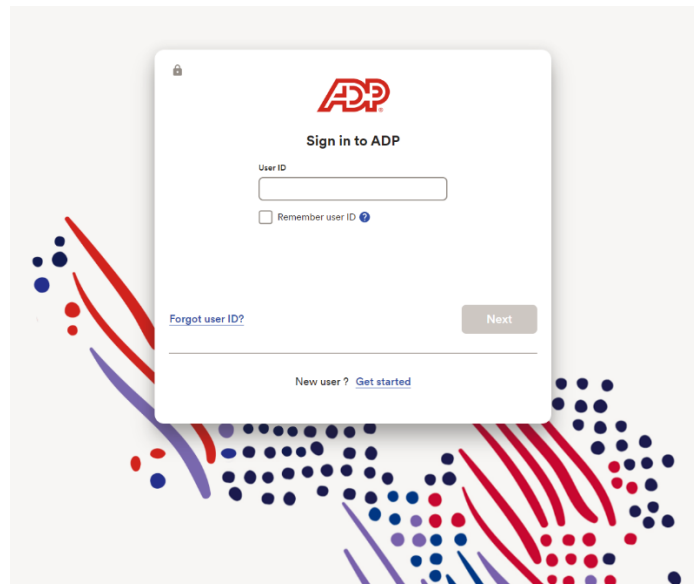
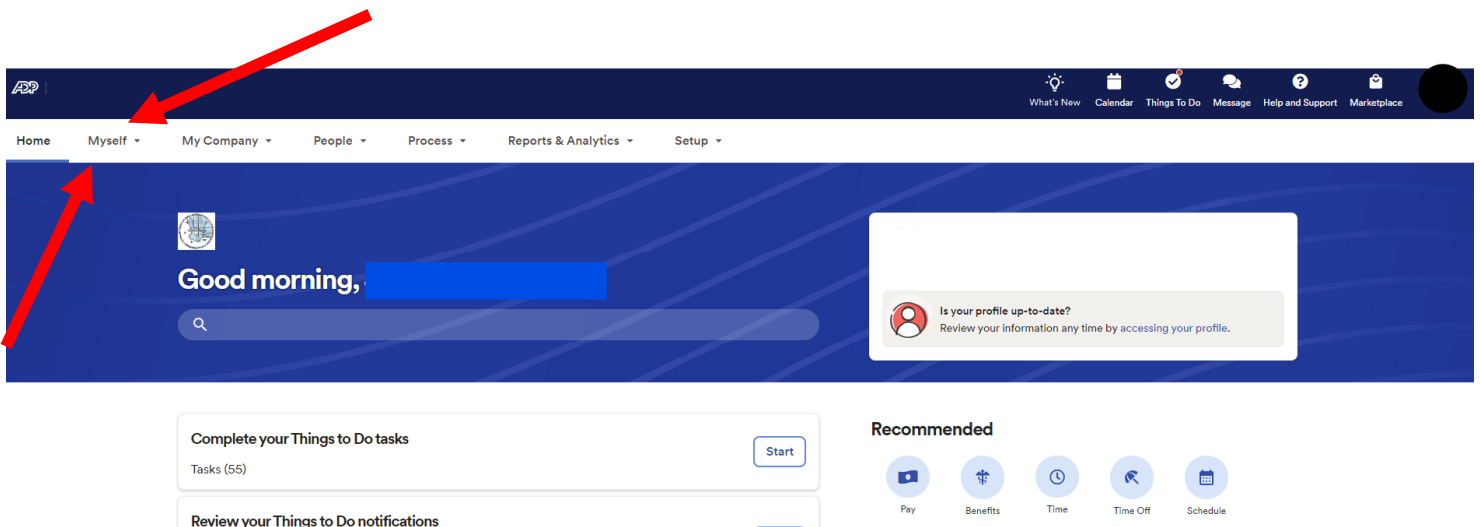


How to Make Benefit Changes in ADP

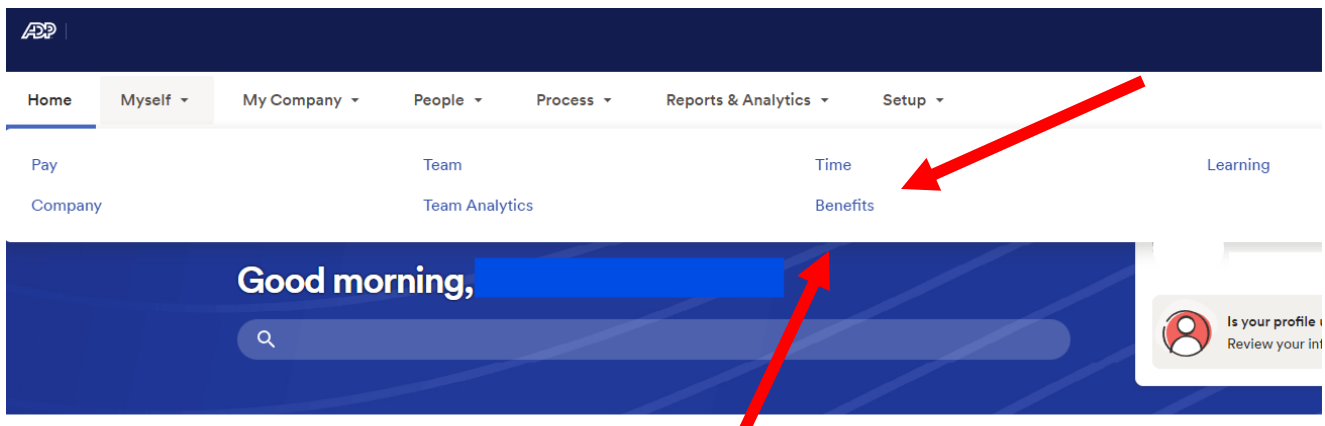
1. Log into myADP



2. Click on "Myself" (towards top of page)



3. Select "Benefits"



How to Make Benefit Changes in ADP (contd.)

4. Select “Enroll Now” in Annual Enrollment event

The screenshot shows the ADP Benefits dashboard. At the top, there's a navigation bar with the ADP logo and a 'Help and Support' link. Below the navigation bar, the 'Benefits' section is highlighted. The main content area is divided into two sections: 'Your Enrollment Opportunities' and 'Your Benefits'.

Your Enrollment Opportunities

- New Hire**: Event Date: May 15, 2023. -456 Days left to make changes (06/13/2023). Status: Your enrollment is complete. Buttons: Make changes, View elections.
- Data Change**: Event Date: Nov 20, 2023. -267 Days left to make changes (12/19/2023). Status: Your enrollment is complete. Buttons: Make changes, View elections.
- Data Change**: Event Date: Jun 16, 2024. -58 Days left to make changes (07/15/2024). Status: Your enrollment is complete. Buttons: Make changes, View elections.
- Annual Enrollment**: Event Date: Jan 1, 2025. 30 Days left to make changes (10/11/2024). Button: Enroll now.

Your Benefits

- View Your Benefits**: Current Benefits (Review your current benefits.), All Benefits (Review benefits from previous years or for future changes.).
- Manage Information**: Review information about you and others. Button: Manage info.
- Report a Qualifying Change**: Add or remove a dependent, or report a change in your life in order to make benefit changes. Button: Declare an event.
- Report an admin event**: Declare an event that is only available for benefits administrators to use to make changes to a participant. Button: Declare an event.

Red arrows point from the top right of the dashboard to the 'Enroll now' button in the Annual Enrollment event and the 'Report an admin event' button.

5. Update beneficiary information if necessary (update current beneficiary information, add new beneficiary)

Annual Enrollment

The screenshot shows the 'Review Your Info' page during the Annual Enrollment process. The page is divided into two main sections: 'You' and 'Beneficiary'.

Review Your Info

30 Days left to make changes
Event Date: Jan 1, 2025

Review your info to check if any changes are needed before you enroll.

[Add new dependent](#) [Add new beneficiary](#)

You (Self)

Covered For:

- Medical
- Dental
- Vision

[View](#)

Beneficiary

Covered For: Only dependents can be enrolled.

Beneficiary Allocations:

- Voluntary Accidental Death & Dismemberment: Primary Beneficiary 100%
- Group Term Life: Primary Beneficiary 100%
- Group Accidental Death & Dismemberment: Primary Beneficiary 100%
- Voluntary Employee Life Insurance: Primary Beneficiary 100%

[Edit](#)

At the bottom right, there are two buttons: 'Finish later' and 'Next'.

How to Make Benefit Changes in ADP (contd.)

6. Review Benefit selection(s)

- You can:
 - Change health (medical, dental, vision) plan (example: Kaiser HMO to PERS Gold PPO)
 - Elect to use Employer Zip Code
 - Add dependents
 - Remove dependents
 - Add voluntary life insurance
 - Enroll in FSA (HealthCare FSA and/or Dependent Care FSA)

Annual Enrollment

Review Your Info

Enroll in Benefits

Needs Attention (2)

Your Elections (8)

Waived Benefits (4)

**Medical**
Effective Date: Jan 1, 2025

Current Election

Blue Shield Trio HMO LA

Covered Individuals (Employee Only)
You are covered

\$70.22

Show price breakdown

→ Change plan

**Dental**
Effective Date: Jan 1, 2025

Current Election

Delta PPO

Covered Individuals (Employee Only)
You are covered

\$0.00

Show price breakdown

→ Change plan

**Vision**
Effective Date: Jan 1, 2025

Finish later

← Back

Confirm elections →

How to Make Benefit Changes in ADP (contd.)

7. Make any desired changes (example: select “Medical,” click “Change Plan,” click white-boxed “Select Plan” under new desired plan, click blue-boxed “Select Plan” in right corner to save change”)

**Medical**
Effective Date: Jan 1, 2025

Current Election

Blue Shield Trio HMO LA

Covered Individuals (Employee Only)
You are covered

\$70.22
[Show price breakdown](#)

[→ Change plan](#)

Medical

Enter or change your selections in the sections below.

Who do you want to cover?

21 Plans Available

Selected

Blue Shield Trio HMO LA

Selected plan

Per Paycheck
\$70.22

UnitedHealthcare Harmony HMO Other

Select plan

Per Paycheck
\$110.98

UnitedHealthcare Harmony HMO LA

Select plan

Per Paycheck
\$79.30

[Waive benefit](#) [Save selected plan](#)

Medical

Enter or change your selections in the sections below.

Who do you want to cover?

21 Plans Available

Selected

Blue Shield Trio HMO LA

Selected plan

Per Paycheck
\$70.22

UnitedHealthcare Harmony HMO Other

Select plan

Per Paycheck
\$110.98

UnitedHealthcare Harmony HMO LA

Select plan

Per Paycheck
\$79.30

Save Your Medical Election

Blue Shield Trio HMO LA
Effective Date: Jan 1, 2025
[Show price breakdown](#)

Covered Individuals
Coverage Level: (Employee Only)
You

[Save and return to all benefits](#) [Continue to Dental](#)

[Waive benefit](#) [Save selected plan](#)

How to Make Benefit Changes in ADP (contd.)

8. Click “Confirm Elections” to finalize all changes

Annual Enrollment

Annual Enrollment

Review Your Info

Enroll in Benefits

Enroll in Benefits

Your Elections (10) Waived Benefits (4)

30 Days left to make changes
Event Date: Jan 1, 2025

Estimated Cost ⓘ

Per Paycheck	Per Month	Per Year
\$82.97	\$165.93	\$1,991.16

⚠ To save your elections, select **Confirm elections**.

✔ Your Elections (10)

Medical
Effective Date: Jan 1, 2025

Selected

Blue Shield Trio HMO LA

\$70.22
Show price breakdown

→ Change plan

Covered Individuals (Employee Only)
You are covered

Dental

Finish later ← Back **Confirm elections →**

Annual Enrollment

Review Your Info

Enroll in Benefits

Enroll in Benefits

Your Elections (10) Waived Benefits (4)

30 Days left to make changes
Event Date: Jan 1, 2025

Estimated Cost ⓘ

Per Paycheck	Per Month	Per Year
\$82.97	\$165.93	\$1,991.16

⚠ To save your elections, select **Confirm elections**.

✔ Your Elections (10)

Medical
Effective Date: Jan 1, 2025

Selected

Blue Shield Trio HMO LA

\$70.22
Show price breakdown

→ Change plan

Covered Individuals (Employee Only)
You are covered

Dental

Finish later ← Back **Confirm elections →**

Agree and Confirm Elections

I certify that any documentation or certification required and provided for this enrollment, election or election change is true, accurate and complete, and that my employer may rely on the information. I acknowledge that the provision of false, misleading or incomplete information may result in adverse consequences under the terms of my employer's Plan or Plans, including without limitation, termination or rescission of coverage, recovery of benefits paid, fines and penalties under law. Furthermore, I, the undersigned, authorize my employer to deduct from my wages the amounts required to pay my share of the premiums and/or contributions for the benefits elected under my employer's pension and benefit plan(s). I further understand that any credit provided by my employer, not represented in the cost calculation, will reduce the amount deducted from my wages. Where elected by me or required by plan design, these deductions shall occur on a pre-tax basis. All the other deductions shall be taken on a post-tax basis. Such deduction amounts may only be changed at my employer's open enrollment or in accordance with applicable regulations and plan design.

Cancel **I agree and confirm elections**

***REMINDER:** Any changes made during open enrollment do not go into effect until January 1, 2027