

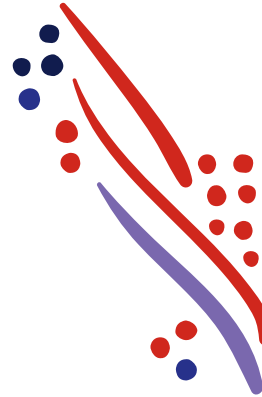
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Navigating the enrollment wizard

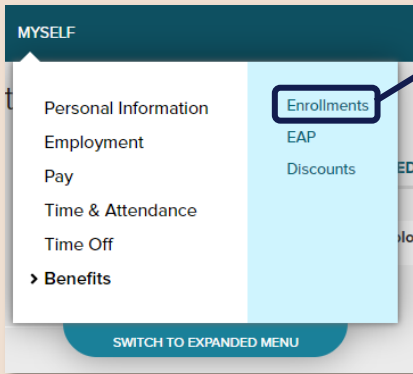
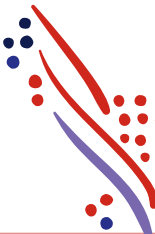
ADP® TotalSource Open Enrollment

Your 4 to-dos ...

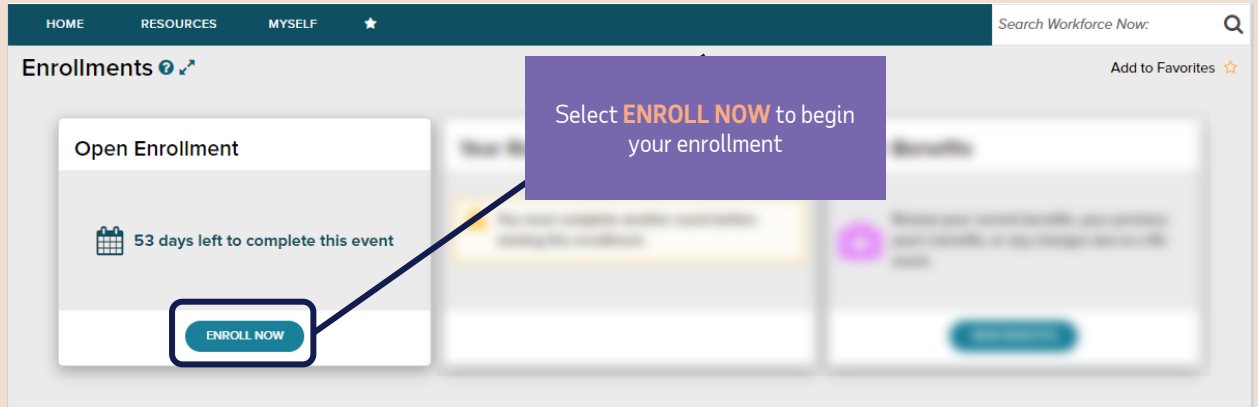
- 1 Access the Enrollment Wizard
- 2 Review your dependents and beneficiaries
- 3 Status (Enrolling in Benefits)
- 4 Complete Your Enrollment



Plan enrollment



You can find your benefit enrollment wizard here



Select ENROLL NOW to begin your enrollment

Welcome!



This page contains important details about your benefit offerings, coverage dates, and resources to help you through enrollment

The screenshot shows the 'Enrollments' page for a new client implementation. At the top, it says 'Welcome to New Client Implementation' with a calendar icon indicating '53 days left to complete this event'. A progress bar shows three steps: 'Welcome' (active), 'Select Benefits', and 'Summary'. The main content area contains the following text:

Welcome to ADP TotalSource! It's time to enroll in your benefits.

This is your opportunity to elect benefits that best fit your needs. You have access to a range of benefit plans that can support your health, wealth, life and work.

You must enroll within your enrollment window. If you don't, your benefit plans may automatically be chosen for you, or you may not have benefits coverage at all. The benefits Plan Year is June 1- May 31.

Your next opportunity to review and change our benefit elections will be during the next annual Open Enrollment period or if you experience an IRS-qualified family status change or HIPAA special enrollment event.

Examples of Qualifying Events

- o Change in legal marital status, including marriage, death of spouse, divorce or legal separation.
- o Change in number of dependents, including birth, adoption or death.
- o Change in employment status, including beginning or termination of employment

Please refer to the Summary Plan Description (SPD) or contact a MyLife Advisor for more information. This SPD does not include all rules for all special enrollment events.

At the bottom of the page, there is a 'CONTINUE' button. A dark blue callout box with white text says 'Click here to move forward' pointing to the button. On the right side of the page, there is a vertical 'Need Help?' button.

Plan enrollment (continued)



Selecting the Plan Name will provide you with a Summary of Benefits Coverage and more details about the plan

Click SELECT PLAN to enroll

View the cost of the benefit Per Pay Period, Monthly, or Annually

VIEW PLAN COMPARISON allows you to compare up to 3 plans side by side

Select WAIVE THIS BENEFIT if you are waiving coverage. You will need to provide a waive reason for Medical, Dental, or Vision plans if you are not enrolling in any of these benefits

Medical

1. Which plan would you prefer?

Currently Enrolled In

PLAN	PROVIDER	PER PAYCHECK	EMPLOYER COST	EFFECTIVE DATE	
HDHP, All FT Employees	UHC07	\$	--	November 1, 2020	CURRENTLY ENROLLED
UHCNAVEPO-BTWE-500-90-MI-FL, ALL FT EMPLOYEES	UHC07	\$	--	--	SELECT PLAN

Other Options

2. Who do you want to cover?

MANAGE DEPENDENTS

Need Help?

You

Add dependents and beneficiaries.



Available Benefits

- HEALTH AND WELFARE - MEDICAL
- HEALTH AND WELFARE - DENTAL
- HEALTH AND WELFARE - VISION
- INSURANCE - EMPLOYEE LIFE
- INSURANCE - VOLUNTARY TERM LIFE
- INSURANCE - SHORT TERM DISABILITY
- INSURANCE - VOLUNTARY SHORT TERM DISABILITY
- INSURANCE - AD&D
- CUSTOM - LEGAL
- CUSTOM - GROUP ACCIDENT
- CUSTOM - HOSPITAL INDEMNITY

Medical

1. Which plan would you prefer?

Currently Enrolled In

PLAN	PROVIDER	PER PAYCHECK	EMPLOYER COST	EFFECTIVE DATE	
HDHP All FT Employees	UHC07	\$191.61	---	November 1, 2020	SELECT PLAN
	UHC07	\$191.61	---	---	SELECTED

2. Who do you want to cover?

MANAGE DEPENDENTS

Need help?

You

Daffy Duck Spouse

Newly Added Dependents & Beneficiaries will show here with a + icon.

Click here to Add or Edit Dependents & Beneficiaries

Select the icon to add the dependent to a plan. The icon will light up Green when they've been added.



You will need a **social security number** and **date of birth** to add a dependent or beneficiary. Adding a dependent will automatically update the **plan cost** based on your coverage level.

Click forward to complete your elections.

(including available Voluntary Benefits)



Save Your Election

YOU ARE ENROLLING IN
UHCO7: HDHP, All FT Employees

PER PAYCHECK COSTS	COVERED INDIVIDUALS
PLAN COST \$	SG You
TOTAL PER PAYCHECK \$	

PCP IDENTIFIER NUMBER
789

SAVE AND CONTINUE TO NEXT BENEFIT

You **Duffy Duck**
Spouse

SAVE FOR LATER **CONTINUE TO PREVIEW**

Select **CONTINUE TO PREVIEW** to review your elections and continue to the next benefit.

Available Benefits

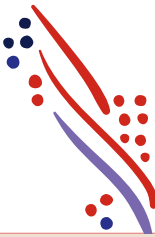
- HEALTH AND WELFARE - MEDICAL
- HEALTH AND WELFARE - DENTAL
- HEALTH AND WELFARE - VISION

The left navigation pane will show your progress as you move through enrollment:

- = Enrolled
- = Waived Coverage
- = Needs Attention
- | = You've viewed this section

Sign up for the Optum HSA.

(if you elected a qualified plan)



*To open an HSA, enter the amount you want to contribute either per year or per pay period and click **ENROLL**.

*If you are not contributing but your employer is, enter \$0 and **CONTINUE TO PREVIEW**

CONSUMER HEALTH AND SAVINGS ACCOUNTS - HEALTH SAVINGS ACCOUNT

- HEALTH AND WELFARE - DENTAL
- HEALTH AND WELFARE - VISION
- INSURANCE - EMPLOYEE LIFE
- INSURANCE - VOLUNTARY TERM LIFE
- INSURANCE - SPOUSE LIFE
- INSURANCE - CHILD LIFE
- INSURANCE - LONG TERM DISABILITY
- INSURANCE - SHORT TERM DISABILITY
- INSURANCE - VOLUNTARY SHORT TERM DISABILITY
- INSURANCE - AD&D
- CUSTOM - LEGAL
- CUSTOM - GROUP ACCIDENT
- CUSTOM - HOSPITAL INDEMNITY

1. Which plan would you prefer?

PLAN	PROVIDER	PER PAYCHECK	EMPLOYER COST	EFFECTIVE DATE	
<input checked="" type="checkbox"/> HSA	OPTUM	---	---	---	SELECTED

[REMOVE ENROLLMENT](#)

How much would you like to contribute?

Your estimated annual contribution can be any amount from **\$0.00** up to **\$2,750.00**.

For the ENTIRE YEAR, I want to contribute:

Maximum yearly goal

Enter a different amount

Annual

Per Pay Period

TOT Annual **CONTRIBUTION** **\$0.00**

[SAVE FOR LATER](#)

CONTINUE TO PREVIEW

Choose your Health Care FSA and enter contribution amount.

(If you wish to participate)



REMINDERS


*Limited FSA only covers basic dental and vision expenses if also enrolled in an HSA.

*Contribution amount will be based on the plan year, not calendar year.

Available Benefits

- HEALTH AND WELFARE - MEDICAL
- HEALTH AND WELFARE - DENTAL
- HEALTH AND WELFARE - VISION
- INSURANCE - EMPLOYEE LIFE
- INSURANCE - VOLUNTARY TERM LIFE
- INSURANCE - SPOUSE LIFE

FSA Health Care



1. Which plan would you prefer?

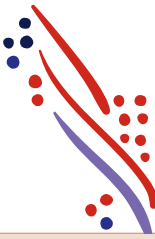
PLAN	PROVIDER	PER PAYCHECK	EMPLOYER COST	EFFECTIVE DATE	
LPFSA	OPTUM	--	--	--	<input type="button" value="SELECT PLAN"/>
HCFSA	OPTUM	--	--	--	<input type="button" value="SELECT PLAN"/>

Select the **Health Care FSA** if **NOT** enrolled in HSA

Select the **Limited Health Care FSA** if enrolled in HSA

Choose your Health Care FSA and enter contribution amount.


(If you wish to participate)



Available Benefits

- HEALTH AND WELFARE - MEDICAL
- HEALTH AND WELFARE - DENTAL
- HEALTH AND WELFARE - VISION
- INSURANCE - EMPLOYEE LIFE
- INSURANCE - VOLUNTARY TERM LIFE
- INSURANCE - SPOUSE LIFE

FSA Health Care



1. Which plan would you prefer?

PLAN	PROVIDER	PER PAYCHECK	EMPLOYER COST	EFFECTIVE DATE	
LPFSA	OPTUM	---	---	---	<input type="button" value="SELECT PLAN"/>
HCFSA	OPTUM	---	---	---	<input type="button" value="SELECT PLAN"/>

Select the **Health Care FSA**

Review and complete enrollment.



Enrollments Add to Favorites

Welcome to New Client Implementation

53 days left to complete this event

Welcome → Select Benefits → Summary

Please review this summary of your New Client Implementation. Download

Your benefit elections will not be processed until you click "SUBMIT ENROLLMENT".
You will still be able to make changes until November 30, 2020 11:59 PM EST

SAVE FOR LATER SUBMIT ENROLLMENT

Enrollment Summary Per Pay Period

Plan	Effective Date	Coverage	Your Cost
Medical			\$191.61
UHCO7: HDHP, All FT Employees	November 1, 2020	You	
Employee Life			\$0.00
METLDt: Basic \$10,000, All FT Employees \$10,000.00	November 1, 2020		
Long Term Disability			\$0.00
METLDt: LTD Basic 50% \$1,000/mo-180, All FT Employees \$0.00	November 1, 2020	You	
Short Term Disability			\$0.00
METLDt: STD 60% \$1,000/mo-90, All FT Employees \$0.00	November 1, 2020	You	

SAVE FOR LATER SUBMIT ENROLLMENT

Need Help?

Review then select
**SUBMIT
ENROLLMENT** to
submit your elections

Your benefits enrollment is complete!



Enrollments

Add to Favorites

Open Enrollment

53 days left to make changes

ENROLL NOW

Year Round Enrollment

Make changes anytime

ENROLL NOW

Your Benefits

Review your current benefits, your previous year's benefits, or any changes due to a life event.

VIEW BENEFITS

Make additional changes to your enrollment during the enrollment period

View or Download your benefits statement for your records

Update or Enroll in Year Round benefits such as HSA

BACK Your Benefits

This information is your benefits coverage as of the date below. Select a different date to view other coverage.

11/01/2020

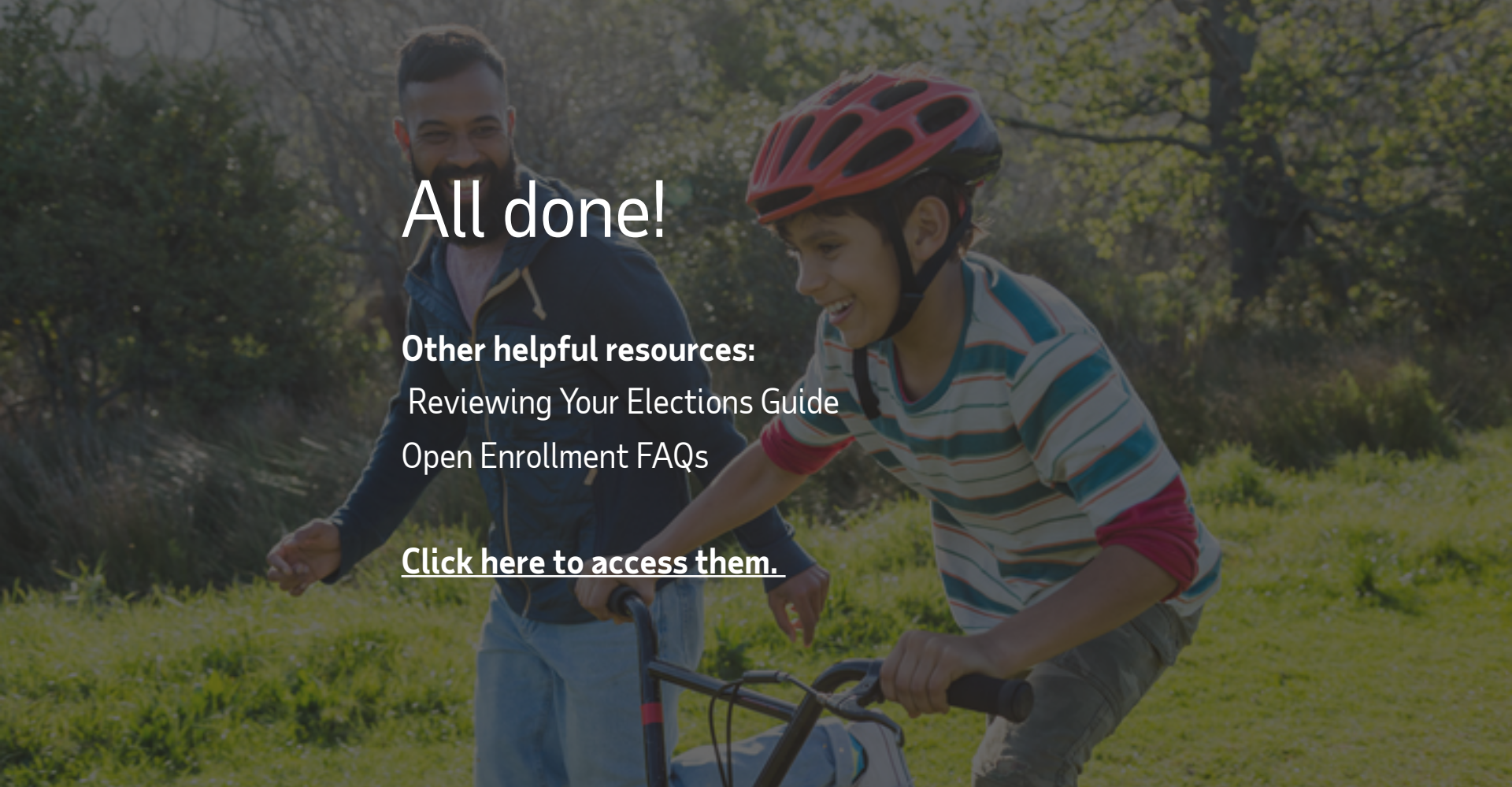
Download

Enrollment Summary Per Pay Period

Plan	Effective Date	Coverage	Your Cost
Medical			
UNC07: HDHP All FT Employees	November 1, 2020	You	\$0.00
Employee Life			
METLX Basic \$10,000 All FT Employees \$10,000.00	November 1, 2020		\$0.00
Long Term Disability			
METLX LTD Basic 50% \$1,000mo-180 All FT Employees \$0.00	November 1, 2020	You	\$0.00
Short Term Disability			
METLX STD 60% \$2,500mo (5x7-26) All FT Employees \$0.00	November 1, 2020	You	\$0.00
			Per Pay Period: \$0.00

Waived Benefits

Vision	Waive Reason: I am covered on my spouse's plan
Dental	Waive Reason: I do not want to be insured



All done!

Other helpful resources:

Reviewing Your Elections Guide

Open Enrollment FAQs

[Click here to access them.](#)