

Reviewing your Benefits Elections

After the enrollment window closes you can review your elections online – at any time during the benefits Plan Year.

Here's how:

1. Log on to [ADP TotalSource®](#) with your user name and password.
2. Click on **Myself > Benefits > Enrollments**.

To print your elections:

1. Click on **View Benefits**.
2. Enter the effective date of coverage in the dialog box to display your enrollment summary.
3. Click **Download** in the top-right corner.

Once your benefits start you will not be able to make changes to your coverage unless you experience an IRS-qualified family status change or HIPAA special enrollment event.

