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for People™

Open Enrollment through ADP Mobile

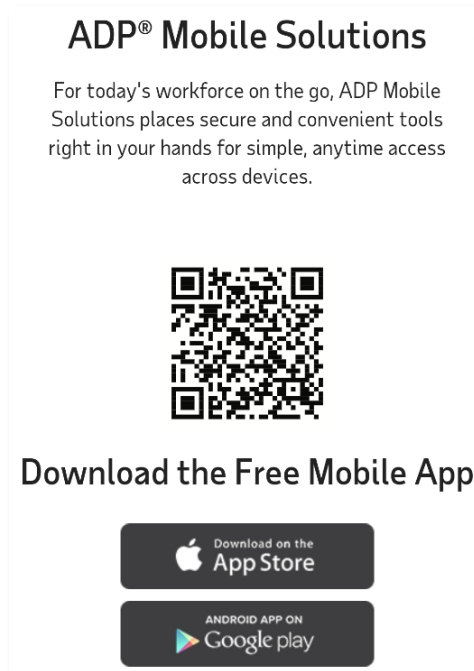
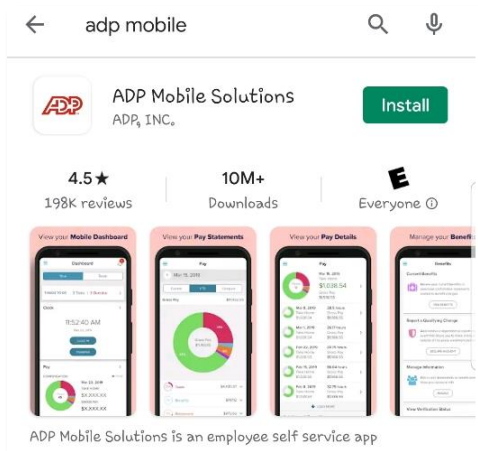
ADP Benefits & Talent Solutions



Open Enrollment through ADP Mobile


This guide will assist users with how to download ADP Mobile Solutions and to use the mobile app to make their open enrollment benefit elections.

1. Download ADP Mobile Solutions



ADP® Mobile Solutions

For today's workforce on the go, ADP Mobile Solutions places secure and convenient tools right in your hands for simple, anytime access across devices.

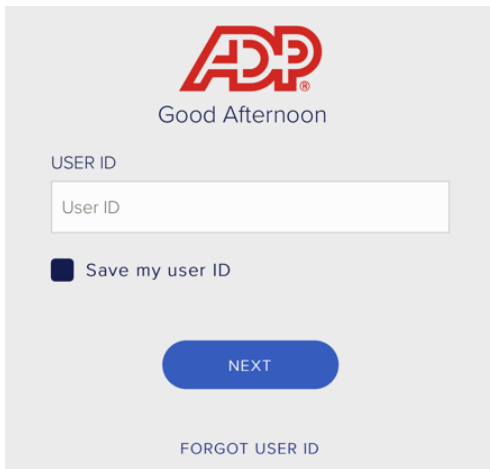


Download the Free Mobile App

Download on the App Store

ANDROID APP ON Google play

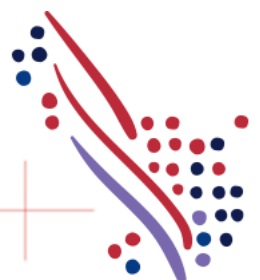
2. Enter your User ID and password, and then click **Sign In**.



The login screen for the ADP mobile app. It features the ADP logo and the text "Good Afternoon". There is a "USER ID" label above a text input field containing "User ID". Below the input field is a checkbox labeled "Save my user ID". A blue "NEXT" button is positioned below the input field, and a "FORGOT USER ID" link is at the bottom.

Note: If this is your first time logging in, select **New? Get Started**

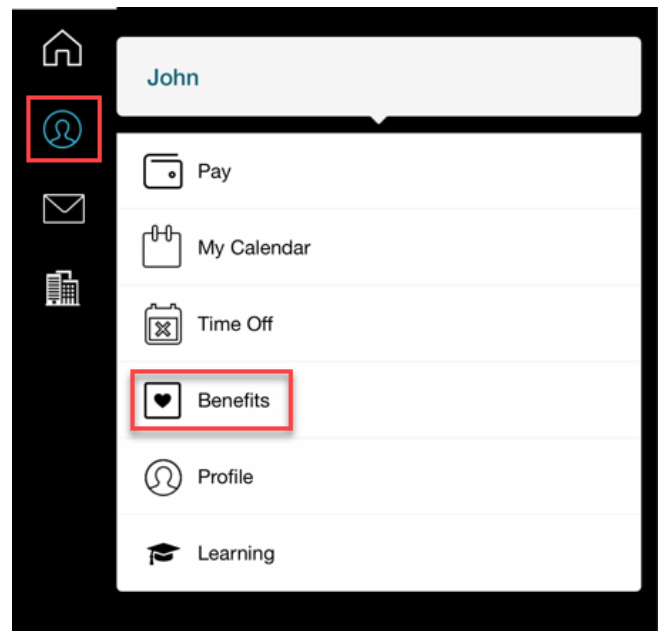
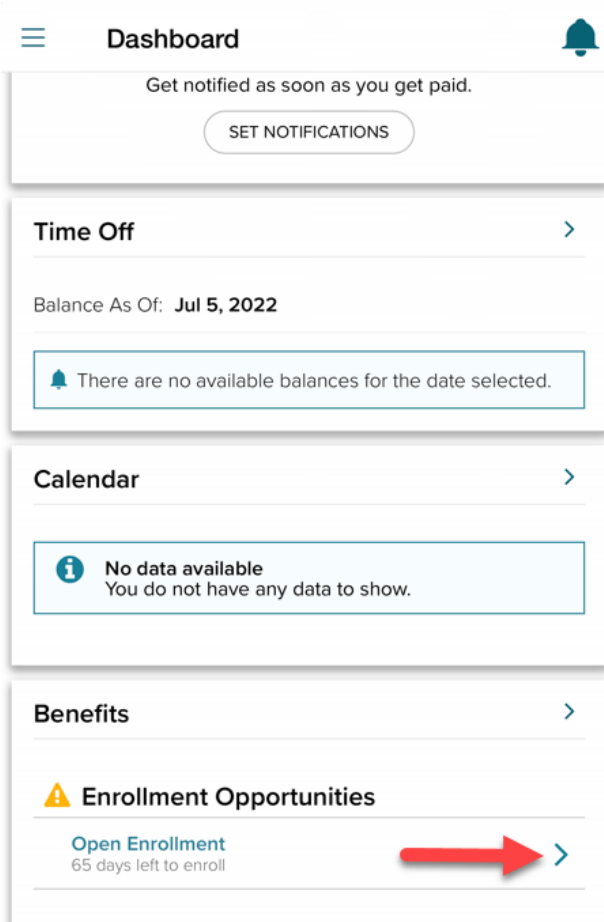
If you are unsure of the registration code, please contact your HR team.



Upon logging in, you have two ways to access the Open Enrollment opportunity.

On the Dashboard scroll down to the **Benefits** box and select >

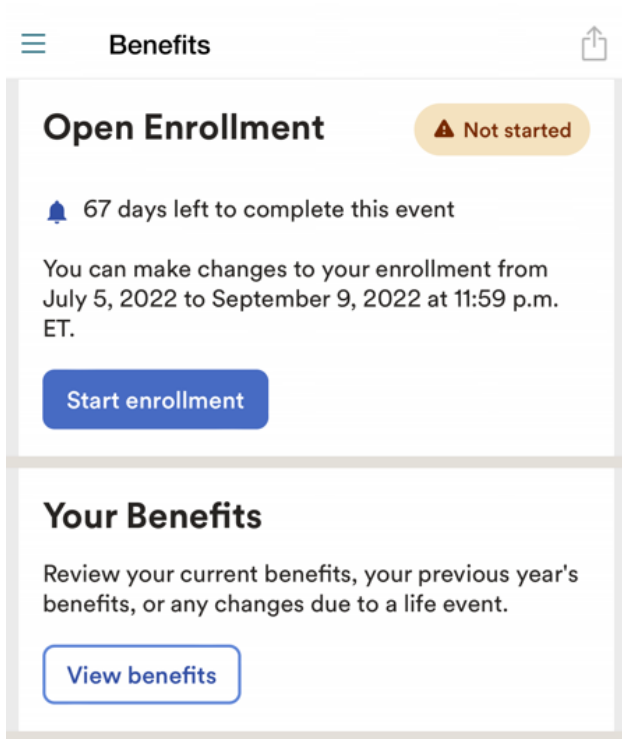
Or go to **Myself – Benefits**



Click **Open Enrollment** or **Benefits**.



You will then be taken to the below screen. To start, click **Start enrollment**.



The screenshot shows the ADP Benefits page. At the top, there is a hamburger menu icon and the word "Benefits" next to a share icon. Below this is a section titled "Open Enrollment" with a yellow badge that says "Not started". Underneath, there is a notification bell icon and the text "67 days left to complete this event". A paragraph follows: "You can make changes to your enrollment from July 5, 2022 to September 9, 2022 at 11:59 p.m. ET." Below this is a blue button labeled "Start enrollment". The next section is titled "Your Benefits" and contains the text: "Review your current benefits, your previous year's benefits, or any changes due to a life event." Below this is a blue button labeled "View benefits".

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 **Continue** to begin.

Open Enrollment

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.

Continue

Finish later



Benefit Elections

You may notice three sections now to complete your benefit elections. Action Required, Enrolled 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.*
- **Enrolled Plans** –*These are benefit plans that you are already enrolled in and can make changes. If you decide that you would like to waive a benefit or unenroll from a benefit within this section, it will move to the Eligible Benefits section.*
- **Eligible Benefits** –*These are other benefit plans that are available and in which you can enroll. If you select a benefit plan in the eligible benefits section, the enrollment will be moved to the Enrolled Benefits section.*

When you click **view available plans**, all available plan options will be displayed on the screen.

Open Enrollment

Action Required

These plans need your attention. You can waive a benefit or click View available plans to update your information.

 Medical

 Action Required

Multiple available options

You have 2 benefit options available to choose from. See what is right for you!

[View available plans](#)

[× Waive benefit](#)

Eligible Benefits

You're eligible to enroll in the following plans.

 Health Savings Account

Multiple available options



Please review and make changes to your benefits as needed. You cannot submit your enrollment changes unless and until you complete all required tasks that are listed under **Action Required**.

When enrolling a dependent, you need to designate the **Covered Individual** in this plan by **selecting** the box next to the applicable dependent's name. You may then choose to **Preview and enroll** for the desired enrollment.

You will then be presented a screen to confirm your per paycheck costs, as well as the **Covered Individuals** in this plan. Click **Confirm** to save your enrollment.

[← Back](#)

Medical

Covered Individuals

- John Snow (You)
- Sally Snow (Spouse)

[Manage dependents](#)

Available Plans

BT HDHP
(1 individual selected)

Provider
Aetna Inc.

\$0.00 Employer per paycheck cost	\$0.92 Employee per paycheck cost
---	---

[Preview and enroll](#)

[Back](#)

[Waive benefit](#)

[← Back](#)

Preview and Enroll

Aetna Inc.: BT HDHP

Covered Individuals
John Snow (You)
Sally Snow (Spouse)

Per Paycheck Costs
Total Cost Per Paycheck
\$1.85

[Confirm](#)

[Back](#)



- Please note: The coverage level for your enrollment (Employee Only, Employee + Spouse, Employee + Child(ren), Employee + Family) is driven by which dependents you select to enroll.
- You can click **Manage dependents** to add or edit dependents and beneficiaries during your enrollment process.

Once the enrollment is confirmed you will receive a green confirmation message and it will now reflect under **Enrolled plans**.

You enrolled in BT HDHP.

Per Paycheck
\$0.92 Go to section ▾

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**

Effective: October 1, 2022

BT HDHP

✔ Enrolled

\$0.92
Per Paycheck

Back to welcome

Finish later

Submit enrollment

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

Waive Benefit

Are you sure you want to waive Medical benefit?

⚠ Waiving this benefit means you do not require coverage. You can still enroll in the plan while the enrollment period is open.

Waive Reason
Select a reason ▾

No, cancel

Yes, waive benefit

Waive Benefit

Are you sure you want to waive Medical benefit?

Waiving this benefit means you do not require

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



Voluntary Life Elections and Beneficiaries:

When you elect Voluntary Life, you will also need to select your beneficiaries.

Start by clicking **View Available Plans**, and then choose the amount of coverage you want to elect from the drop down.

Insurance - Employee Life

(1 individual selected)

Provider

Guardian Life

Select Coverage Amount
Additional Coverage

\$180,000.00 ▾

Total Actual Coverage Amount

\$180,000.00

\$0.00

Employer per paycheck
cost

\$13.13

Employee per paycheck
cost



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.

[Back](#)

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.

To continue click **Preview and enroll**. 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). Click **Confirm**.

Beneficiaries *

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%.

	Primary	Secondary
Sally Snow	<input type="text" value="100"/> %	<input type="text" value="0"/> %
Spouse		
Total	100.00%	0.00%

[Manage Beneficiaries](#)

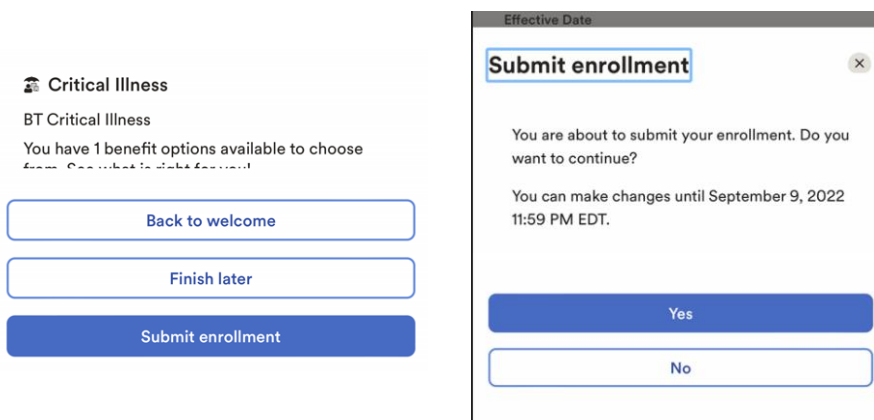
[Confirm](#)

[Back](#)



Note: At any time, you can click **“Finish Later”** to save your enrollment information. If you start the enrollment process on mobile, and then move to the self-service on your computer/desktop, the information you saved on mobile will sync to desktop. If you click **Finish Later** instead of **Submit Enrollment**, these enrollments will not be submitted to your HR team but will be saved for a later time.

Continue through each plan type as applicable for your open enrollment period. Once you are ready to submit you will click **Submit enrollment**.



Note: Your benefit elections will not be processed until you click **Submit enrollment** and receive the confirmation message.

