or Veterans Administration
Deducted amount: 100%

Fees
Deducted amount: 100%

[+ Add Tuition](#)
[+ Add Scholarships, Grants, Stipends, and/or Veterans Administration](#)
[+ Add Fees](#)

Total Reimbursement Amount

Remaining Annual Tuition Reimbursement Amount:



- The bottom portion of the application is where you will upload copies of your final grades and billing statements by selecting 'Choose Files'. Make sure to select whether you received scholarships or grants for your program. After that, click 'Submit Financial Request'.

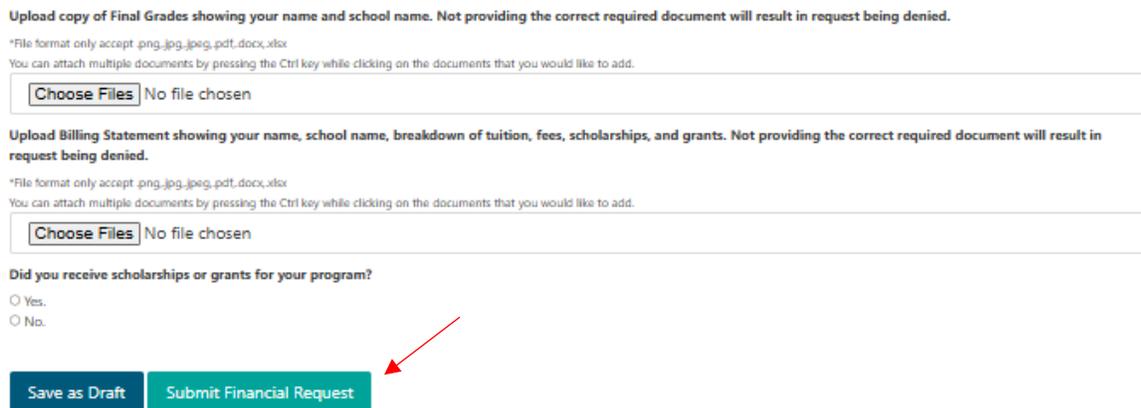
Upload copy of Final Grades showing your name and school name. Not providing the correct required document will result in request being denied.
*File format only accept .png, .jpg, .jpeg, .pdf, .docx, .xlsx
You can attach multiple documents by pressing the Ctrl key while clicking on the documents that you would like to add.

No file chosen

Upload Billing Statement showing your name, school name, breakdown of tuition, fees, scholarships, and grants. Not providing the correct required document will result in request being denied.
*File format only accept .png, .jpg, .jpeg, .pdf, .docx, .xlsx
You can attach multiple documents by pressing the Ctrl key while clicking on the documents that you would like to add.

No file chosen

Did you receive scholarships or grants for your program?
 Yes.
 No.





Once approved, BenefitEd will coordinate with HR to include the reimbursement in your next available paycheck.