

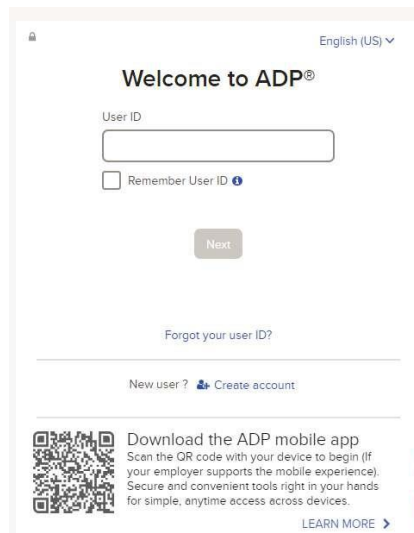
Hello!

We are excited to announce the start of Open Enrollment on ADP.

This letter explains what you need to do to complete your enrollments. Open Enrollment is November 1 – November 17, 2023. All changes to your benefits must be completed by *10:59 pm CT on November 17*. The changes that you make to your benefits will take effect on *January 1, 2024*.

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

<https://workforcenow.adp.com>

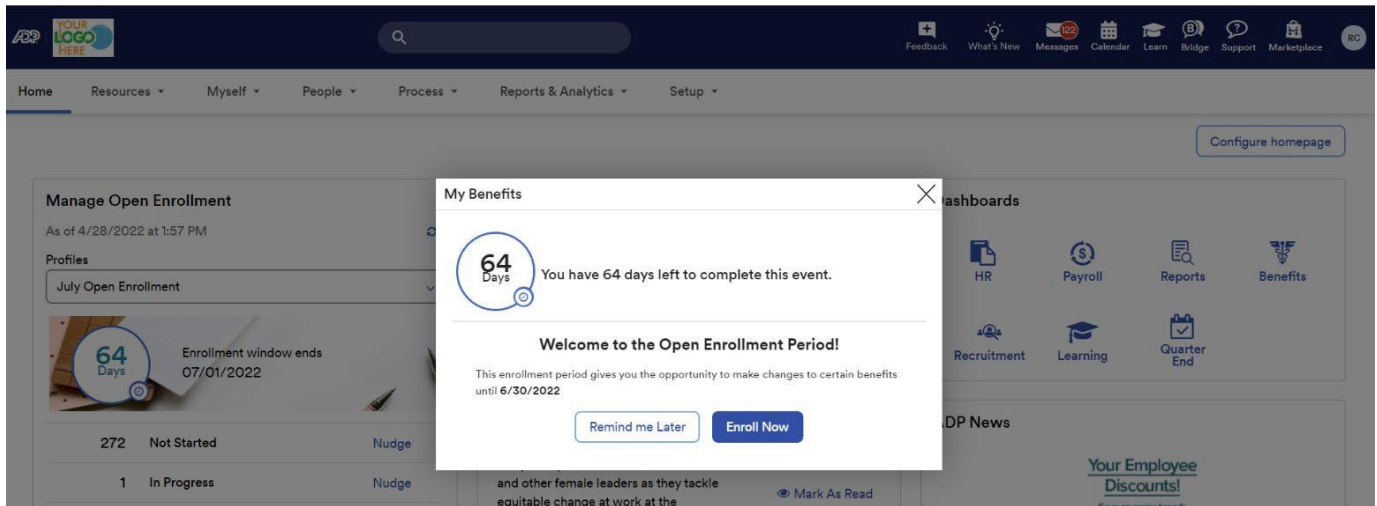
A screenshot of the ADP login page. At the top right, it says "English (US)" with a dropdown arrow. The main heading is "Welcome to ADP®". Below that is a "User ID" label and a text input field. Under the input field is a checkbox labeled "Remember User ID" with a blue information icon. A "Next" button is below the checkbox. Further down is a link "Forgot your user ID?". Below a horizontal line is a link "New user? Create account" with a blue person icon. At the 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." A "LEARN MORE" link with a right arrow is at the bottom right.

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

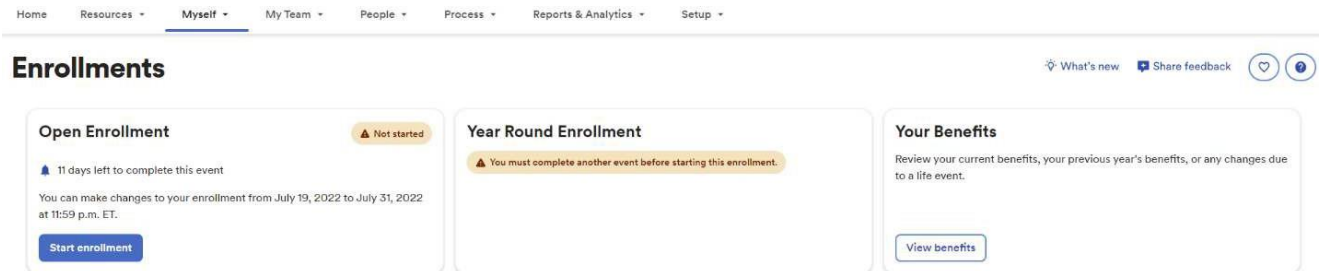
Note: If this is your first time logging in, click **Create account**. If you are unsure of the registration code, please contact your Payroll team.

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**.

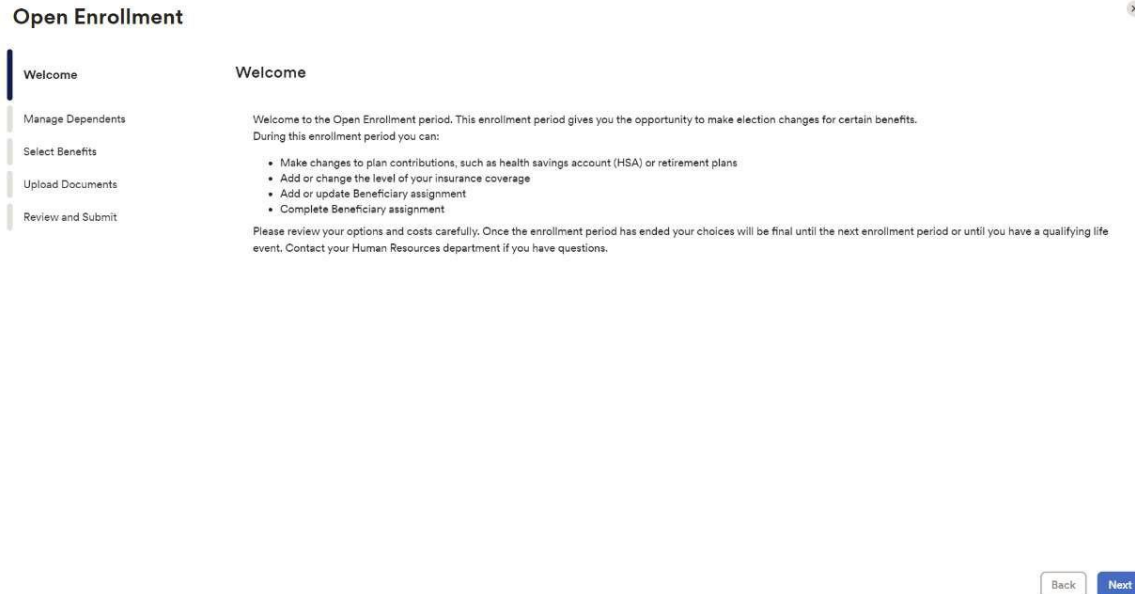
Note: This pop-up is displayed each time you log in during the Open Enrollment period. 24-hours after submitting your selections the pop-up will no longer display.



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



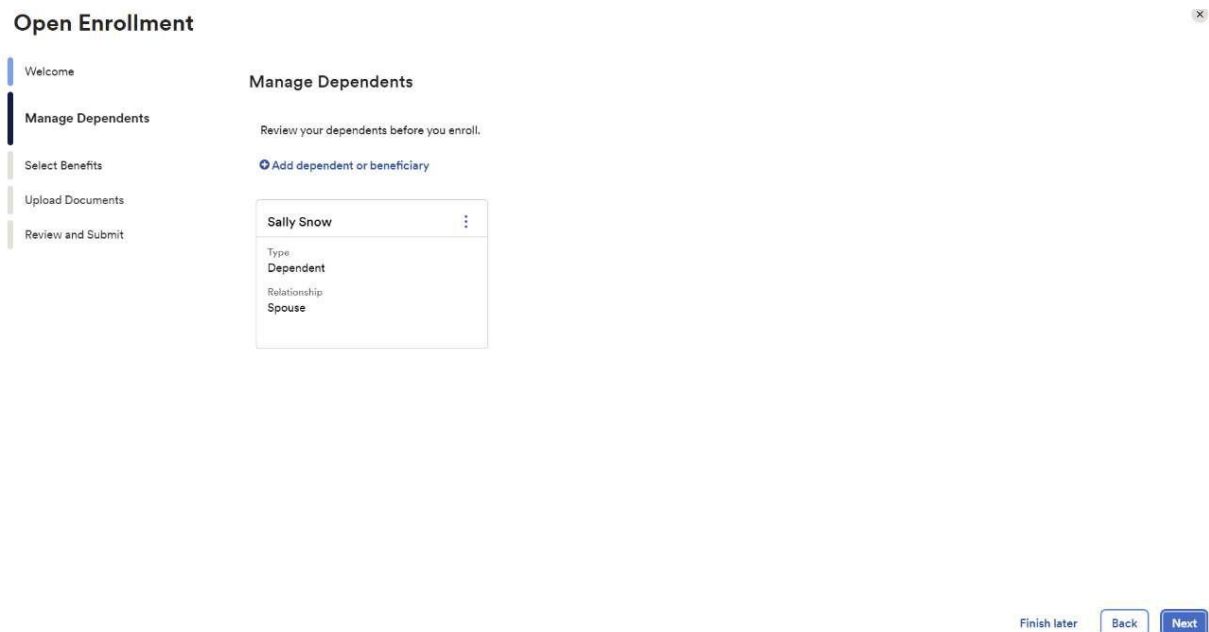
You will be taken to the *Welcome Note*. Please review all information on this page, as there are often important details regarding your Open Enrollment options. Click **Next** after reviewing the Welcome Note to move to **Manage Dependents**.



The screenshot shows the 'Open Enrollment' section with a sidebar on the left containing links: 'Welcome', 'Manage Dependents', 'Select Benefits', 'Upload Documents', and 'Review and Submit'. The main content area is titled 'Welcome' and contains a message about the enrollment period, a list of actions you can take (such as making changes to plan contributions, adding or changing insurance coverage, adding or updating beneficiary assignment, and completing beneficiary assignment), and a note to review options carefully. At the bottom right, there are 'Back' and 'Next' buttons.

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

Use the *3-dot* action icon to view/edit an existing dependent/beneficiary.



The screenshot shows the 'Open Enrollment' section with a sidebar on the left containing links: 'Welcome', 'Manage Dependents', 'Select Benefits', 'Upload Documents', and 'Review and Submit'. The main content area is titled 'Manage Dependents' and contains a message to review dependents before enrolling. Below this is a link to 'Add dependent or beneficiary'. A table lists existing dependents, with the first entry being 'Sally Snow', whose details are shown in a dropdown menu: 'Type: Dependent' and 'Relationship: Spouse'. At the bottom right, there are 'Finish later', 'Back', and 'Next' buttons.

Since 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.

The screenshot shows the 'Open Enrollment' page with a sidebar on the left containing links: Welcome, Manage Dependents, Surveys (highlighted), Select Benefits, and Review and Submit. The main content area is titled 'Surveys' and includes the instruction 'Before you continue, confirm the following information.' Below this is a 'Tobacco Usage' section with two questions: 'Are you a Tobacco User?' and 'Is Spouse Name a Tobacco User?'. Both questions have radio button options for 'No' (selected) and 'Yes'. At the bottom of the survey section is a checkbox for the attestation: 'I agree that all the information provided about my dependents and my tobacco usage is true and correct'. At the bottom right of the page are three buttons: 'Finish later', 'Back', and 'Next'.

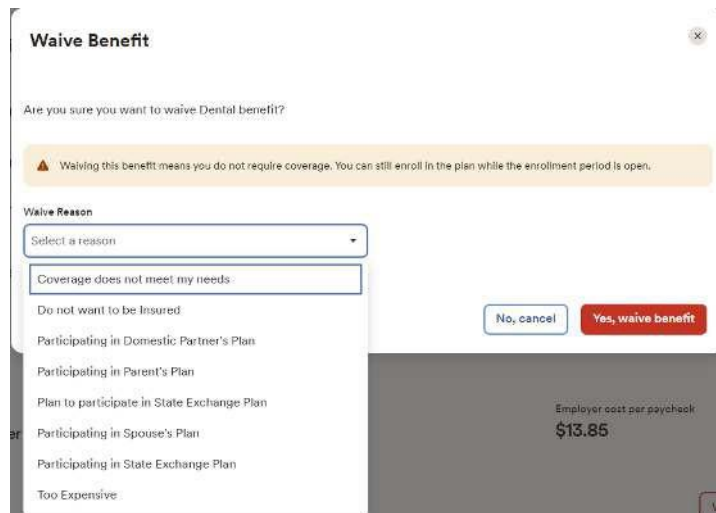
Employee Self Service is split into three sections: Action Required, Selected Plans and Eligible Benefits.

- **Action Required** - *These are items that need to be reviewed to move forward. These benefits include Health Plans (which you can elect or waive) and Life insurance benefits, which require that a beneficiary be designated.*

The screenshot shows the 'Open Enrollment' page with the sidebar on the left. The main content area is titled 'Select Benefits'. At the top, there is a banner with a calendar icon and the text '11 days left to enroll' and 'Effective: August 1, 2022'. To the right of the banner, it displays 'Employer cost per paycheck: \$141.69' and 'Your cost per paycheck: \$140.31', followed by a 'Go to section' button. Below the banner 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.' Below this text is a card for 'Dental' with a 'Waive benefit' button and a 'View all plans' button. The card also contains the text 'Multiple available options' and 'You have 3 benefit options available to choose from. See what is right for you!'.

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.

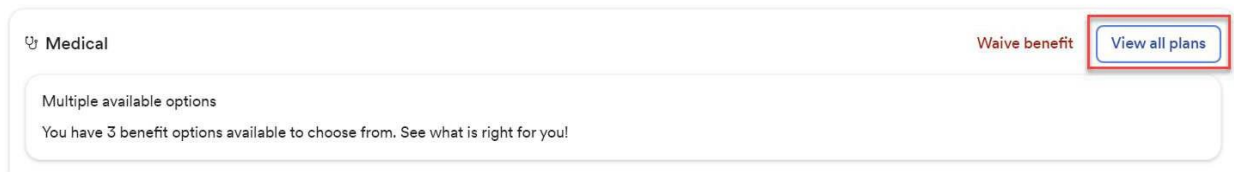
If you chose to *waive* a benefit, you will be required to select a **Waive Reason**.



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.



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.

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

Selected

Per Paycheck

\$57.00

Voluntary Life Elections and Beneficiaries:

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.

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	Your cost per paycheck
\$0.00	\$17.50

[Back](#)

If the amount selected is over the Guaranteed Issue amount (or the amount you already had in place, if higher than GI), additional approval will be required, and you will be asked to complete **Evidence of Insurability (EOI)** and submit it to SunLife. 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%

⚠ Confirm the details for this plan selection. [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.

Open Enrollment

The screenshot shows the 'Review and Submit' section of the Open Enrollment process. On the left is a sidebar with navigation links: Welcome, Manage Dependents, Surveys, Select Benefits, and Review and Submit (which is highlighted). The main content area is titled 'Review and Submit' and includes a summary of the enrollment period: '46 days left to enroll' (Effective: October 1, 2022). It also displays the costs: 'Employer cost per paycheck \$553.26' and 'Your cost per paycheck \$293.17'. A yellow warning box states: 'Your benefit elections will not be effective until you click Submit enrollment.' Below this, the 'Enrolled plans' section shows that the user is enrolled in the 'Medical' plan (Aetna Choice PPO) effective October 1, 2022, with a cost of \$253.17 per paycheck. The plan is for 'You and Sally Snow'. At the bottom right, there are three buttons: 'Finish later', 'Back', and 'Submit enrollment' (which is highlighted with a red box).

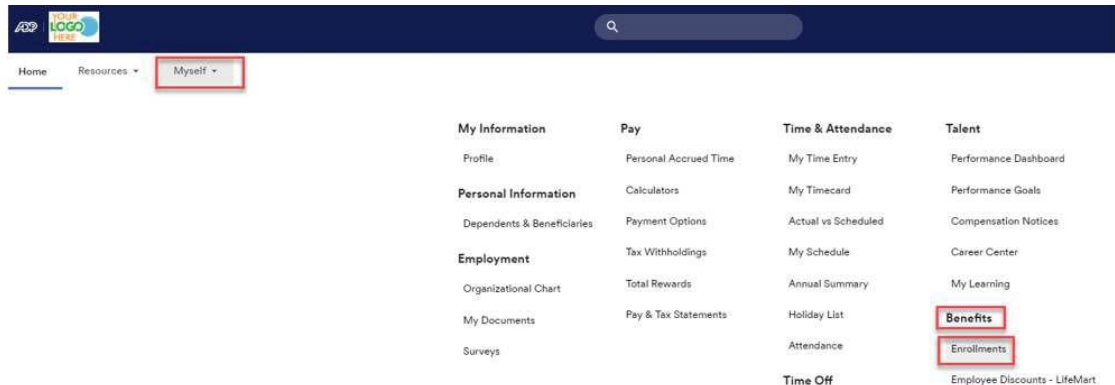
There will be a pop-up confirming your submission notating the date and time of submission. Please ensure you receive the confirmation note indicating your elections have been submitted.

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, there are two buttons: 'No' and 'Yes' (which is highlighted with a blue box).

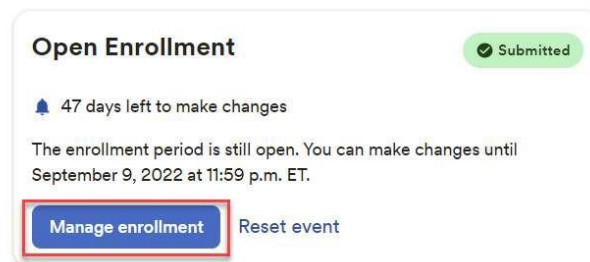
Enrollments

The screenshot shows the 'Enrollments' dashboard. At the top, a green banner with a checkmark icon states: '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 shows '46 days left to make changes' and states that changes can be made from July 5, 2022 to September 9, 2022 at 11:59 p.m. ET. It includes a 'Manage enrollment' button. The 'Your Benefits' section prompts the user to 'Review your current benefits, your previous year's benefits, or any changes due to a life event.' and includes a 'View benefits' button. A green box with a checkmark and the word 'Submitted' is positioned between the two sections.

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.



Enrollments



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

