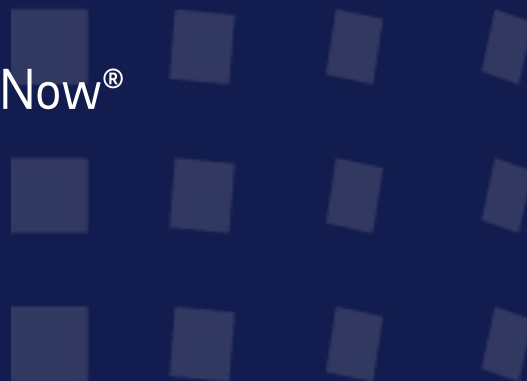**ADP®** Comprehensive Services

Employee Self-Service Guide

Enrollment Instructions for ADP Workforce Now®

Getting Started

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

This guide will walk you step-by-step through the benefits system, also known as the Enrollment Wizard. It will explain what you need to do to complete your enrollment.

First, let's get you logged in to the employee self-service website. Navigate to ADP Workforce Now® and sign in with your User ID and Password. If you don't have an account yet or you've forgotten your existing credentials, refer to this quick reference guide.
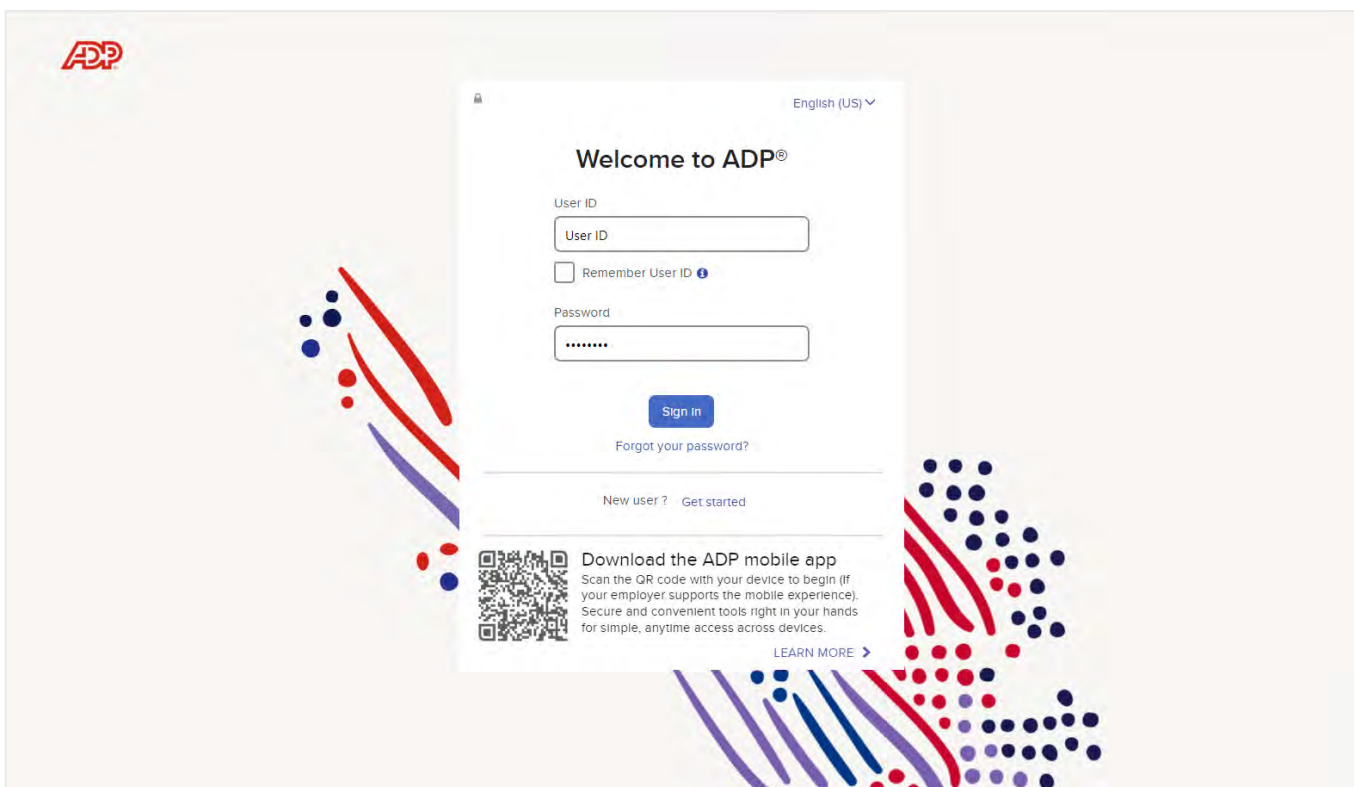
Enrollment Page Overview

Once logged in, here are three ways to access the enrollments page:

- Simply click **Start enrollment** - as soon as you log in, you may see a pop-up display on the page.
- From the **Home** page > locate **My Benefits** > then click **Start enrollment**.
- Navigate to **Myself** > **Benefits** > **Enrollments** > **Start enrollment**.

Benefits Enrollment ⚠ Not started

🔔 **X** days left to complete this event

You can make changes to your enrollment from August 16, 202**X** to August 31, 202**X** at 11:59 p.m. ET.

[Start enrollment]

Review any active enrollment events along with your submission deadline.

Year Round Enrollment ✓ Submitted

You can enroll or make changes at any time.

[Manage enrollment]

The Year-Round enrollment event allows you to manage your Health Savings Account and Commuter Benefit contributions only.

Your Benefits

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

[View benefits]

Review or download a copy of your current and future benefits by simply searching for your effective dates of coverage.

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]

Report a life event outside of your regular enrollment window, ex. add a new child or spouse to your coverage

Dependents and Beneficiaries

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

[Manage]

Manage your dependents' personal information, as well as report a life event.

Note: It's recommended to add new dependents during an active enrollment event.

Wisely®

Sign up for Wisely and get paid up to 2 days early at no extra cost.

- No hassles cashing your paychecks
- Tools and support to help you make the most of your money

Need your paycheck early?

[Learn more]

Wisely® is an optional benefit. It's a reloadable debit card that can be used for direct deposit and much more.

Enrollment Step: Welcome

Once you've started the enrollment, the **Welcome** screen will display important benefits information and may include a customized message from your employer.
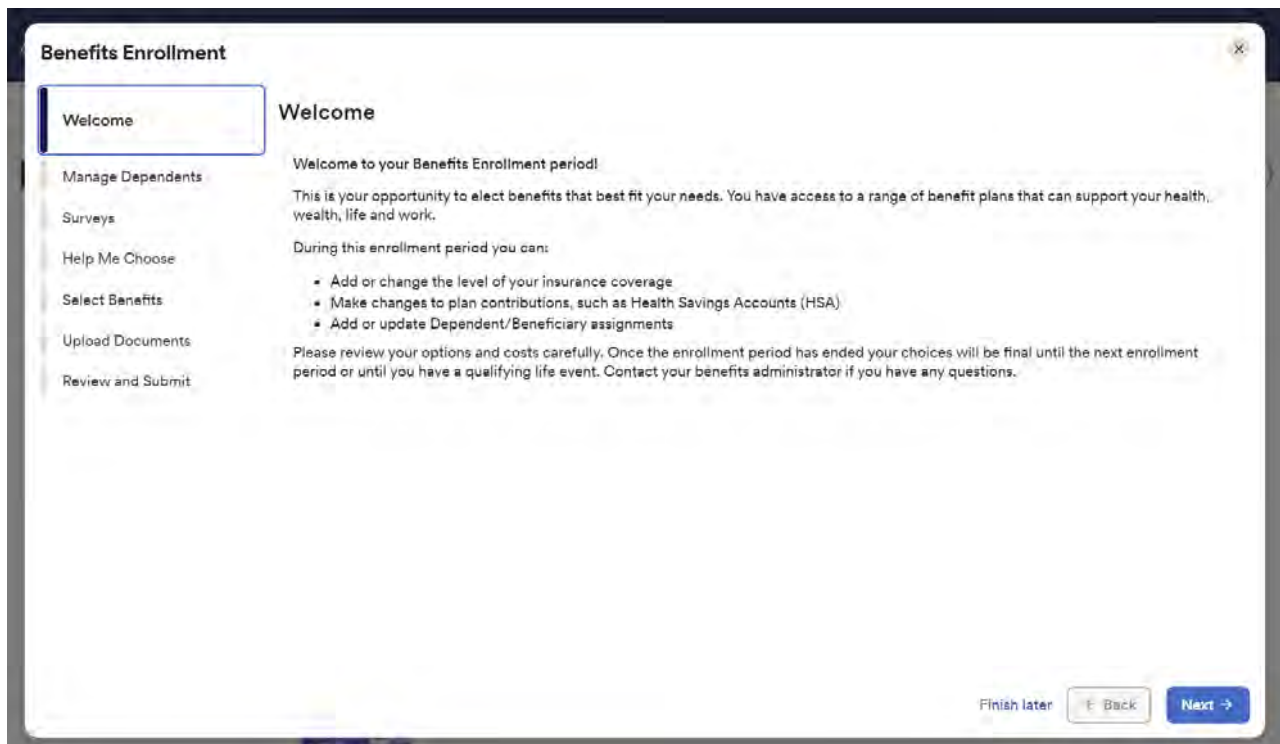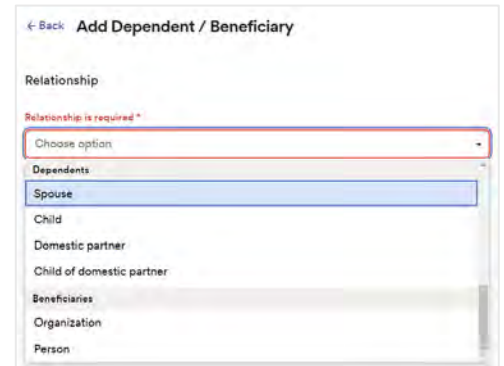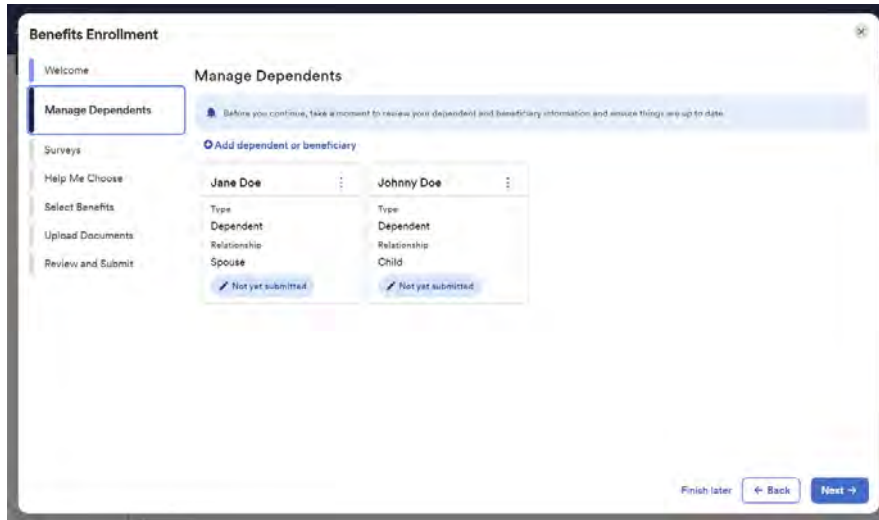

Note: The enrollment wizard steps (left) may vary on your company's setup.

Enrollment Step: Manage Dependents

Take a moment to review your dependents and beneficiaries on this screen. Click **add dependent or beneficiary** should you need to add anyone else to coverage.

Requirements for Dependents

Select a Relationship: Spouse; Domestic Partner, Child, Child of Domestic Partner

Basic Information: First & Last Name + Birth Date + Gender + Tax ID (SSN) + Address + Contact Info

Note: Domestic Partner and Child of Domestic Partner will only display if they are recognized by your employer.

Requirements for Beneficiaries

Select a Relationship: Organization or Person
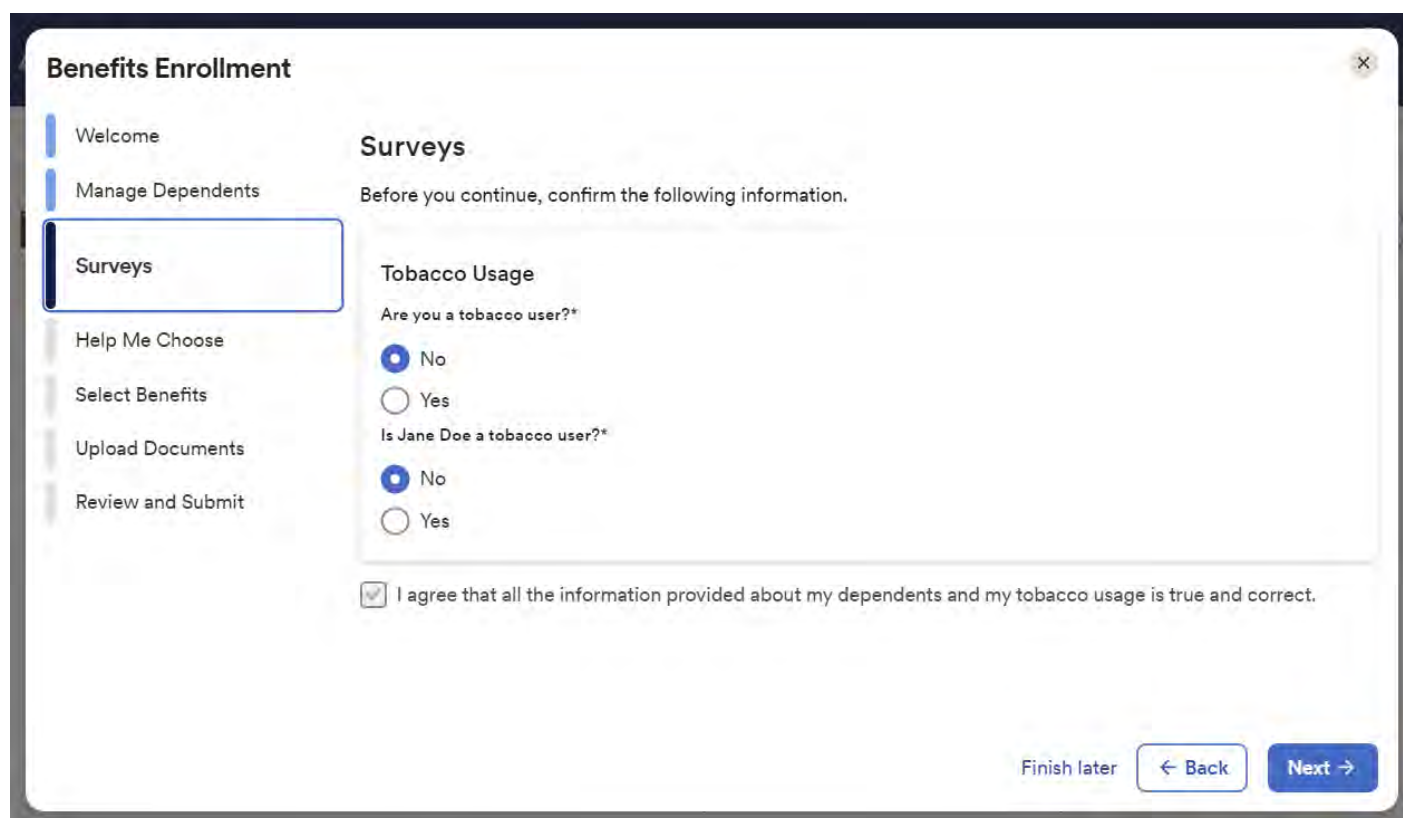
Basic Information: Name + Relation + Address + Contact Info

Note: Please include as much information as you can about a beneficiary.

Enrollment Step: Surveys

The **Surveys** screen will only display if your employer requires a tobacco attestation for yourself and your dependents (over age 18). Simply answer **Yes/No** and agree to the disclosure before proceeding.

Enrollment Step: Help Me Choose

The **Help Me Choose** screen will display only if your employer has implemented this feature. This decision support platform, powered by Nayya, walks you through an interview-based survey about your health, lifestyle and financial information. Based on what you answered, the tool will recommend the best benefit plan offerings suited for you. If you already know the exact benefits you want to enroll in, you can skip this survey.

Note: Your responses are completely confidential between you and Nayya and are never shared with your employer, ADP, or anyone else.
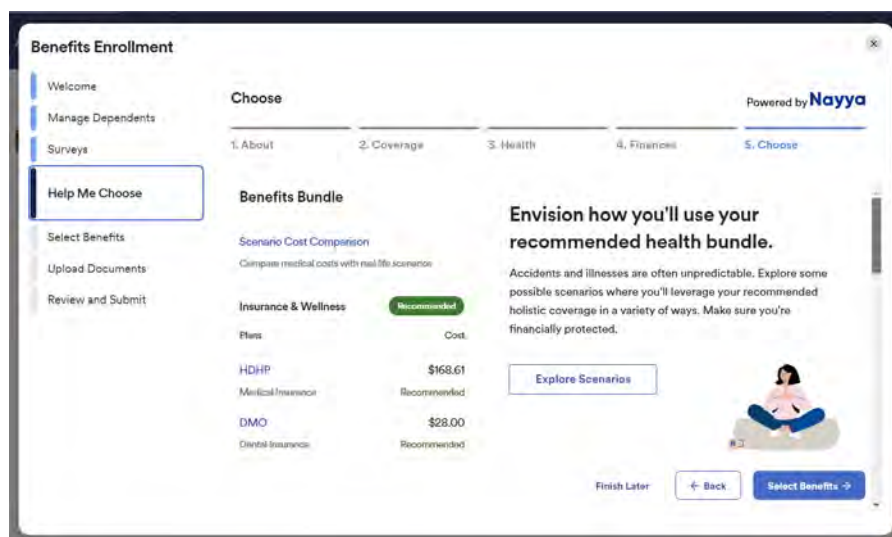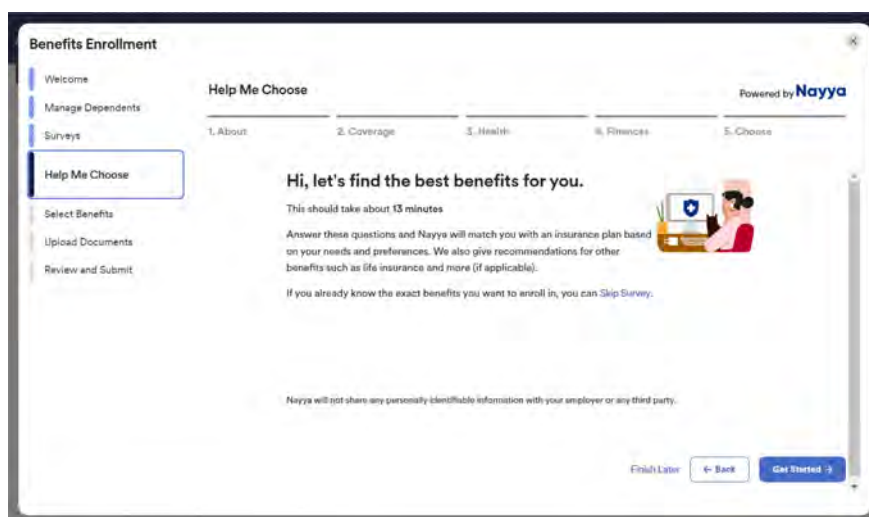
Enrollment Step: Select Benefits

The **Select Benefits** screen is where you'll view all available plans offered to you and your dependents, if applicable. You'll notice the screen is split up into three different sections and grouped by plan type.

Benefits Enrollment

Welcome
Manage Dependents
Surveys
Help Me Choose
Select Benefits
Upload Documents
Review and Submit

Select Benefits

X days left to enroll
Effective: January 1, 202X

Your Cost Per Paycheck
$0.00

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

Selected Plans

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

Employee Life   View all plans

Basic Life (DEMO-HRLY)   ✓ Selected
Effective: January 1, 202X

Employee Coverage   Your Cost
$50,000.00 $0.00

Eligible Plans

You're eligible to enroll in the following plans.

Dental   View all plans

Multiple available options
You have 2 benefit options available to choose from. See what is right for you!

Finish later   ← Back   Next →

- **Plans in need of attention, ex. waive or select plan**
- **Select a waive reason if you choose not to enroll in a plan**
- **Newly enrolled and already enrolled Benefit plans**
- **All eligible plans available to you**
- **View all available plans**

Note: not every plan type will require a waive reason; simply skip to the next avaiable plan if you do not wish to enroll.

Waive Benefit

Are you sure you want to waive Medical benefit?

⚠ Waiving this benefit means you do not require coverage. You can still enroll in the plan while the enrollment period is open.

Waive Reason

Select a reason ▾

No, cancel   Yes, waive benefit

Enrollment Step: Select Benefits (continued)

When viewing all available plans, first select your **Covered Individuals** & review plan costs. Then click **Plan comparison** or **Additional details** to review the plan coverage. After clicking **Select plan**, you may be asked to **Confirm details**, such as adding a Primary Care Physician (PCP) or agreeing to additional attestations and surcharges.

Enroll or unenroll dependents from coverage.

Checking this box will update the **Your Cost** amount automatically

Compare up to three plans at a time

View additional plan info such as a Summary of Benefits & Coverage

Enrollment Step: Select Benefits (continued)

For life insurance benefits, it's critical that you assign a beneficiary to your plan. You may allocate percentages to your **Primary Beneficiaries** (those who will receive the payout) and **Secondary Beneficiaries** (those next in line to receive the payout). If you plan to add beneficiaries under age 18, we recommend you speak to your legal counsel for questions.

Note: Some insurance companies may require you to complete an Evidence of Insurability form (EOI) online or by paper to be approved for additional coverage. This is usually time-sensitive.

Available Plans

Insurance - Employee Life
Select the plan that meets your needs.

Covered Individual
John Doe (You)

1 Plan Available

Voluntary Employee Life, DEMO
(1 individual selected)

Provider
Your Life Insurance Provider

Select Coverage Amount
Additional Coverage

$100,000.00

Total Actual Coverage Amount
$100,000.00

⚠ Evidence of Insurability will be required for this enrollment.

Per Paycheck Costs

Your Cost
$8.00

Beneficiaries   ✎ Add beneficiary
Allocate the percentages of your benefits payout. You can divide the percent paid to as many beneficiaries as you want, but the total must equal 100%.

Beneficiary	Primary	Secondary
Jane Doe Spouse	100 %	0 %
Johnny Doe Child	0 %	100 %
Total	**100.00%**	**100.00%**

⚠ Confirm the details for this plan selection.   Confirm details

Cancel

Enrollment Step: Select Benefits (continued)

If you wish to participate in a Health Savings Account (HSA) or Flexible Spending Account (FSA) plan, you may enter the amount you want to contribute either per year or per pay period.

Keep in mind some key differences between the two:

HSA

- Must be paired with a High Deductable Health Plan (HDHP)
- Funds carry over year-to-year
- Allows employers contributions (may vary by employer)
- Can't use all of the funds at once, only what has been accumulated

FSA

- Doesn't need to be paired with a particular medical plan
- Use it, or lose it rules apply; carry-overs are not always allowed
- No employer contributions
- Immediate acces to all funds as they are

Available Plans

Health Savings Account
Select the plan that meets your needs.

1 Plan Available

HSA, DEMO
Effective: January 1, 202X

Provider
Spending Account Provider

Contributions
Enter contribution amount to view your estimated cost.

Your estimated annual contribution can be any amount from $0.00 up to $ X,XXX.XX.
Your employer will contribute an annual total of $1,000.00, distributed as Per Pay Period payment(s) to your account.

For the entire year, I want to contribute:

○ Maximum Yearly Goal

● Custom Amount

Frequency	Contribution
Per Pay Period	0

Payments   × 12
Annual Contribution $0.00
Employer Contribution $1,000.00

Your Contribution   Total Contribution
$0.00   **$1,000.00**

Per Paycheck Costs   Your Cost
                                      $0.00

✕ Unenroll

⚠ Confirm the details for this plan selection.   Confirm details

Back

Enrollment Step: Uploading Documents

The **Upload Documents** step will display **only** if your employer requires you to upload documentation for this enrollment. The documents needed will vary by employer and you'll see a note on this screen indicating what you'll need to upload.

Enrollment Step: Review and Submit

Take a moment to review your **Enrolled Plans, Waived Plans, Who's Covered** and your **total cost per paycheck.**

Need more time to make decisions? Click **Finish Later** to save your progress. Before the enrollment period ends, come back and click **Manage Enrollment** to resume your work.

When ready, click **Submit enrollment** followed by **Yes** to submit your benefit elections. That is all! After submitting your elections, you'll return to the Enrollments page, where you'll see a confirmation message.