

Your step-by-step guide:
2024-2025 Benefits Open Enrollment

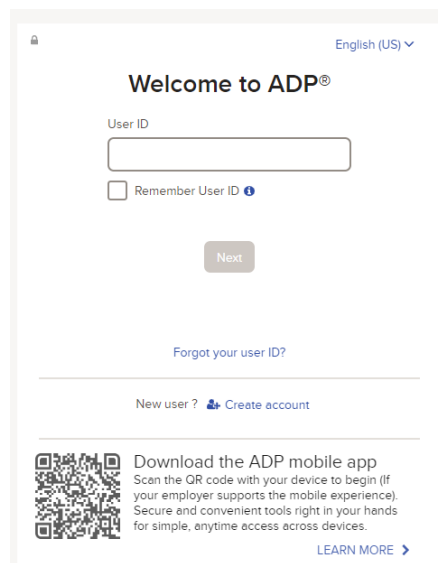
Dear Staff,

We are excited to announce the start of Open Enrollment on the *Employee Self Service* website.

The Open Enrollment period will last 19 days, starting **May 1** and ending **May 20**.

All changes to your benefits must be completed by **midnight May 20, 2024**. The changes that you make to your benefits will take effect on **June 1, 2024**.

Access the Employee Self-Service website. <https://workforcenow.adp.com>

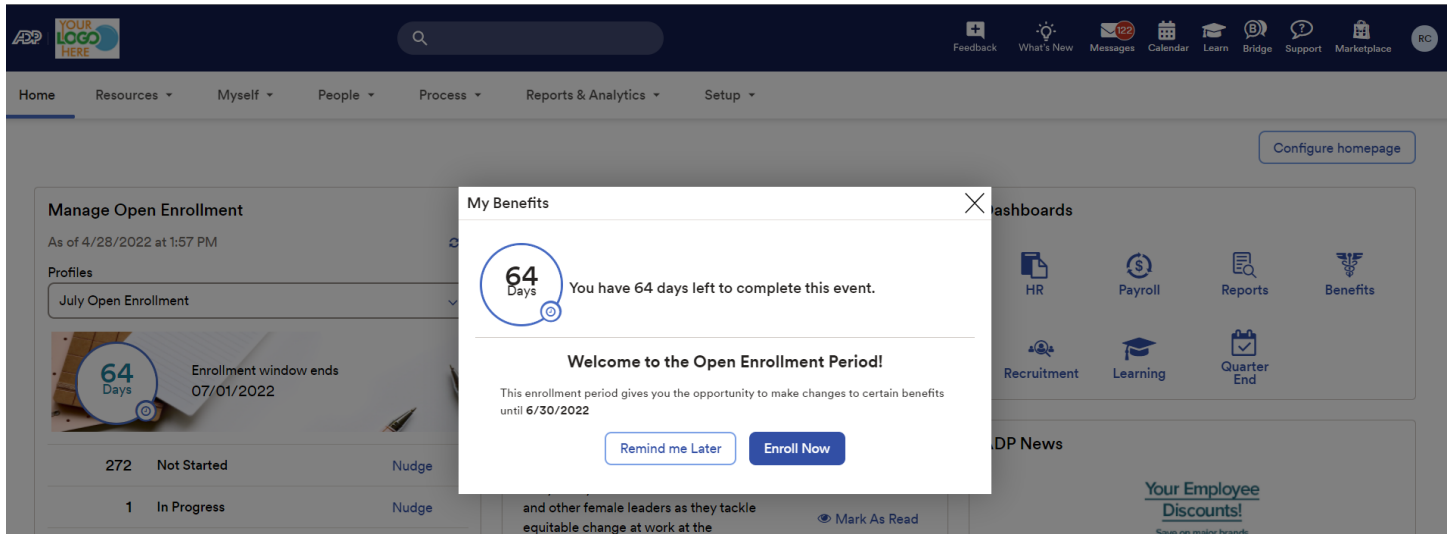


Enter your User ID and password, and then click **Sign In**.

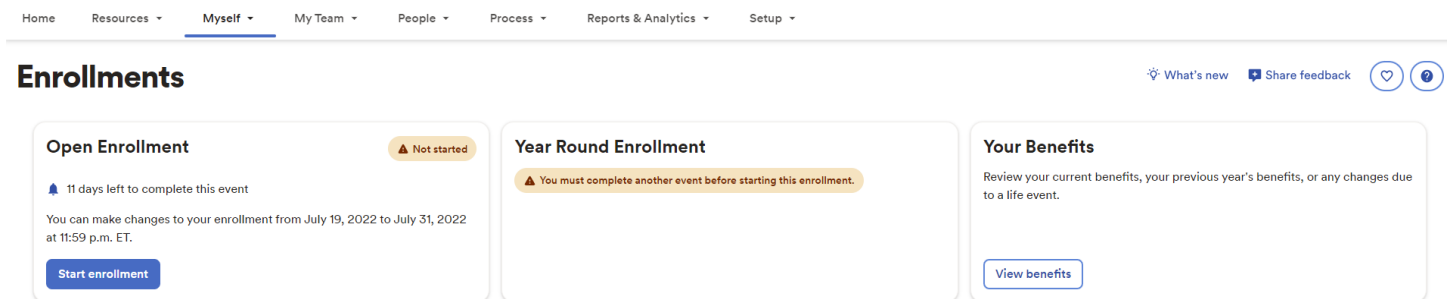
Note: If this is your first time logging in, click **Create account**. If you are unsure of the registration code, please contact your HR team.

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.



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**.

Open Enrollment

Welcome

Manage Dependents

Select Benefits

Upload Documents

Review and Submit

Welcome

Welcome to the Open Enrollment period. This enrollment period gives you the opportunity to make election changes for certain benefits. During this enrollment period you can:

- Make changes to plan contributions, such as health savings account (HSA) or retirement plans
- Add or change the level of your insurance coverage
- Add or update Beneficiary assignment
- Complete Beneficiary assignment

Please review your options and costs carefully. Once the enrollment period has ended your choices will be final until the next enrollment period or until you have a qualifying life event. Contact your Human Resources department if you have questions.

Back Next

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.

Open Enrollment

Welcome

Manage Dependents

Select Benefits

Upload Documents

Review and Submit

Manage Dependents

Review your dependents before you enroll.

[Add dependent or beneficiary](#)

Sally Snow

Type
Dependent

Relationship
Spouse

Finish later Back Next

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

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.

Open Enrollment

Welcome
Manage Dependents
Surveys
Select Benefits
Review and Submit

Surveys

Before you continue, confirm the following information.

Tobacco Usage

Are you a Tobacco User?

No
 Yes

Is Spouse Name a Tobacco User?

No
 Yes

I agree that all the information provided about my dependents and my tobacco usage is true and correct

Finish later **Back** **Next**

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.*

Open Enrollment

- Welcome
- Manage Dependents
- Surveys
- Select Benefits**
- Review and Submit

Select Benefits

11 days left to enroll
Effective: August 1, 2022

Employer cost per paycheck: **\$141.69**
Your cost per paycheck: **\$140.31**
[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.

Dental

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

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.*

Open Enrollment

Selected Plans

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

Medical

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

HDHP 2021
Effective: July 1, 2022

Who is covered?
You, Spouse Name, Child Name and Child Name

Pending Approval

Per Paycheck: **\$138.00**

Miscellaneous

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

Custom Medical 2022
Effective: January 1, 2022

Who is covered?
You, newchildnew test, Child Name, Child Name and Spouse Name

Selected

Per Paycheck: **\$2.31**

- **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.*

Open Enrollment

The screenshot shows a web interface titled "Open Enrollment" with a close button (X) in the top right corner. Below the title is a section titled "Eligible Plans" with the subtext "You're eligible to enroll in the following plans." There are three main categories, each with a "View all plans" button:

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

At the bottom right of the interface 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 "Waive Benefit" dialog box with a close button (X) in the top right corner. The main question is "Are you sure you want to waive Dental benefit?". Below this is a warning message: "⚠️ Waiving this benefit means you do not require coverage. You can still enroll in the plan while the enrollment period is open." Underneath is a "Waive Reason" section with a dropdown menu labeled "Select a reason". The dropdown 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
- Too Expensive

At the bottom right of the dialog are two buttons: "No, cancel" and "Yes, waive benefit". In the background, partially obscured, is a table with the text "Employer cost per paycheck" and 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.	Employer cost per paycheck \$245.90	Your cost per paycheck \$112.52
Select plan		
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	Employer cost per paycheck	Your cost per paycheck
Aetna Inc.	\$60.00	\$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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

	Employer cost per paycheck	Your cost per paycheck	
47 days left to enroll Effective: October 1, 2022	\$60.00	\$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	<input checked="" type="checkbox"/> Selected
Who is covered? You	Per Paycheck \$57.00



Voluntary Life Elections and Beneficiaries:

You are automatically enrolled in Life coverage. However, you will also need to designate your beneficiaries or take this time to update 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 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](#)

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

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

- Welcome
- Manage Dependents
- Surveys
- Select Benefits
- Review and Submit

Review and Submit

46 days left to enroll
Effective: October 1, 2022

Employer cost per paycheck: **\$553.26**
Your cost per paycheck: **\$293.17**

Your benefit elections will not be effective until you click Submit enrollment.

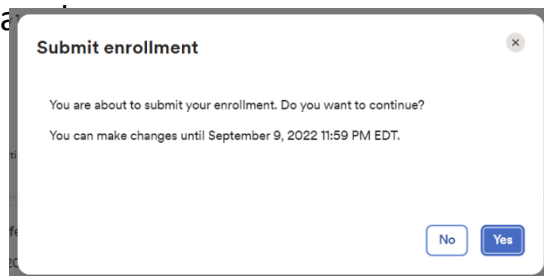
Enrolled plans
You are enrolled in the following plans. You can make changes until the enrollment period closes.

Medical [Enrolled](#)

Aetna Choice PPO
Effective: October 1, 2022
Who is covered?
You and Sally Snow

Per Paycheck: **\$253.17**

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.



Enrollments

You have completed your enrollment.
You have successfully completed your Open Enrollment October 2022 enrollment.

Open Enrollment

Submitted

46 days left to make changes

You can make changes to your enrollment from July 5, 2022 to September 9, 2022 at 11:59 p.m. ET.

[Manage enrollment](#)

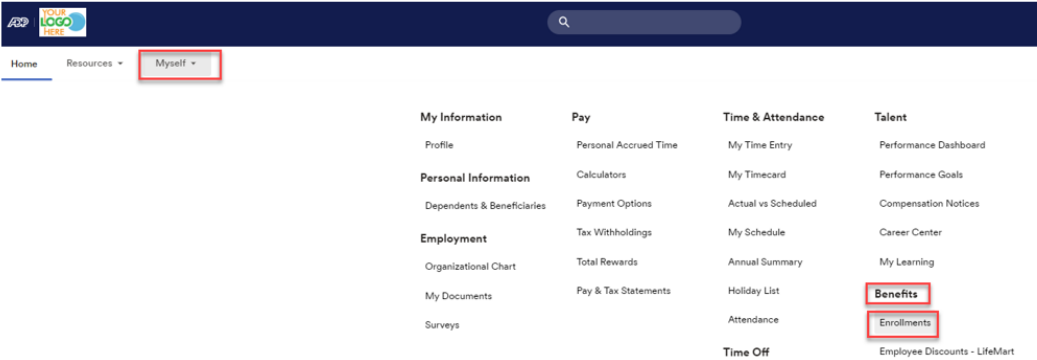
Your Benefits

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

[View benefits](#)

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

An 'Open Enrollment' tile with a green 'Submitted' status badge. It indicates '47 days left to make changes' and states that the enrollment period is still open until September 9, 2022 at 11:59 p.m. ET. A blue 'Manage enrollment' button is highlighted with a red box, along with a 'Reset event' link.

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.

A 'My Benefits' tile showing 'Open Enrollment' status. It features a circular timer for '47 Days' and a 'Submitted' status with the date and time '7/25/2022 6:41 AM'. A blue 'Manage' button is highlighted with a red box. Below the tile, it shows 'As of 7/25/2022 at 6:41 AM' and a list of benefits, including 'Medical' from 'Aetna Inc.' for 'You'.