



Navigating the enrollment wizard

How to enroll from your computer or phone



Enroll with our mobile app.



Always Designing
for People

Your 4 to-dos ...

Review your benefits – in your personalized enrollment video, on ADP TotalSource®.

Get answers on the MyLife website (MyLife-ts.adp.com) and/or by calling a MyLife Advisor (844-448-0325).

Gather dependents' SSNs and **choose** primary care doctors, if needed.

Enroll through ADPTotalSource.ADP.com or mobile device by your deadline.

Welcome!



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

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, as this list does not include all qualified change in status events.

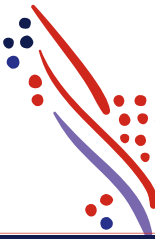
The system, also known as the Enrollment Wizard, will walk you through the process and your options, step-by-step.

Click here to move forward

Continue

Finish later

Benefits enrollment



My Benefits ✕

You have days left to complete this event.

Welcome to the Open Enrollment Period!

This enrollment period gives you the opportunity to make changes to certain benefits until

[Remind me Later](#) [Enroll Now](#)

Select **Enroll Now** to begin

Home Resources Myself My Team Reports & Analytics

Welcome,
We assigned you some important onboarding tasks. Please complete them as soon as possible.

ADP TotalSource News

Hello and welcome to ADP TotalSource where you can sign up for benefits, see your pay, review company policies and so much more. Take a minute to look around and if you can't find what you're looking for you can chat, call or send us a question. For HR in the palm of your hand, download the ADP Mobile App where you can access your pay and vacation information, a company directory and much more.

[Available on Google play](#) [Download on the App Store](#)

Helpful Links

- Salary Paycheck Calculator
- Hourly Paycheck Calculator
- ADP TotalSource Employee

Support

? We're here to help!
ADP can help with your Payroll, HR, and Benefits questions

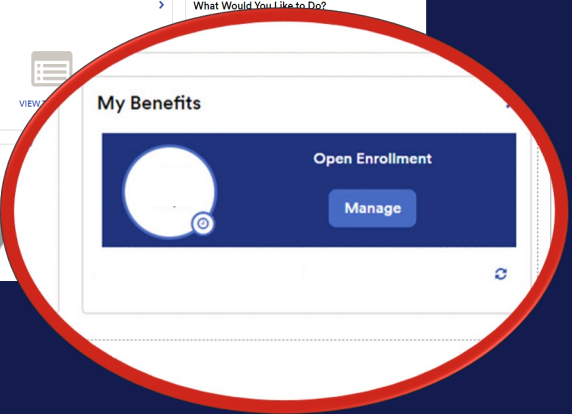
My Time What Would You Like to Do?

My Pay Compensation

My Benefits


Open Enrollment

[Manage](#)





Benefits enrollment (cont.)

 **days left to enroll**

Your benefit elections will not be effective until you click Submit enrollment.

Action Required
These plans need your attention. You can waive a benefit or click View available plans to update your information.

Medical Action Required

Multiple available options
You have benefit options available to choose from. See what is right for you!

[View available plans](#) [X Waive benefit](#)

Dental Action Required

Multiple available options
You have benefit options available to choose from. See what is right for you!

[View available plans](#) [X Waive benefit](#)

Vision Action Required

VSP- Choice Vision Plan, All Elig Bundled
You have benefit options available to choose from. See what is right for you!

[View available plans](#) [X Waive benefit](#)

[Back to welcome](#) [Finish later](#) [Submit enrollment](#)

Your cost per paycheck **\$** [Go to section](#)

Click, **View available plans** to choose benefit options, or **Waive benefit** if you choose to not enroll.



View plans & add dependents and beneficiaries



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.


The screenshot shows the 'Health and Welfare - Medical' page. At the top, there is a 'Back' link and a notification: 'Your company requires you to enter a reason to waive this coverage.' Below this is a 'Covered Individual' section with a checkmark and a 'Manage dependents' link. The main area is 'Available Plans', which lists two plans. Each plan entry includes a 'Provider' field with a search icon, a 'Preview and enroll' button, and a cost indicator: '\$ Employee per paycheck cost'. A 'Plan comparison' link is visible between the two plans. At the bottom, there are 'Back' and 'Waive benefit' buttons.

Callout boxes provide the following instructions:

- Click on **Additional Details** to review the full plan document (points to the 'Additional details' link).
- Click here to **Add Dependents & Beneficiaries** (points to the 'Manage dependents' link).
- Click on **Provider link** to go directly to provider website to search providers (points to the search icon).
- View Plan Comparison** allows you to compare plans side by side (points to the 'Plan comparison' link).
- Click on **Preview and enroll** to enroll in the plan you choose (points to the 'Preview and enroll' button).

Benefits enrollment (cont.)



 **Dental** **Action Required**

Multiple available options

You have 1 benefit options available to choose from. See what is right for you!

[View available plans](#) [X Waive benefit](#)







Scroll down the page to view all options.

Some options will state **Action Required**.

Please review options and choose to elect or waive the benefit plan.

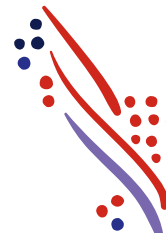
Eligible Benefits

You're eligible to enroll in the following plans.

| | |
|---|--|
| <p> Health Savings Account</p> <p>HSA-Optum</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p> <p>View available plans</p> | <p> Employee Life</p> <p>Basic Bundled</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p> <p>View available plans</p> |
| <p> FSA Dependent Care</p> <p>Dependent Care FSA</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p> <p>View available plans</p> | <p> FSA Health Care</p> <p>Health Care FSA, All FT Eligible</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p> <p>View available plans</p> |
| <p> FSA Health Care</p> <p>Limited Purpose FSA, All FT Eligible</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p> <p>View available plans</p> | <p> Transit</p> <p>OCB-Transit</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p> <p>View available plans</p> |

Sign up for the Optum HSA

(if you elected a qualified plan)



Eligible Benefits

You're eligible to enroll in the following plans.

Health Savings Account

HSA-Optum

You have 1 benefit options available to choose from. See what is right for you!

[View available plans](#)

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

If you are not contributing but your employer is, enter \$0 and click **Preview and enroll**.

Consumer Health and Savings Accounts - Health Savings Account

HSA-Optum ¹

¹ Enter your contribution amount to view the cost.

Provider
OPTUM

Contributions

Enter contribution amount to view your estimated cost.

Your estimated annual contribution can be any amount from \$

Your employer will contribute an annual total of distributed as Per Pay Period payment(s) to your account.

For the entire year, I want to contribute:

Maximum Yearly Goal

Custom Amount

Frequency

Please Select ▾

Employer Contribution \$

Your Contribution

Total Contribution

[Preview and enroll](#)

[Cancel](#)



Choose your Health Care FSA and 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 the calendar year.

FSA Health Care
Health Care FSA, All FT Eligible
You have 1 benefit options available to choose from. See what is right for you!

[View available plans](#)

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

FSA Health Care
Limited Purpose FSA, All FT Eligible
You have 1 benefit options available to choose from. See what is right for you!

[View available plans](#)

Select the **Limited Purpose FSA** if enrolled in HSA

Consumer Health and Savings Accounts - FSA Health Care

Available Plans

Health Care FSA, All FT Eligible
Provider: **OPTUM**

Contributions
Enter contribution amount to view your estimated cost.
Your estimated annual contribution can be any amount from

For the entire year, I want to contribute:

| Frequency | Contribution |
|---|--------------------------------|
| <input type="text" value="Per Pay Period"/> | <input type="text" value="0"/> |
| Payments | |
| Annual Contribution | \$0.00 |
| Total Contribution | \$0.00 |

Employer contribution per paycheck: **\$0.00**
Your contribution per paycheck:

[Preview and enroll](#)

[Cancel](#)

Choose your FSA Dependent Care and contribution amount

(If you wish to participate)



Reminders:

Choose to enter either **Per Pay Period** or **Annual** amount.

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

IRS contribution limits are applied per calendar year.

🏠 FSA Dependent Care

Dependent Care FSA

You have 1 benefit options available to choose from. See what is right for you!

[View available plans](#)

← Back

Consumer Health and Savings Accounts - FSA Dependent Care

Available Plans

Dependent Care FSA [Enter your contribution amount to view the cost.](#)

Provider
OPTUM

Contributions
Enter contribution amount to view your estimated cost.
Your estimated annual contribution can be any amount from \$50.00 up to \$5,000.00.
For the entire year, I want to contribute:

Maximum Yearly Goal

Custom Amount

Frequency
Please Select ▾

[Per Pay Period](#)

[Annual](#)

[Cancel](#)



Review and complete enrollment

Review the plans you're enrolled in.

Click **Submit Enrollment** to confirm your elections

Enrolled plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

| | | | |
|---|--|--|--|
| <p>Effective: .</p> <p>FT EEs</p> <p>Who is covered?</p> <p>You</p> <p>View available plans X Waive benefit</p> | <p>Pending Approval</p> <p>Per Paycheck</p> <p>Enrolled</p> | <p>Vision</p> <p>All Elig Bundled</p> <p>Who is covered?</p> <p>You</p> <p>View available plans X Waive benefit</p> | <p>Pending Approval</p> <p>\$</p> <p>Per Paycheck</p> <p>Enrolled</p> |
| <p>Long Term Disability</p> <p>Bundled</p> | <p>Enrolled</p> <p>Per Paycheck</p> | <p>Short Term Disability</p> <p>Effective:</p> <p>Bundled</p> | <p>Enrolled</p> <p>Per Paycheck</p> |


[Back to welcome](#) [Finish later](#) [Submit enrollment](#)

You're enrolled - way to go!



Make additional changes to your enrollment during the enrollment period

Open Enrollment

 days left to make changes

You can make changes to your enrollment from April 3, 2022 to July 30, 2022 at 11:59 p.m. ET.

[Manage enrollment](#)

 Submitted

Your Benefits

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

[View benefits](#)

Report a Life Change

Qualifying Events, like a marriage or losing coverage, allows you to request changes to benefits outside of Open Enrollment.

[Report a change](#)

Dependents & Beneficiaries

View or edit dependent and beneficiary information, or add a new dependent or beneficiary

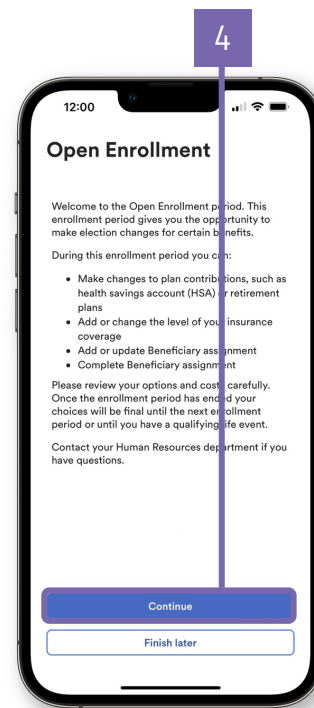
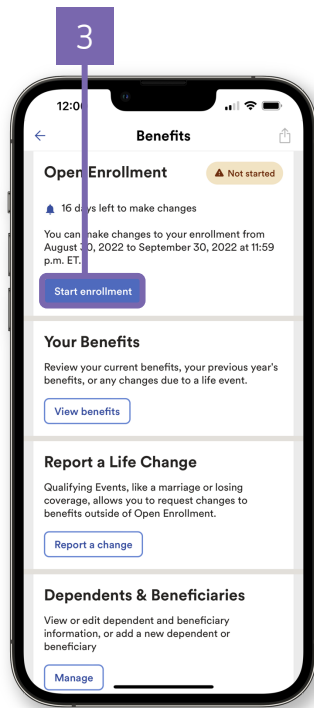
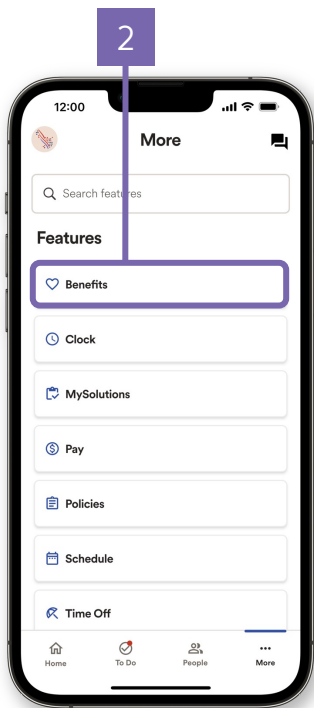
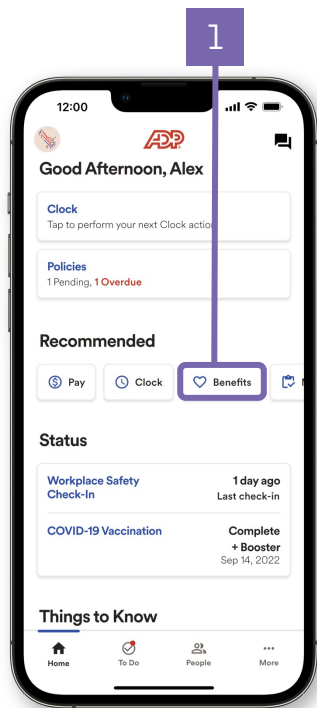
[Manage](#)

Update or enroll in year-round benefits such as commuter benefits or HSA

ADP TotalSource **Mobile Benefits Experience**



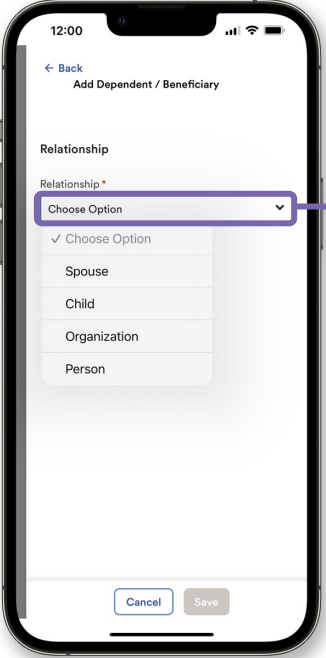
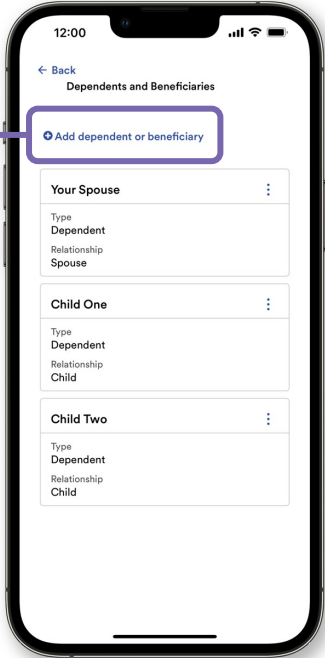
Access the enrollment wizard



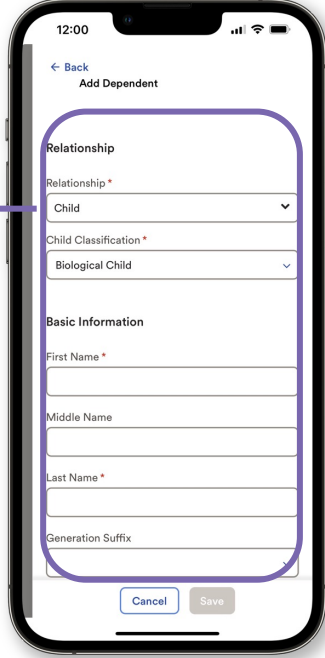


Add dependents and beneficiaries

Click here to add dependents. You must enter their First and Last names, Relationship, Gender, Tax ID, Birth Date, etc.



Add individuals (Person) or a trust, charity, etc. (Organization) and other necessary information.

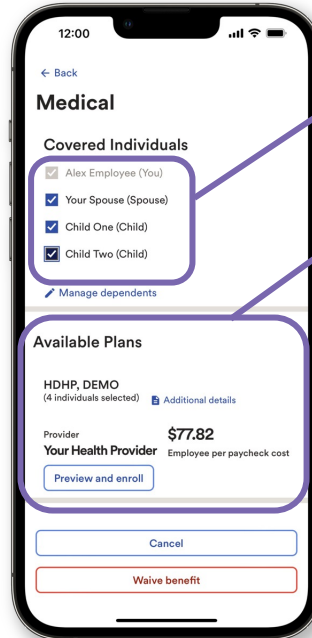
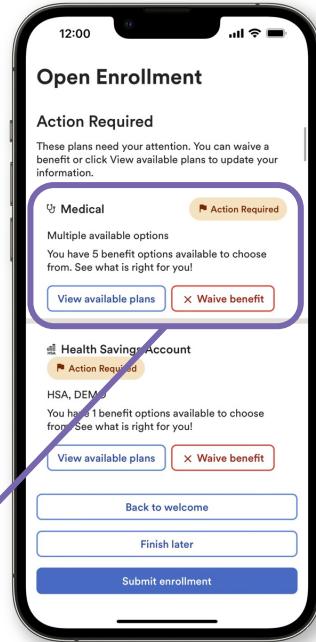


Enrolling in benefits



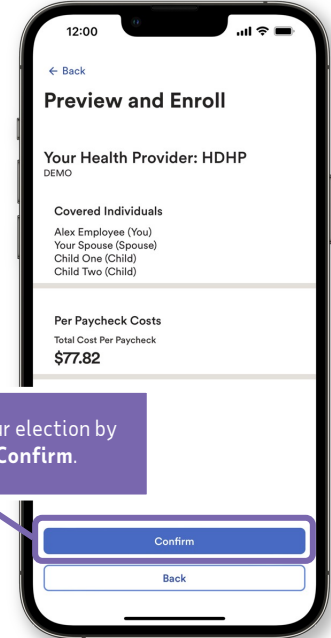
Take a moment to review the offered benefit elections. Items requiring action will be prioritized at the top. All other available elections will be listed underneath.

Tap on the desired benefit to view the details.



Tap on each dependent you want to cover on the plan.

Tap **Preview and enroll** to see more.

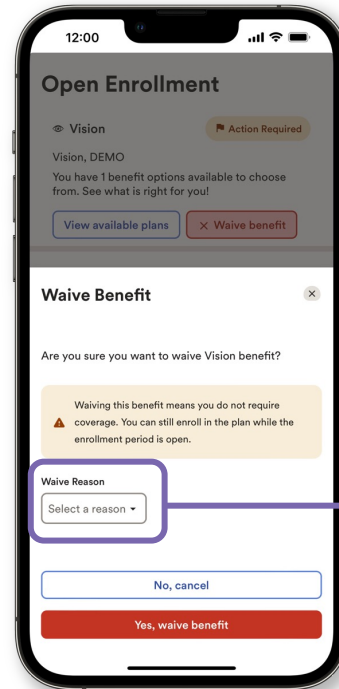
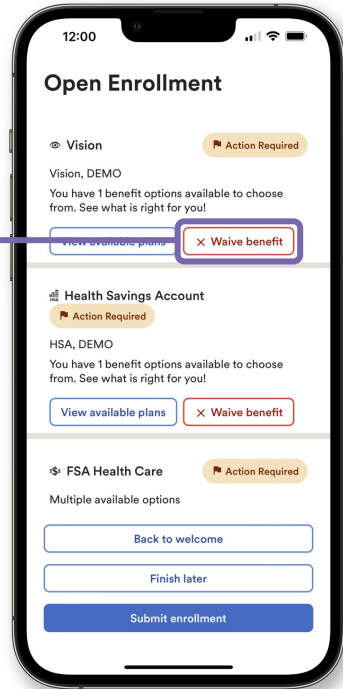


Save your election by tapping **Confirm**.

Waiving benefits



Tap here if you do not want to enroll into a benefit.

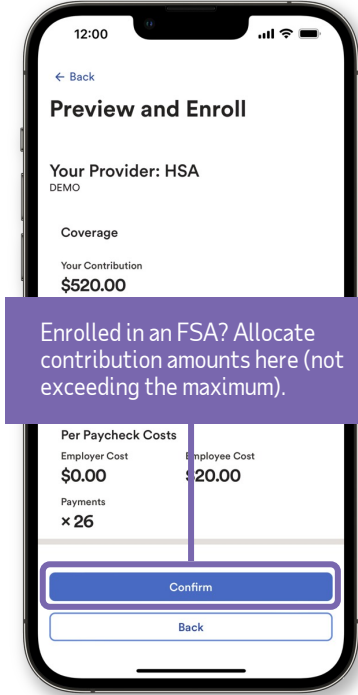
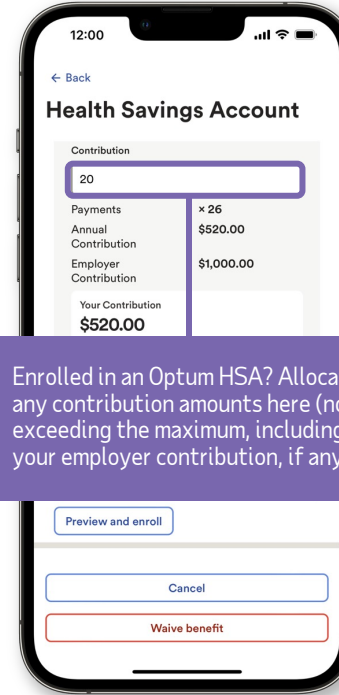
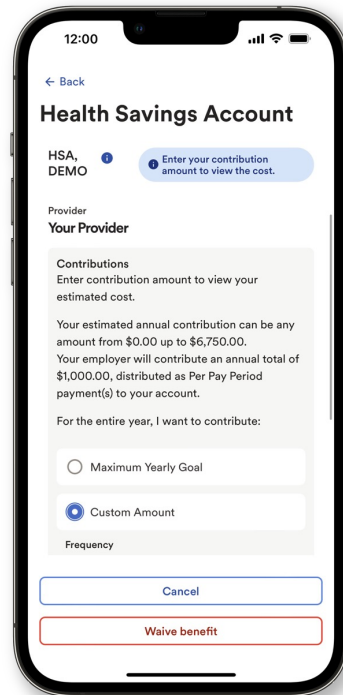


Select a reason, then tap **Waive Benefit**.

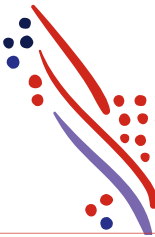
Spending accounts



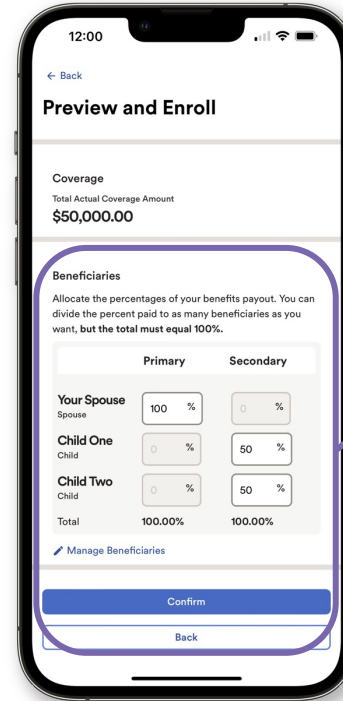
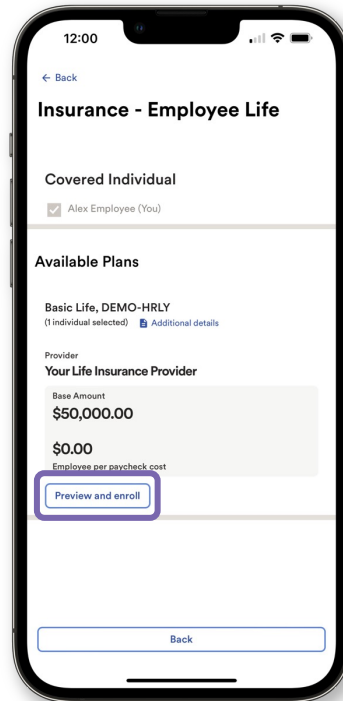
Under **Other Available Elections**, take a look at the spending accounts offered.



Designating beneficiaries

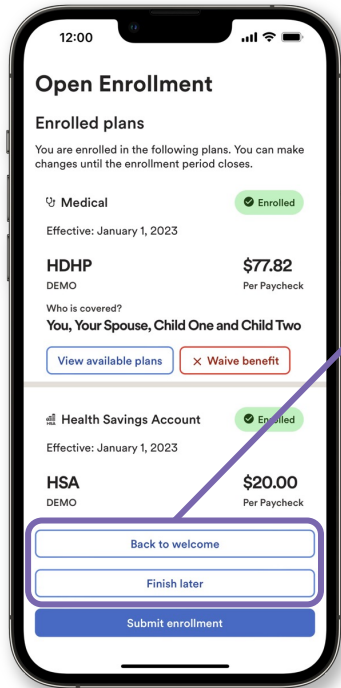
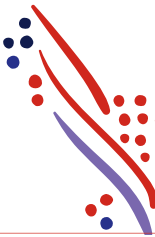


Whether you're offered an employer-paid basic life insurance, or you decide to enroll in a voluntary life insurance plan, you'll be required to designate your beneficiaries.



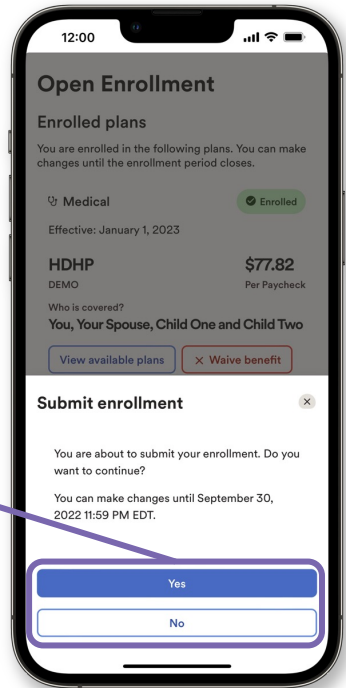
Divide the proceeds to **Primary** beneficiaries (required) or to **Secondary** beneficiaries (optional).

Completing your enrollment

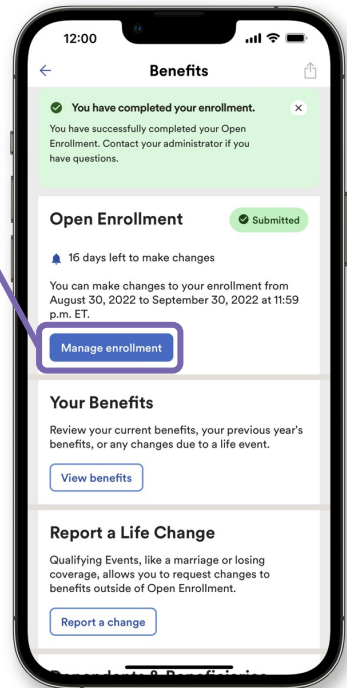


Review your election before submitting. Tap **Finish later** if you need more time, or **Back to welcome** to make edits.

Tap **Submit enrollment** when you're ready, then **Yes** or **No** on the next screen to proceed. A confirmation screen will display, providing your per paycheck cost and effective date (event date).



Finalize your changes in **Manage enrollment** before your enrollment period ends.



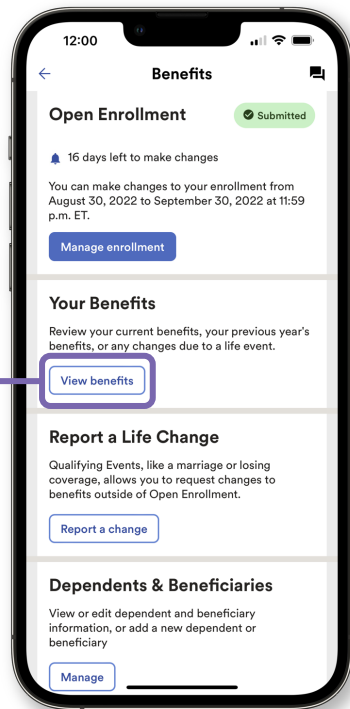


Viewing your benefits statement

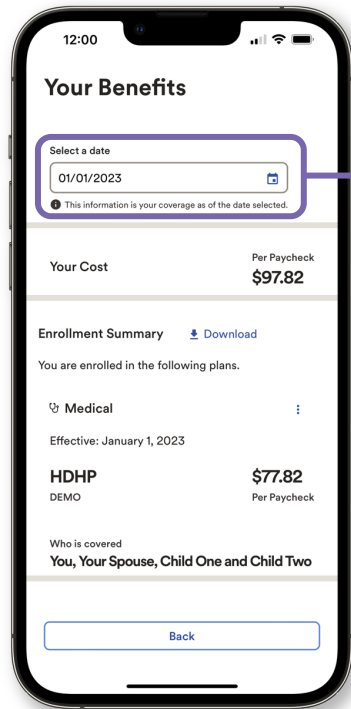
To see your benefits statement, tap **View benefits**, then select your effective date.

The screen will display your benefit elections, waived benefits, per paycheck cost and who's covered.

View your benefits statement here



Select your effective date to see your benefit elections, waived benefits, per paycheck cost and who's covered.





Thank you!