



# Navigating the enrollment wizard

How to enroll from your computer and phone



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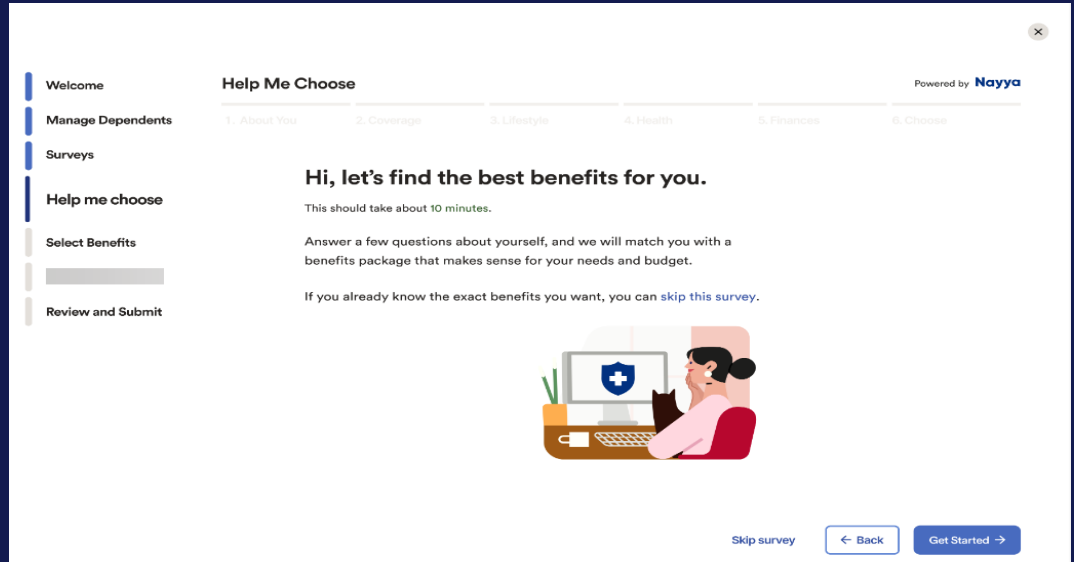
# Your 4 to-dos ...

1. **Review your benefits** – in your personalized enrollment video, on ADP TotalSource®.
2. **Get answers** on the MyLife website (MyLife-ts.adp.com) and/or by calling a MyLife Advisor (844-448-0325).
3. **Gather** dependents' SSNs and dates of birth, and **choose** primary care doctors, if needed.
4. **Enroll** through ADPTotalSource.ADP.com or mobile device by your deadline.

## Help Me Choose-benefits decision support

Choosing the best benefits for your lifestyle just got easier

Help Me Choose offers online benefits recommendation, based on your employer offerings, to help you find the best coverage for your unique needs.



Nayya is developed, managed, and owned by Nayya Health, Inc. All recommendations are made by Nayya entities, not ADP TotalSource. Nayya provides recommendations based on information you share or you authorize it to access at a point in time. No representations or warranties are made regarding the recommendations. You are responsible for making your own decisions about benefits and the Nayya recommendations should not be relied upon as legal, tax, investment, or financial advice.

# Welcome!

If you've entered directly into the enrollment, this first page contains details about your benefit offerings, coverage dates, and resources to help you through your enrollment.

## New Client Implementation

- Welcome
- Manage Dependents
- Select Benefits
- Review and Submit

### Welcome

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

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

If you have questions about enrolling, or if you would like to make your benefit elections over the phone, please call a MyLife Advisor at +1 844 448 0325, Monday through Friday, 8 a.m. - 11:30 p.m. ET.

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Scroll down for more important benefits information

#### Important Information for the 2022 - 2023 Benefit Plan Year

Summaries of Benefits and Coverage Notices are posted in the information section of each plan in the Enrollment Wizard

Click [here](#) to view the following important enrollment-related documents to reference during your benefits election process

- Summary Plan Description and Summary of Material Modifications for the ADP TotalSource, Inc. Health and Welfare Plan
- 2022 - 2023 Benefits Notices

You must click on each of the links below, read and accept the terms to submit your elections.

- I have read and accept the [Benefits Election Authorization](#)
- I have read and accept the [Spouse Beneficiary Consent Requirement](#)

Finish later

Click next to move forward

# Benefits Enrollment

You can also find your enrollments via the pop-up on the home page or if you head over to the **myself** tab and find the **enrollments** under the **benefits** section. Click on **enroll now** or **start enrollment** to kick off the election process.

**My Benefits**

You have [ ] days left to complete this event.

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**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.

**Enrollments**

**Work Event** Not started

11 days left to complete this event

You can make changes to your enrollment from [ ] to [ ] at 11:50 p.m. ET.

[Start enrollment](#)

**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](#)

[Need Help?](#)

Privacy Legal Requirements Product Feedback About Accessibility Cobrowse

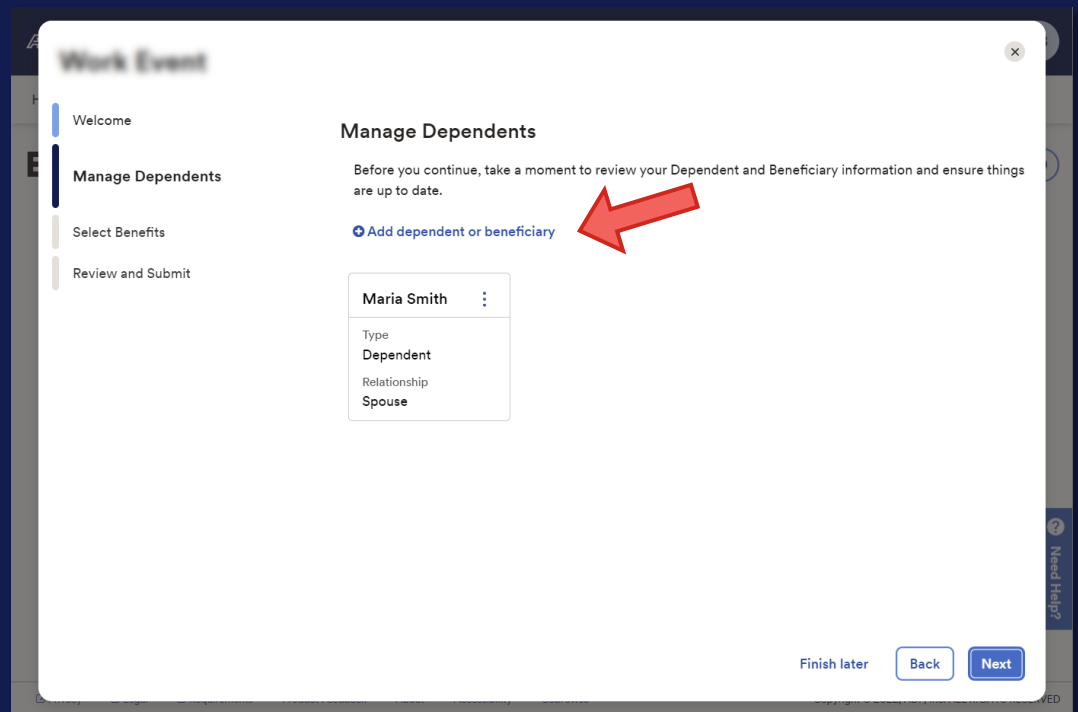
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# Add dependents and beneficiaries

Click on **add dependent and beneficiary** to add anyone that will be on your plans.

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 selection.



The screenshot shows a 'Work Event' modal window with a sidebar on the left containing the following items: 'Welcome', 'Manage Dependents' (highlighted), 'Select Benefits', and 'Review and Submit'. The main content area is titled 'Manage Dependents' and includes the text: 'Before you continue, take a moment to review your Dependent and Beneficiary information and ensure things are up to date.' Below this text is a blue button labeled 'Add dependent or beneficiary' with a plus icon, which is highlighted by a red arrow. Underneath the button is a card for 'Maria Smith' with a three-dot menu icon. The card lists the following details: 'Type: Dependent', 'Relationship: Spouse', and 'Spouse'. At the bottom right of the modal, there are three buttons: 'Finish later', 'Back', and 'Next'. A 'Need Help?' link is visible on the right edge of the modal.

# Benefits enrollment (continued)

**New Client Implementation**

Welcome  
Manage Dependents  
**Select Benefits**  
Review and Submit

**Select Benefits**

📅 **days left to enroll**  
Effective: [redacted] Your cost per paycheck [redacted] [Go to section](#)

**Action Required**  
These plans need your attention. You can confirm details for this plan or click View all plans to select another plan. You can also waive the benefit.

**Medical** [Waive benefit](#) [View all plans](#)  
Multiple available options  
You have [redacted] benefit options available to choose from. See what is right for you!

**Dental** [Waive benefit](#) [View all plans](#)  
[redacted]  
You have [redacted] benefit options available to choose from. See what is right for you!

**Vision** [Waive benefit](#) [View all plans](#)  
VSP-Choice Vision Plan, [redacted]  
You have 1 benefit options available to choose from. See what is right for you!

[Finish later](#) [Back](#) [Next](#)

By clicking on **view all plans** on the various plan categories, you can select from the available plan options, or you can also click **waive benefit** if you want to opt-out of the coverage for a certain plan type.

# Benefits enrollment (continued)

**Available Plans**

Select the plan that meets your needs.

Your company requires you to enter a reason to waive this coverage.

**Covered Individual**

3 Plans Available [Plan comparison](#)

**UHC-CP-BTUD-3000-IL-FL, All FT Employees**  
(1 Individual selected) [Additional details](#)

Provider:  UHC07 Your Cost: [Redacted]

**UHCCPHSA-BTU4-2000-Cpy-IL-FL, All FT Employees**  
(1 Individual selected) [Additional details](#)

Provider:  UHC07 Your Cost: [Redacted]

**UHCCPHSA-BTUR-5000-Cpy-IL-FL, All FT Employees**  
(1 Individual selected) [Additional details](#)

Provider:  UHC07 Your Cost: [Redacted]

**UHC-CP-BTUD-3000-IL-FL, All FT Employees**

Plan Information

UnitedHealthcare (UHC)  
MN920, 9800 Health Care Lane Minnetonka  
Minnetonka, MN, 55343

Please click this [link](#) to download the Summary of Benefits Coverage  
Costs include applicable fees and/or commission.

UHC07 \$128.93

The cost of the plans will show based on the number of covered individuals you select for your plan. Click on **plan comparison** to compare multiple options.

Click on **additional details** to review the full plan document.

You can also waive from this screen if you want to opt-out of selecting a plan from this category.

# 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 plan year or per pay period and click **Confirm details**.

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

## Available Plans

### Consumer Health and Savings Accounts - Health Savings Account

Select the plan that meets your needs.

#### 1 Plan Available

##### HSA-Optum

[Select contribution type to view the cost.](#)

Provider  
OPTUM


##### Contributions

Enter contribution amount to view your estimated cost.

Your estimated annual contribution can be any amount from \$0.00 up to

For the entire year, I want to contribute:

- Maximum Yearly Goal
- Custom Amount

 Confirm the details for this plan selection.

[Confirm details](#)

# Choose your Health Care FSA and contribution amount

If you wish to participate

**FSA Health Care** View all plans

Multiple available options

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

## 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.

### Available Plans

**Health Care FSA, All FT Employees** Select contribution type to view the cost.

Additional details

Provider  
**OPTUM**

**Contributions**  
Enter contribution amount to view your estimated cost.  
Your estimated annual contribution can be any amount from \$50.00 up to \$2,850.00.

For the entire year, I want to contribute:

Maximum Yearly Goal

Custom Amount

Select plan

### Limited HC FSA, All FT Employees

Select contribution type to view the cost.

Additional details

Provider  
**OPTUM**

**Contributions**  
Enter contribution amount to view your estimated cost.  
Your estimated annual contribution can be any amount from \$50.00 up to \$2,850.00.

For the entire year, I want to contribute:

Maximum Yearly Goal

Custom Amount

Select plan

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

# Choose your Health Care FSA 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](#)

### Dependent Care FSA

Select contribution type 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

Confirm the details for this plan selection.

[Confirm details](#)

## Benefits Enrollment

This final step is to review and submit your benefit selections.

Have a thorough, final look at your benefit elections and click on the **submit enrollment** button to complete your election process. If you want to finalize later, click on **finish later**.

You can also click the **back** button to make changes to your elections.

The screenshot shows a 'Work Event' window with a sidebar on the left containing four items: 'Welcome', 'Manage Dependents', 'Select Benefits', and 'Review and Submit' (which is highlighted). The main content area is titled 'Review and Submit' and includes a calendar icon with the text '11 days left to enroll' and 'Effective:'. To the right, it says 'Your cost per paycheck \$XX.XX'. Below this is a yellow warning box: 'Your benefit elections will not be effective until you click Submit enrollment.' Underneath is the section 'Enrolled plans' with the text 'You are enrolled in the following plans. You can make changes until the enrollment period closes.' A card for 'Medical' is shown with 'Enrolled' in a green circle, 'Effective:', 'Your Cost \$XX.XX', and 'FT EEs Who is covered? You'. At the bottom, there are three buttons: 'Finish later', 'Back', and 'Submit enrollment'. A red arrow points to the 'Submit enrollment' button.

# You're enrolled - way to go!

## Enrollments

### You have completed your enrollment.

You have successfully completed your Eligibility Class A enrollment. Contact your administrator if you have questions.

Submitted

1 days left to make changes

You can make changes to your enrollment from June 28, 2023 to September 30, 2023 at 11:59 p.m. ET.

Manage enrollment

### Year Round Enrollment

Not started

136 days left to complete this event

You can make changes to your enrollment from February 22, 2023 to December 31, 2023 at 11:59 p.m. ET.

Start enrollment

### 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

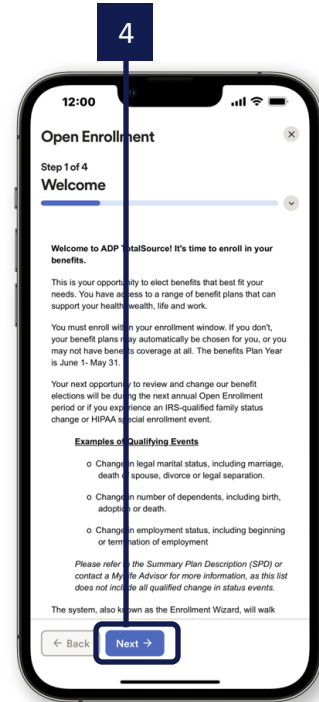
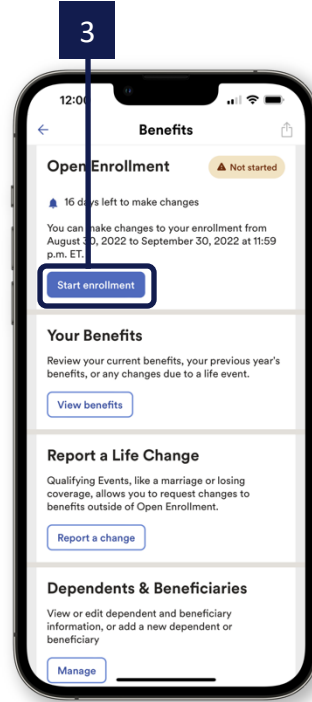
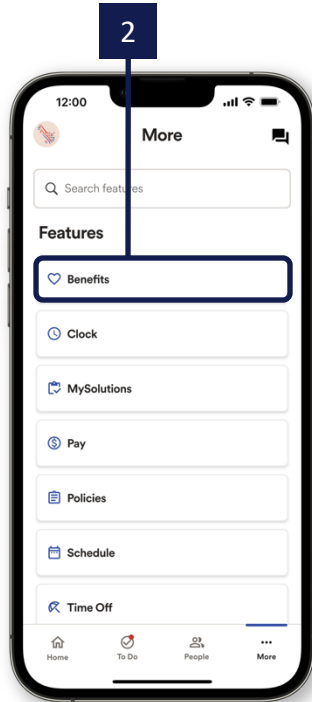
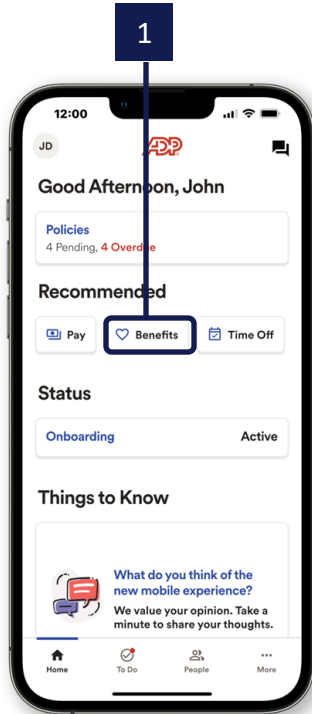
### Dependents and Beneficiaries

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

Manage

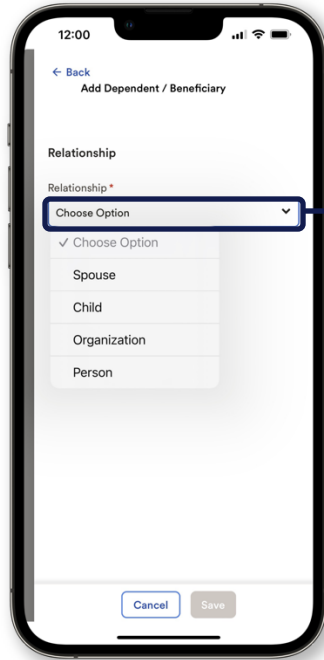
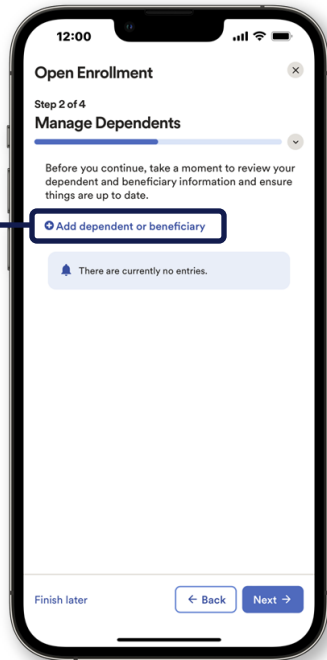
# ADP TotalSource Mobile Benefits Experience

# Access the enrollment wizard

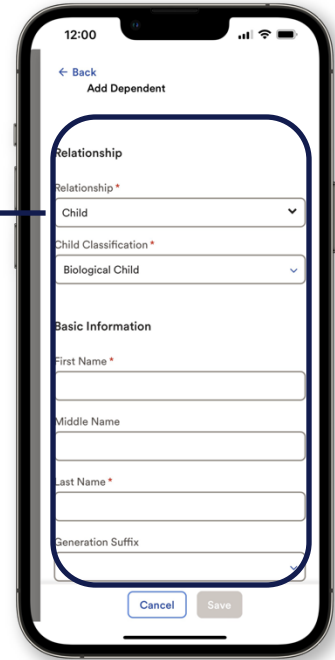


# Manage dependents and beneficiaries

Tap **Add dependent or beneficiary**. You must enter their First and Last names, Relationship, Gender, Tax ID, Birth Date, etc.



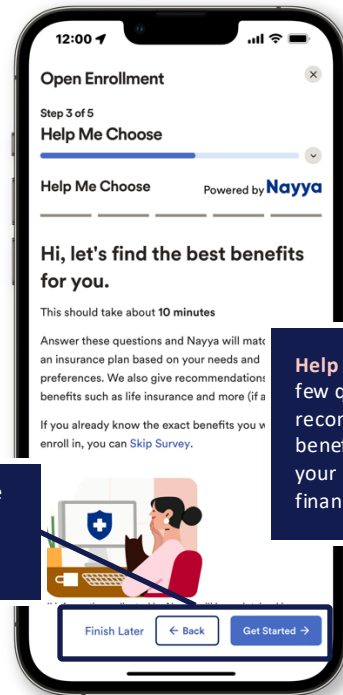
Add individuals (Person) or a trust, charity, etc. (Organization) and other necessary information.



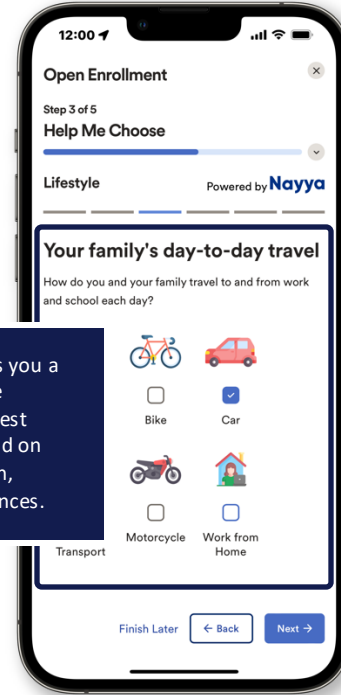
# Personalized Enrollment Support

Help Me Choose, powered by Nayya, is an optional benefits guidance tool that can help you feel confident in choosing the best plan from options offered by your employer.

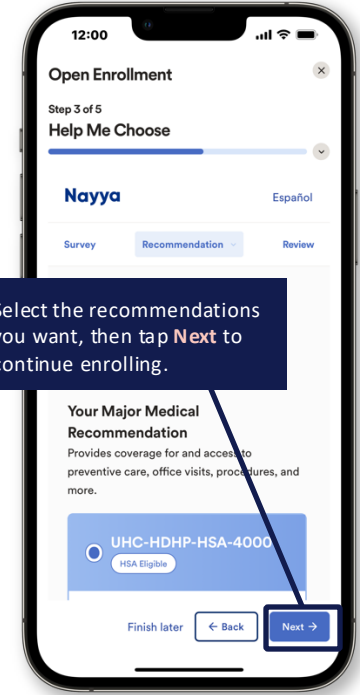
Tap **Get Started** to take the survey. Skip the survey or come back to it by tapping **Finish Later**.



Help Me Choose asks you a few questions before recommending the best benefits for you based on your individual health, finances and preferences.



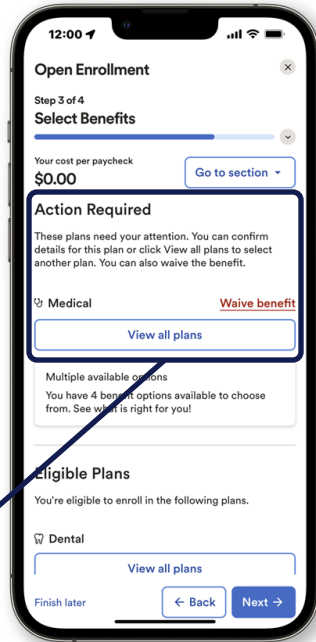
Select the recommendations you want, then tap **Next** to continue enrolling.



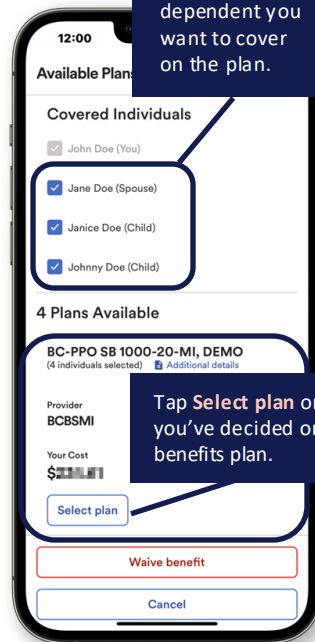
# Enrolling in benefits

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.

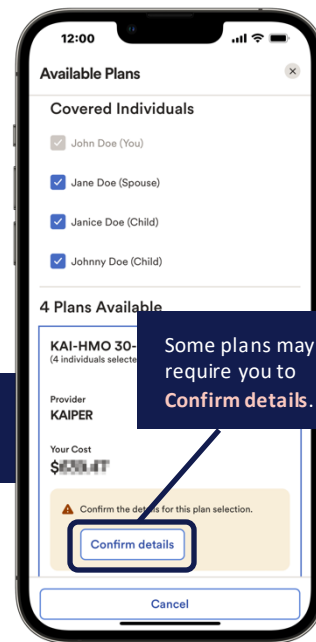
Tap **View all plans** to see all the available options.



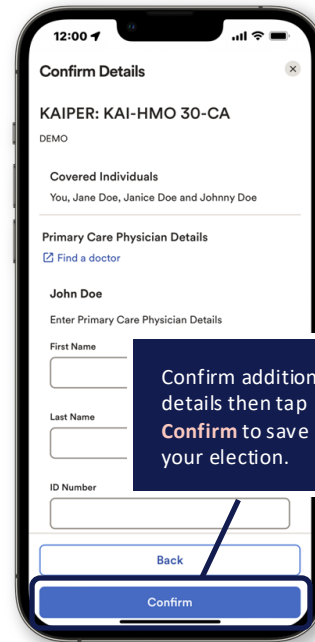
Tap on each dependent you want to cover on the plan.



Tap **Select plan** once you've decided on a benefits plan.



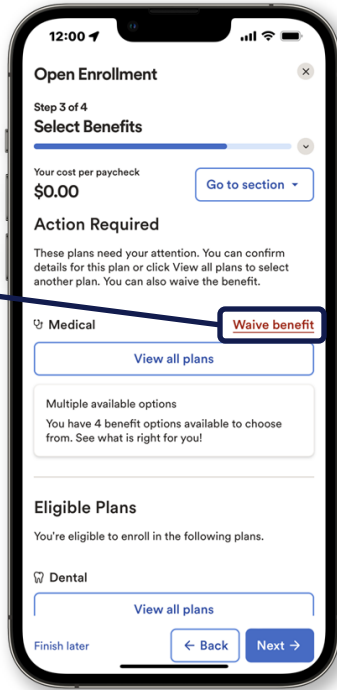
Some plans may require you to **Confirm details**.



Confirm additional details then tap **Confirm** to save your election.

# Waiving benefits

Some plans may require a waive reason. Tap here if you do not want to enroll into a benefit.

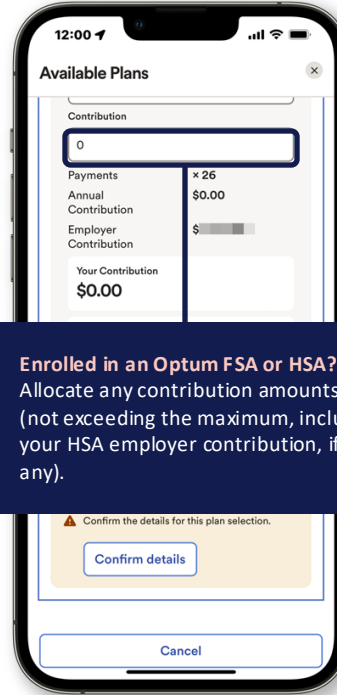
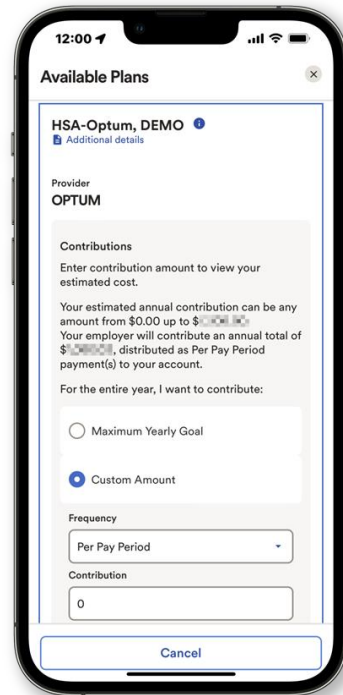


Select a reason, then tap Yes, waive benefit.

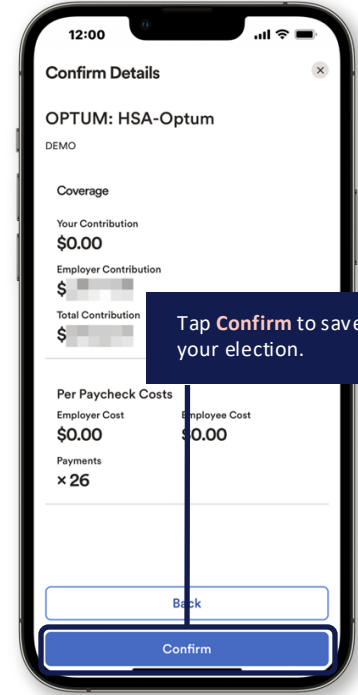


# Spending accounts

Under **Eligible Plans**, take a look at the spending accounts offered.



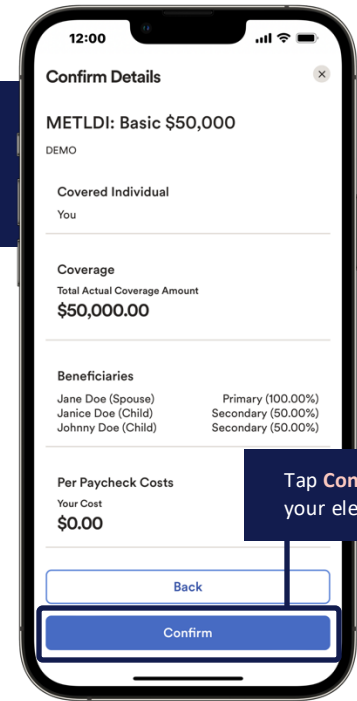
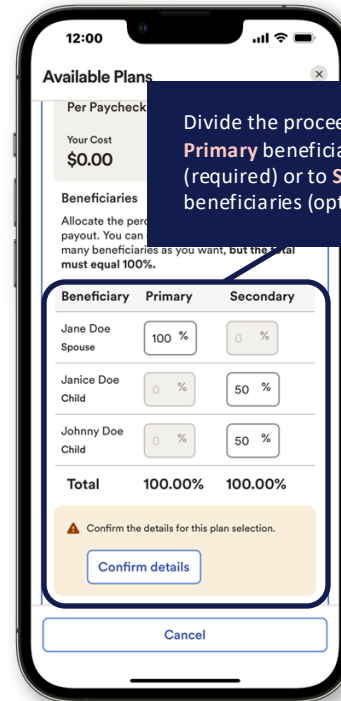
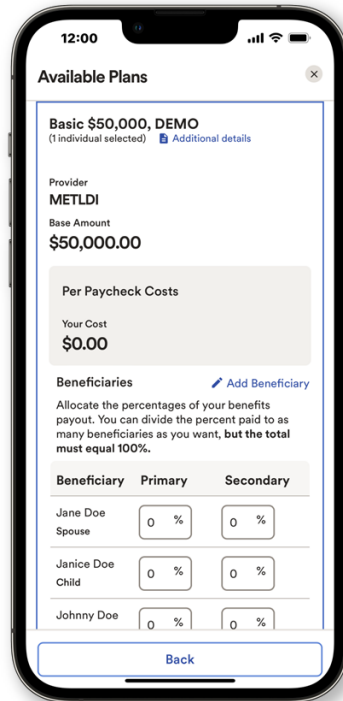
**Enrolled in an Optum FSA or HSA?**  
Allocate any contribution amounts here (not exceeding the maximum, including your HSA employer contribution, if any).



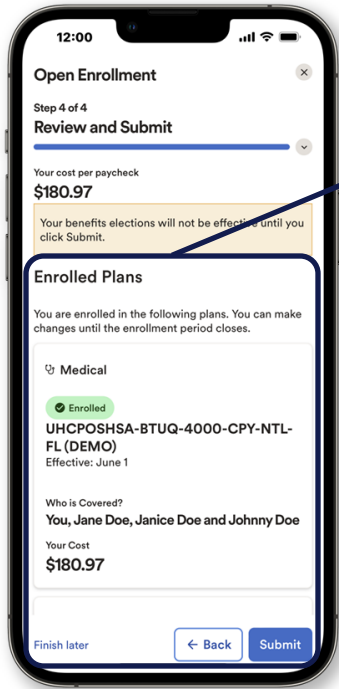
Tap **Confirm** to save your election.

# Designating beneficiaries

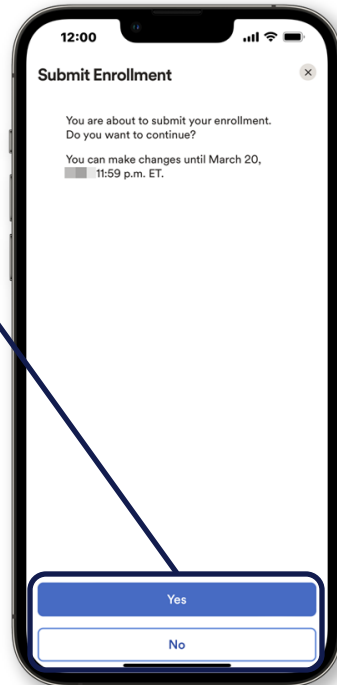
Whether you're offered an employer-paid basic life insurance, or you decide to enroll in a voluntary life insurance plan, you'll be required to designate your beneficiaries.



# Completing your enrollment

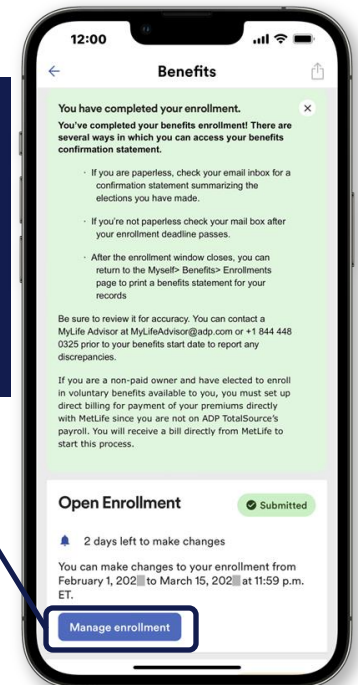


Review your elections before submitting. Tap **Finish later** if you need more time, or **Back** to make edits. Tap **Submit** when you're ready, then **Yes** or **No** on the next screen to proceed.



A confirmation screen will display, providing you with additional details.

Tap **Manage enrollment** to make changes before your enrollment period ends.

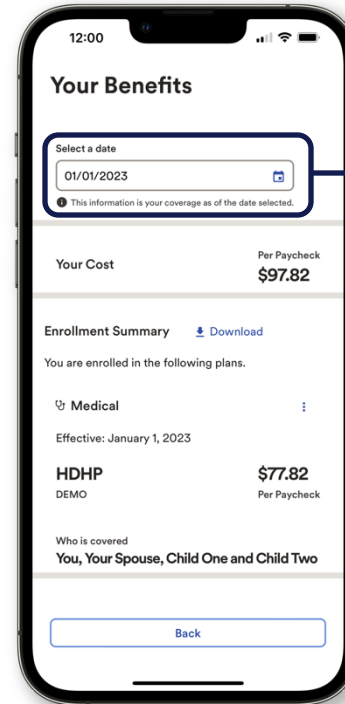
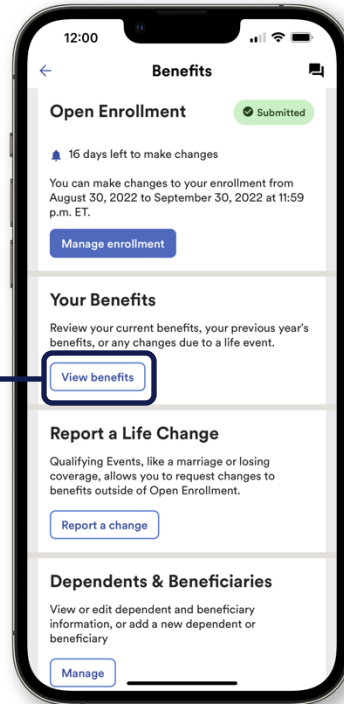


# Viewing your benefits statement

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!