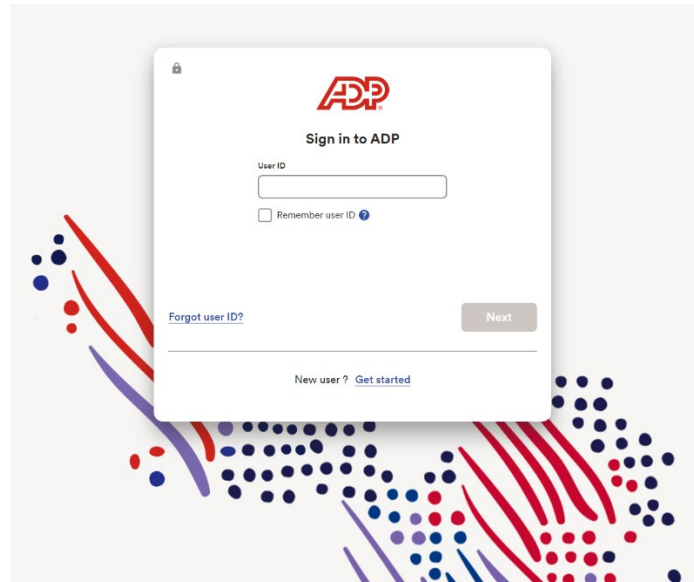
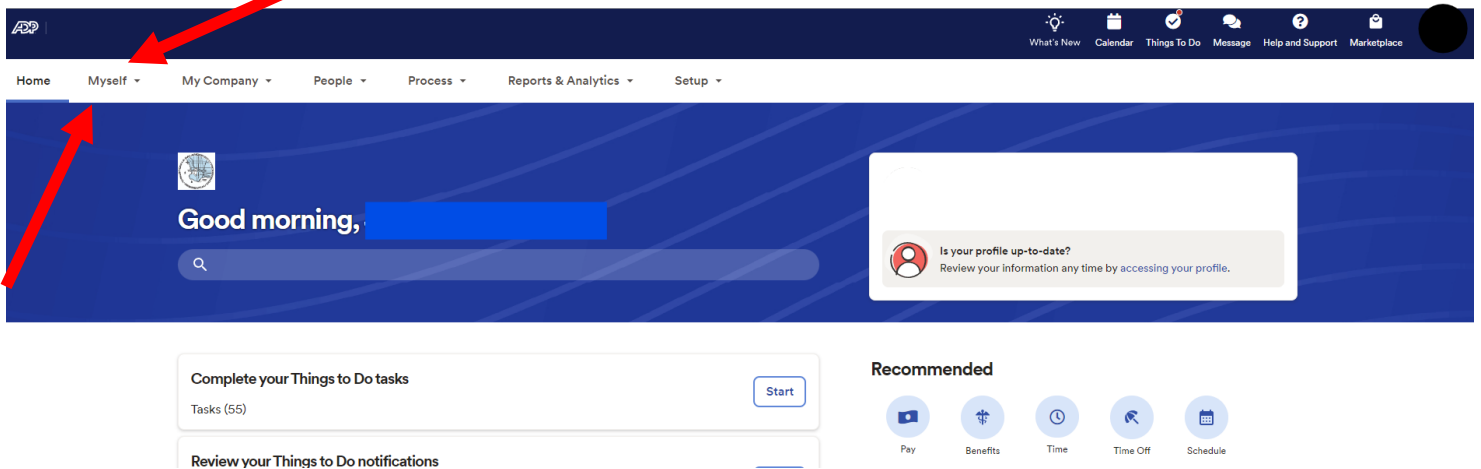


# How to Make Benefit Changes in ADP

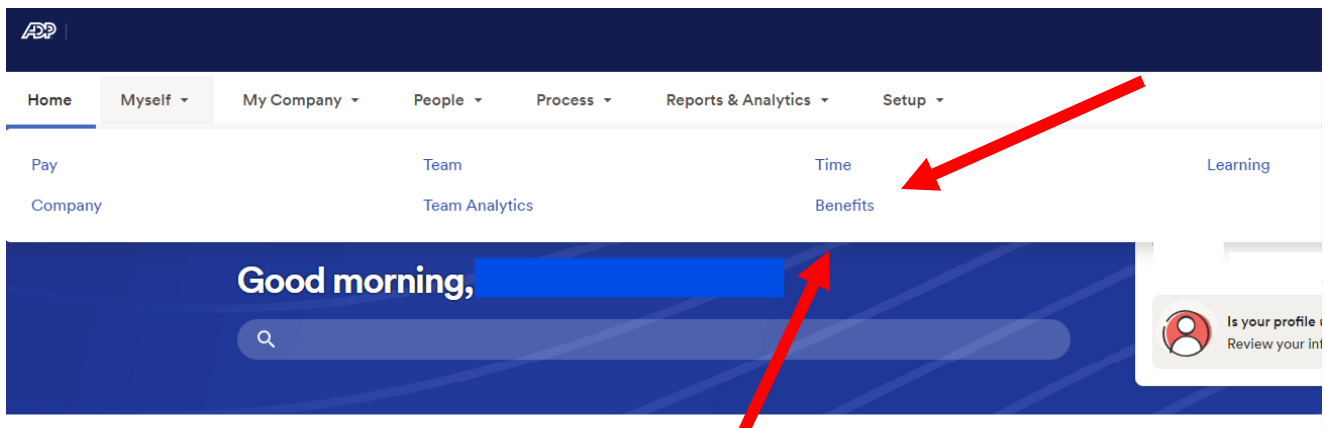
1. Log into myADP



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 is a navigation bar with the ADP logo and a 'Help and Support' link. Below the navigation bar, the main content area is titled 'Benefits' and 'Your Enrollment Opportunities'. There are four cards in the 'Your Enrollment Opportunities' section: 'New Hire' (Event Date: May 15, 2023, -456 Days left to make changes), 'Data Change' (Event Date: Nov 20, 2023, -267 Days left to make changes), 'Data Change' (Event Date: Jun 16, 2024, -58 Days left to make changes), and 'Annual Enrollment' (Event Date: Jan 1, 2025, 30 Days left to make changes). Each card has a 'Make changes' button and a 'View elections' button. The 'Annual Enrollment' card has an 'Enroll now' button. Below the 'Your Enrollment Opportunities' section is the 'Your Benefits' section, which contains four cards: 'View Your Benefits' (with 'Current Benefits' and 'All Benefits' links), 'Manage Information' (with a 'Manage info' button), 'Report a Qualifying Change' (with a 'Declare an event' button), and 'Report an admin event' (with a 'Declare an event' button). Red arrows point from the top right of the dashboard to the 'Enroll now' button in the 'Annual Enrollment' card, and from the 'Report a Qualifying Change' and 'Report an admin event' cards to the 'Enroll now' button.

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

## Annual Enrollment

The screenshot shows the 'Review Your Info' page for the Annual Enrollment. The page has a left sidebar with 'Review Your Info' and 'Enroll in Benefits' options. The main content area is titled 'Review Your Info' and shows a calendar icon with '30 Days left to make changes' and 'Event Date: Jan 1, 2025'. Below this, there is a message: 'Review your info to check if any changes are needed before you enroll.' There are two links: 'Add new dependent' and 'Add new beneficiary'. The page is divided into two main sections: 'You Self' and 'Beneficiary'. The 'You Self' section shows 'Covered For' (Medical, Dental, Vision) and 'Beneficiary Allocations' (Allocations cannot be assigned to the primary insured). The 'Beneficiary' section shows 'Covered For' (Only dependents can be enrolled) and '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%). There is an 'Edit' button at the bottom of the 'Beneficiary' section. At the bottom right of the page, 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 Blue PERS Gold PPO)
  - 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)

#### ✔ Your Elections (8)



#### Medical

Effective Date: Jan 1, 2025

Current Election

Blue Shield Trio HMO LA

\$70.22

Show price breakdown

→ Change plan

Covered Individuals (Employee Only)  
You are covered



#### Dental

Effective Date: Jan 1, 2025

Current Election

Delta PPO

\$0.00

Show price breakdown

→ Change plan

Covered Individuals (Employee Only)  
You are covered



#### 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** \$70.22  
[Show price breakdown](#) [→ Change plan](#)

Covered Individuals (Employee Only)  
**You are covered**

**Medical**

Enter or change your selections in the sections below.

Who do you want to cover?

**21 Plans Available**

<input checked="" type="checkbox"/> Selected <b>Blue Shield Trio HMO LA</b> <small>Selected plan</small>	Per Paycheck <b>\$70.22</b>
<b>UnitedHealthcare Harmony HMO Other</b> <small>Select plan</small>	Per Paycheck <b>\$110.98</b>
<b>UnitedHealthcare Harmony HMO LA</b> <small>Select plan</small>	Per Paycheck <b>\$79.30</b>

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

**Medical**

Enter or change your selections in the sections below.

Who do you want to cover?

**21 Plans Available**

<input checked="" type="checkbox"/> Selected <b>Blue Shield Trio HMO LA</b> <small>Selected plan</small>	Per Paycheck <b>\$70.22</b>
<b>UnitedHealthcare Harmony HMO Other</b> <small>Select plan</small>	Per Paycheck <b>\$110.98</b>
<b>UnitedHealthcare Harmony HMO LA</b> <small>Select plan</small>	Per Paycheck <b>\$79.30</b>

**Save Your Medical Election**

**Blue Shield Trio HMO LA** \$70.22  
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

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.

#### Medical

Effective Date: Jan 1, 2025

**Selected**

**Blue Shield Trio HMO LA**

Covered Individuals (Employee Only)  
You are covered

\$70.22  
Show price breakdown

Change plan

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**

Blue Shield Trio HMO LA

\$70.22  
Show price breakdown

Change plan

Finish later Back **Confirm elections**

**\*REMINDER:** Any changes made during open enrollment do not go into effect until January 1, 2025