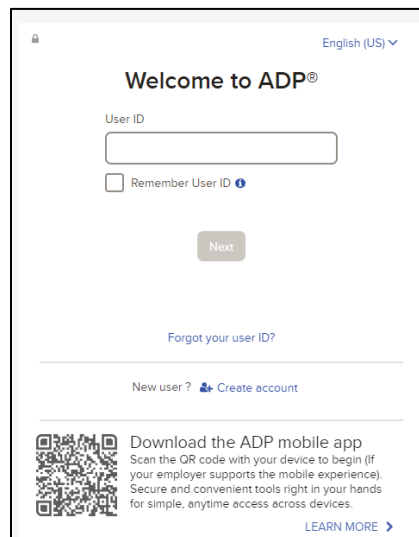


Log in to **Workforce Now** to access the Employee Self-Service* website.

<https://workforcenow.adp.com>



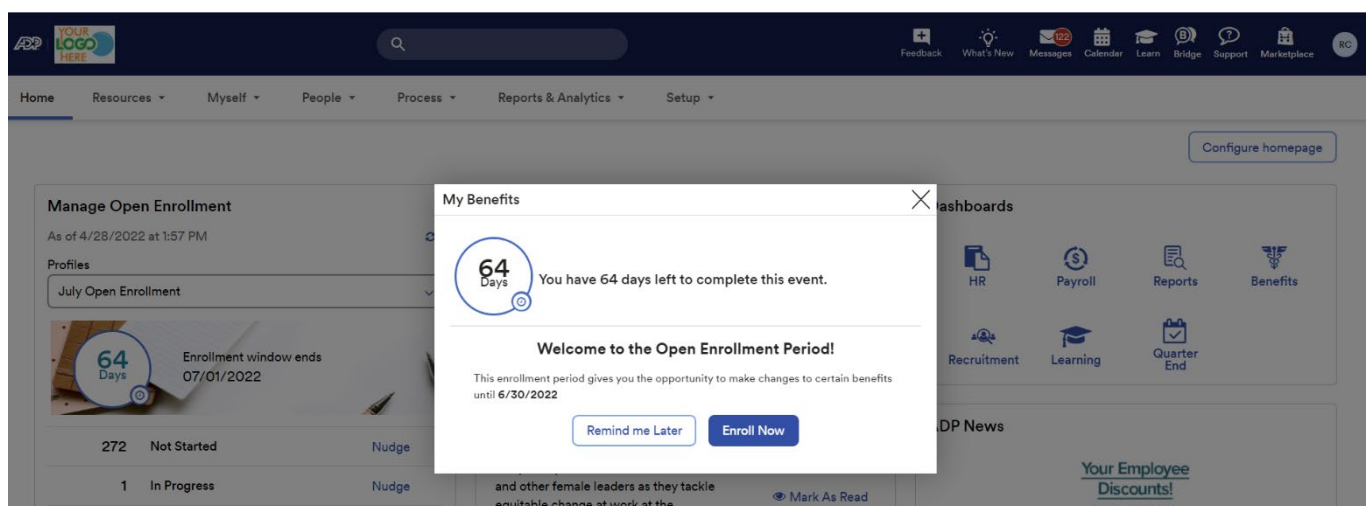
The image shows the ADP login page. At the top right, it says "English (US)" with a dropdown arrow. The main heading is "Welcome to ADP®". Below that is a "User ID" label and a text input field. Under the input field is a checkbox labeled "Remember User ID" with an information icon. A "Next" button is centered below the checkbox. Below the button is a link "Forgot your user ID?". At the bottom, there is a link "New user? Create account" with a plus icon. At the very bottom, there is a QR code and text: "Download the ADP mobile app. Scan the QR code with your device to begin (if your employer supports the mobile experience). Secure and convenient tools right in your hands for simple, anytime access across devices." followed by a "LEARN MORE" link with a right arrow.

Enter your User ID and password, and then click **Sign In**.

Note: If this is your first time logging in, click **Create account**. If you are unsure of the registration code, please contact your HR team.

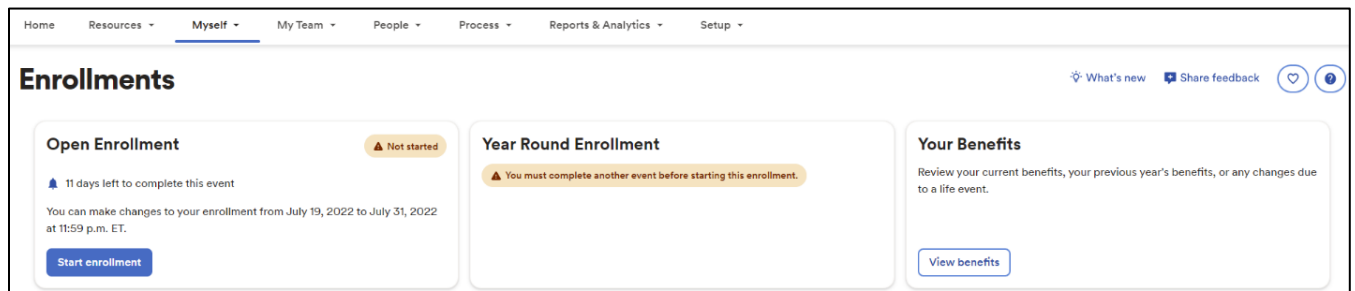
Upon logging in, you will be presented with a pop-up showing important information about this Open Enrollment period. You can click **Enroll Now** or **Remind Me Later**.

Note: This pop-up is displayed each time you log in during the Open Enrollment period. 24-hours after submitting your selections the pop-up will no longer display.

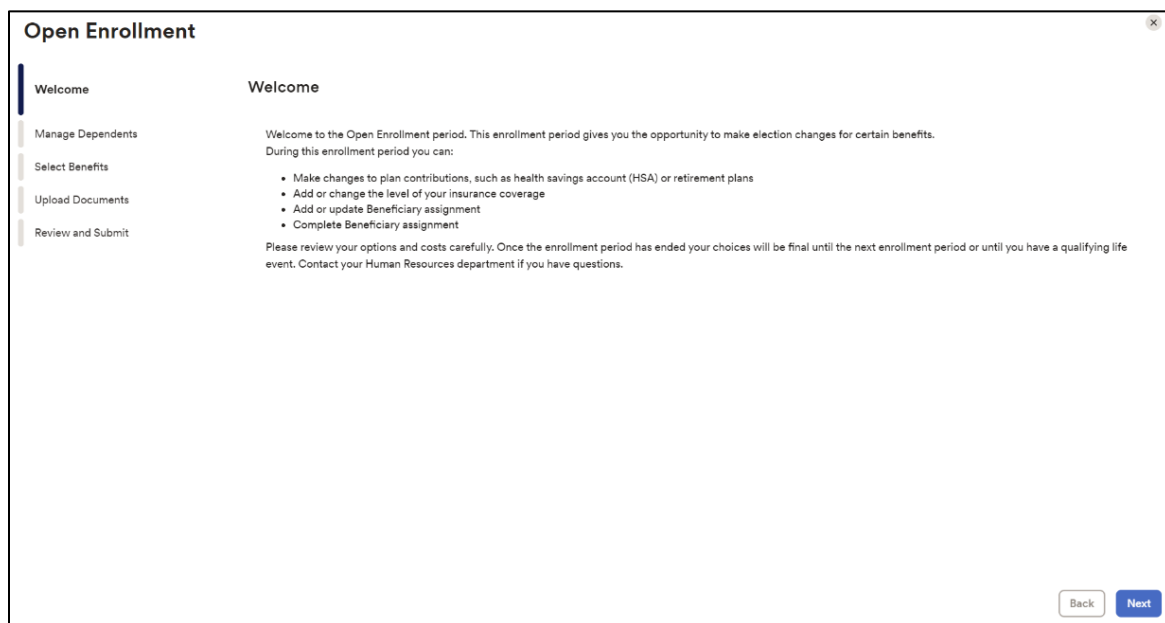


The image shows the ADP Workforce Now dashboard. At the top is a dark navigation bar with the ADP logo, a search bar, and various icons for Feedback, What's New, Messages, Calendar, Learn, Bridge, Support, Marketplace, and a user profile icon. Below the navigation bar is a horizontal menu with links: Home, Resources, Myself, People, Process, Reports & Analytics, and Setup. The main content area is divided into sections. On the left is "Manage Open Enrollment" with a sub-header "As of 4/28/2022 at 1:57 PM". It shows "Profiles" and a "July Open Enrollment" section with a "64 Days" timer and "Enrollment window ends 07/01/2022". Below this is a table with 272 rows, showing "Not Started" and "In Progress" statuses. On the right is a "Dashboards" section with icons for HR, Payroll, Reports, Benefits, Recruitment, Learning, and Quarter End. A "Configure homepage" button is in the top right. A large white pop-up window titled "My Benefits" is centered over the dashboard. It features a "64 Days" timer and the text "You have 64 days left to complete this event." Below this is a heading "Welcome to the Open Enrollment Period!" and a paragraph: "This enrollment period gives you the opportunity to make changes to certain benefits until 6/30/2022". At the bottom of the pop-up are two buttons: "Remind me Later" and "Enroll Now".

Select **Enroll Now** will bring you to the **Myself – Benefits – Enrollments** screen where you can click **Start Enrollment**.



You will be taken to the **Welcome Note**. Please review all information on this page, as there are often important details regarding your Open Enrollment options. Click **Next** after reviewing the Welcome Note to move to **Manage Dependents**.



The **Manage Dependents** page is where you can add/view/edit your dependent and beneficiaries. Select “**Add dependent or beneficiary**” to add a new dependent/beneficiary.

You would use the *3-dot* action icon to view/edit an existing dependent/beneficiary

The screenshot shows the 'Open Enrollment' window with a sidebar on the left containing links: 'Welcome', 'Manage Dependents' (highlighted), 'Select Benefits', 'Upload Documents', and 'Review and Submit'. The main content area is titled 'Manage Dependents' and includes the instruction 'Review your dependents before you enroll.' Below this is a blue link 'Add dependent or beneficiary'. A table lists a dependent named 'Sally Snow' with a 3-dot action icon to its right. The table has columns for 'Type' (Dependent) and 'Relationship' (Spouse). At the bottom right are buttons for 'Finish later', 'Back', and 'Next'.

Name	Type	Relationship	Action
Sally Snow	Dependent	Spouse	⋮

Click **Next** to proceed to **Surveys**.

The screenshot shows the 'Open Enrollment' window with the sidebar now highlighting 'Surveys'. The main content area is titled 'Surveys' and includes the instruction 'Before you continue, confirm the following information.' It contains two sections under the heading 'Tobacco Usage': 'Are you a Tobacco User?' and 'Is Spouse Name a Tobacco User?'. Each section has radio buttons for 'No' (selected) and 'Yes'. At the bottom is a checkbox for the statement 'I agree that all the information provided about my dependents and my tobacco usage is true and correct'. At the bottom right are buttons for 'Finish later', 'Back', and 'Next'.

The **Survey** screen will prompt **only** if applicable based on the settings within the enrollment profile itself. If any tobacco attestation is required you must acknowledge the attestation (“I agree that all the information provided about my dependents and my tobacco usage is true and correct”) in order for **Next** to be available and allow you to continue to the **Select Benefits** page.

Employee Self Service is split up into three sections: Action Required, Selected Plans and Eligible Benefits.

- **Action Required** –*These are items that need to be reviewed to move forward. These plans could require a beneficiary to be designated or a waive reason to be provided.*

The screenshot shows the 'Open Enrollment' page with a sidebar on the left containing links: Welcome, Manage Dependents, Surveys, **Select Benefits**, and Review and Submit. The main content area is titled 'Select Benefits'. At the top, it displays '11 days left to enroll' with a calendar icon, 'Effective: August 1, 2022', 'Employer cost per paycheck \$141.69', 'Your cost per paycheck \$140.31', and a 'Go to section' button. Below this is the 'Action Required' section, which states: '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.' It features a 'Dental' category with a 'Waive benefit' link and a 'View all plans' button. A message box indicates: 'Multiple available options. You have 3 benefit options available to choose from. See what is right for you!'.

- **Selected Plans** –*These are benefit plans that you are already enrolled in and can make changes to. This section also displays any enrollments that are pending additional approval.*

The screenshot shows the 'Open Enrollment' page with the 'Selected Plans' section. It states: 'You are enrolled in the following plans. You can make changes until the enrollment period closes.' There are two plan categories: 'Medical' and 'Miscellaneous'. The 'Medical' category shows a plan named 'HDHP 2021' with 'Effective: July 1, 2022'. It lists 'Who is covered?' as 'You, Spouse Name, Child Name and Child Name' and shows a 'Per Paycheck' cost of '\$138.00'. The plan status is 'Pending Approval'. The 'Miscellaneous' category shows a plan named 'Custom Medical 2022' with 'Effective: January 1, 2022'. It lists 'Who is covered?' as 'You, newchildnew test, Child Name, Child Name and Spouse Name' and shows a 'Per Paycheck' cost of '\$2.31'. The plan status is 'Selected'.

- **Eligible Benefits** –*These are other benefit plans that are available for you to enroll in. If you select a benefit plan in the eligible benefits section, the enrollment will be moved to the Enrolled Benefits section.*

The screenshot shows a window titled "Open Enrollment" with a close button (X) in the top right corner. Below the title bar, there is a section titled "Eligible Plans" with the text "You're eligible to enroll in the following plans." Below this, there are three categories of plans, each with a "View all plans" button:

- Vision**: Vision, All Employee. You have 1 benefit options available to choose from. See what is right for you!
- Health Savings Account**: RC HSA. You have 1 benefit options available to choose from. See what is right for you!
- FSA Health Care**: Multiple available options.

At the bottom right of the window, there are three buttons: "Finish later", "Back", and "Next".

Waive benefit should only display for benefit plan types that require a waive reason. Employees should only select **Waive benefit** if you do not want to continue enrollment in a benefit or are not enrolled currently and a waive reason is required.

If you chose to **waive** a benefit, you will be required to select a **Waive Reason**.

The screenshot shows a window titled "Waive Benefit" with a close button (X) in the top right corner. Below the title bar, there is a question: "Are you sure you want to waive Dental benefit?". Below this, there is a yellow warning box with a triangle icon and the text: "Waiving this benefit means you do not require coverage. You can still enroll in the plan while the enrollment period is open." Below the warning box, there is a section titled "Waive Reason" with a dropdown menu labeled "Select a reason". The dropdown menu is open, showing the following options: "Coverage does not meet my needs", "Do not want to be Insured", "Participating in Domestic Partner's Plan", "Participating in Parent's Plan", "Plan to participate in State Exchange Plan", "Participating in Spouse's Plan", "Participating in State Exchange Plan", and "Too Expensive". To the right of the dropdown menu, there are two buttons: "No, cancel" and "Yes, waive benefit". Below the buttons, there is a section titled "Employer cost per paycheck" with the value "\$13.85".

View all plans will allow the employee to view the plans that are available in that plan grouping.

Eligible Plans

You're eligible to enroll in the following plans.

Medical

Waive benefit

View all plans

Multiple available options

You have 3 benefit options available to choose from. See what is right for you!

While enrolling in a plan, please be sure to indicate which dependents should be covered in the **Covered Individuals** section, if applicable. Then proceed with your enrollment.

Available Plans

Medical

Select the plan that meets your needs and add the dependents you want to cover.

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

Covered Individuals

☒ John Snow (You) ☐ Sally Snow (Spouse)

4 Plans Available [Plan comparison](#)

Aetna Choice PPO
(1 individual selected)

Provider
Aetna Inc.

Select plan

Employer cost per paycheck
\$245.90

Your cost per paycheck
\$112.52

RC HDHP
(1 individual selected) [Additional details](#)

Waive benefit

Back

Note: The coverage level for your enrollment (Employee Only, Employee + Spouse, Employee + Child(ren), Employee + Family) is driven by which dependents you enroll.

When you choose to enroll in a plan, it will display the **Per Paycheck** cost for the employee and employer.

RC PPO, Medical PPO
(1 individual selected)

Provider
Aetna Inc.

Employer cost per paycheck
\$60.00

Your cost per paycheck
\$57.00

⚠ Confirm the details for this plan selection or waive this benefit.

Confirm details

Confirm details may include some additional information needed (i.e. PCP-ID).

Confirm Details

Aetna Inc.: RC PPO
Medical PPO

Covered Individual
You

Primary Care Physician Details
John Snow
Enter Primary Care Physician Details

First Name

Last Name

ID Number

Per Paycheck Costs
Total Cost Per Paycheck
\$57.00

Back

Confirm

Review your enrollment, costs, and covered individuals carefully before clicking on **Confirm**. Once confirmed, you will receive a confirmation message that you are now enrolled and the enrollment will be displayed under **Selected Plans**.

Select Benefits

You enrolled in RC PPO, Medical PPO.

📅 47 days left to enroll
Effective: October 1, 2022

Employer cost per paycheck
\$60.00

Your cost per paycheck
\$57.00

Go to section

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

Medical

Waive benefit

View all plans

RC PPO
Effective: October 1, 2022

Who is covered?
You

Per Paycheck
\$57.00

Selected

Voluntary Life Elections and Beneficiaries:

Available Plans

Covered Individual

☒ John Snow (You)

1 Plan Available

BT - Voluntary Life

(1 individual selected)

Provider

Guardian Life

Select Coverage Amount

Additional Coverage

\$240,000.00

Total Actual Coverage Amount

\$240,000.00

Evidence of Insurability will be required for this enrollment.

Over The Limit - Approval Required

The Total Actual Coverage Amount is over the guarantee issue amount of \$150,000.00. That amount requires Evidence of Insurability (EOI) and approval from the insurance carrier.

Per Paycheck Costs

Employer cost per paycheck

\$0.00

Your cost per paycheck

\$17.50

Back

When you elect Voluntary Life, you will also need to designate your beneficiaries. Start by clicking **View all plans**, and then choose the amount of coverage you want to elect from the drop down.

If the amount selected is over the Guarantee Issue amount, additional approval will be required, and you will be asked to complete **Evidence of Insurability (EOI)** and submit it to your employer. Your full election amount will not be approved until this process is completed.

Next you will want to enter your beneficiary designation. Including **Primary** and **Secondary**, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary).

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
Sally Snow Spouse	100 %	0 %
Total	100.00%	0.00%

Evidence of Insurability will be required for this enrollment.

Confirm details

Click **Confirm details** and review your selection and beneficiary delegations.

Then click **Confirm** to continue with your enrollment elections.

Confirm Details

Guardian Life: BT - Voluntary Life

Covered Individual

You

Coverage

Total Actual Coverage Amount

\$240,000.00

Beneficiaries

Sally Snow (Spouse) Primary (100.00%)

Per Paycheck Costs

Employer Cost	Your Cost
\$0.00	\$17.50

[Back](#) [Confirm](#)

Continue through each step until all elections are complete and all tasks under the **Action Required** section are addressed. When ready to proceed to the Summary page, click **Next** to proceed to **Review and Submit** step.

Open Enrollment

Welcome

Manage Dependents

Surveys

Select Benefits

Review and Submit

Select Benefits

46 days left to enroll

Effective: October 1, 2022

Employer cost per paycheck **\$553.26**

Your cost per paycheck **\$293.17**

[Go to section](#)

Selected Plans

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

Medical

[Waive benefit](#) [View all plans](#)

Aetna Choice PPO

Effective: October 1, 2022

Who is covered?
You and Sally Snow

Selected

Per Paycheck
\$253.17

Dental

[View all plans](#)

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

Review all of your selections/changes. When you have confirmed them, click **Submit Enrollment**. Note that your benefit elections will not be processed until you click **Submit Enrollment**. If you click **Save for later** instead, these enrollments will not be submitted to your HR team until you fully submit the enrollment changes.

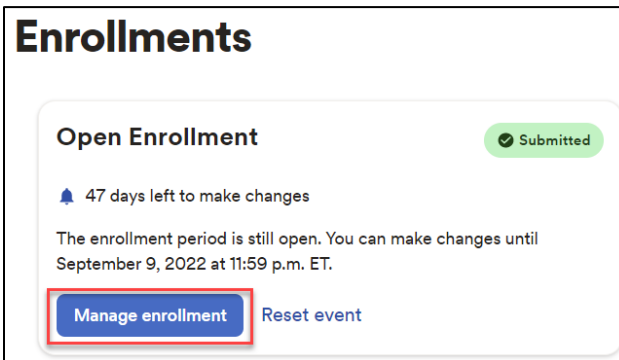
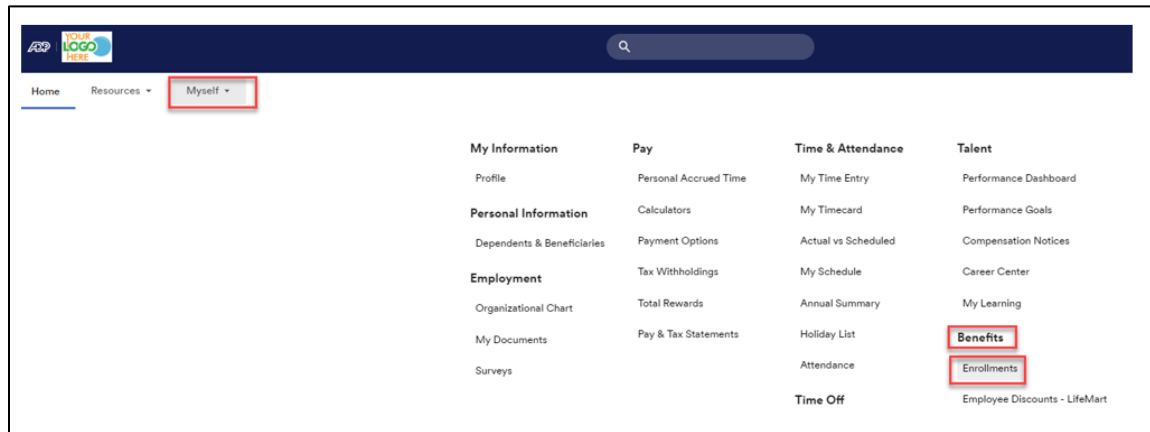
The screenshot shows the 'Open Enrollment' interface. On the left is a sidebar with links: Welcome, Manage Dependents, Surveys, Select Benefits, and Review and Submit (which is highlighted). The main content area is titled 'Review and Submit'. At the top, it says '46 days left to enroll' with a calendar icon and 'Effective: October 1, 2022'. To the right, it shows 'Employer cost per paycheck' as \$553.26 and 'Your cost per paycheck' as \$293.17. Below this is a yellow warning box: 'Your benefit elections will not be effective until you click Submit enrollment.' Underneath is the 'Enrolled plans' section, stating 'You are enrolled in the following plans. You can make changes until the enrollment period closes.' It lists a 'Medical' plan, 'Effective: October 1, 2022', 'Aetna Choice PPO', and 'Who is covered? You and Sally Snow'. The cost for this plan is \$253.17 per paycheck. At the bottom right are three buttons: 'Finish later', 'Back', and 'Submit enrollment' (which is highlighted with a red box).

There will be a pop-up confirming your submission notating the date and time of submission. Please ensure you receive the confirmation note indicating your elections have been submitted.

The screenshot shows a 'Submit enrollment' pop-up window. It contains the text: 'You are about to submit your enrollment. Do you want to continue?' and 'You can make changes until September 9, 2022 11:59 PM EDT.' At the bottom right are two buttons: 'No' and 'Yes' (which is highlighted with a blue box).

The screenshot shows the 'Enrollments' page. At the top, there is a green banner with a checkmark icon and the text: 'You have completed your enrollment. You have successfully completed your Open Enrollment October 2022 enrollment.' Below this, there are two main sections. The 'Open Enrollment' section on the left shows '46 days left to make changes' and the period 'You can make changes to your enrollment from July 5, 2022 to September 9, 2022 at 11:59 p.m. ET.' It includes a 'Manage enrollment' button. To its right is a green box with a checkmark icon and the word 'Submitted', which is highlighted with a red box. The 'Your Benefits' section on the right says 'Review your current benefits, your previous year's benefits, or any changes due to a life event.' and includes a 'View benefits' button.

If you would like to make additional changes or modifications during the Open Enrollment Period, you may log in and navigate to **Myself > Benefits > Enrollments** and click the **Manage Enrollment** option in the Open Enrollment box. This will bring you back to the beginning of the profile to make any desired election changes.



You may also navigate by finding the **My Benefits** tile on the homepage and select **Manage**. The tile will also reflect the “Submitted” status with the date and time of submission.

