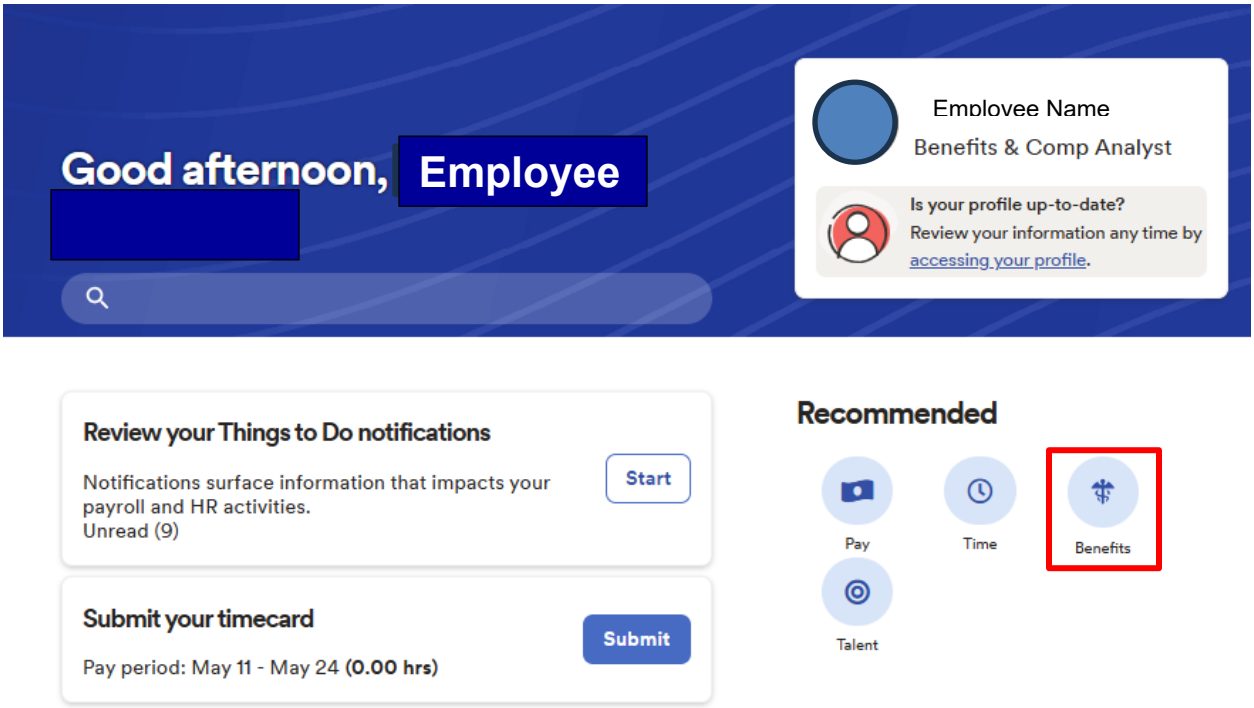
Metropolitan Transit System

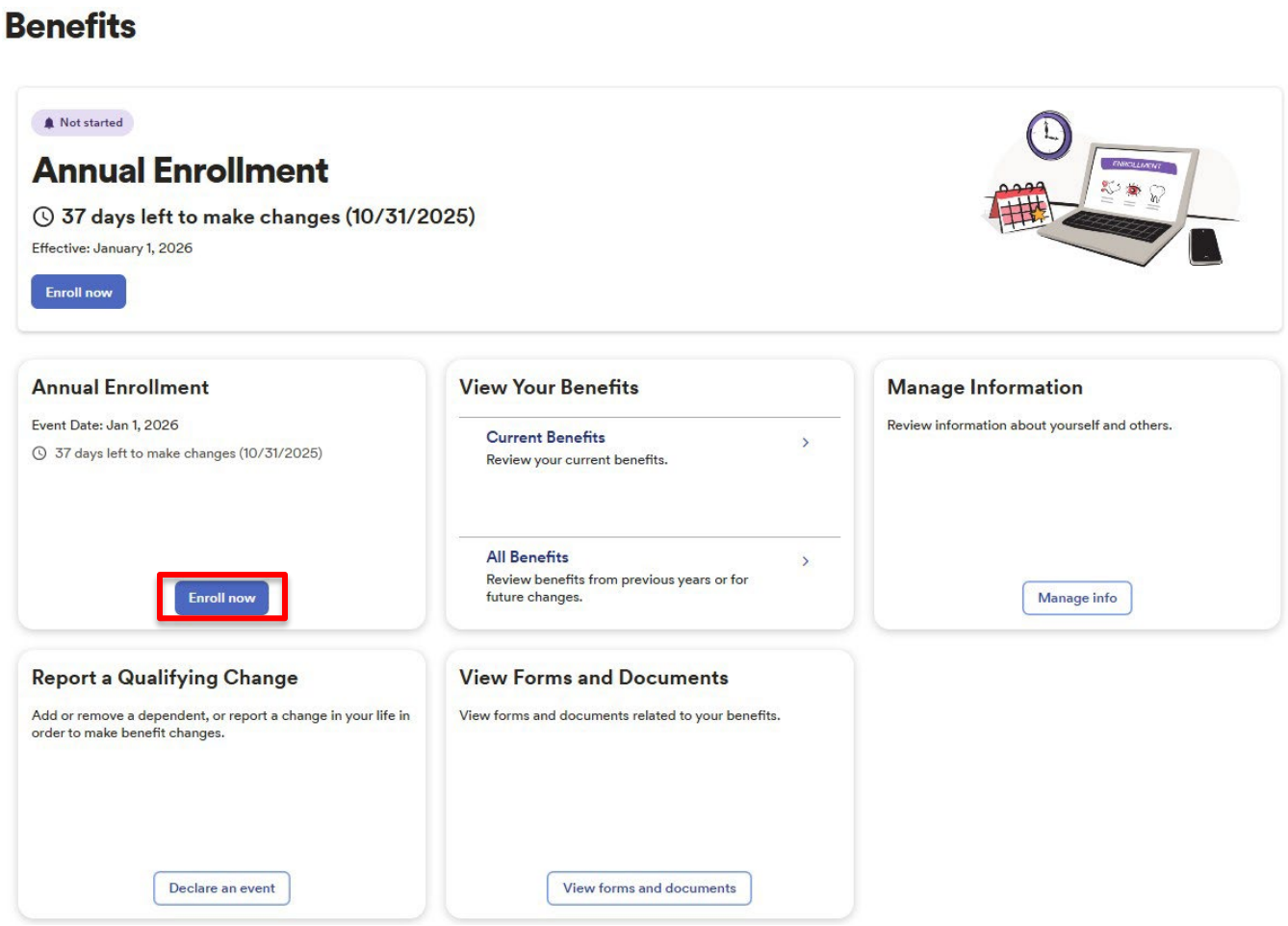
Annual Enrollment

1. Log in to myADP.

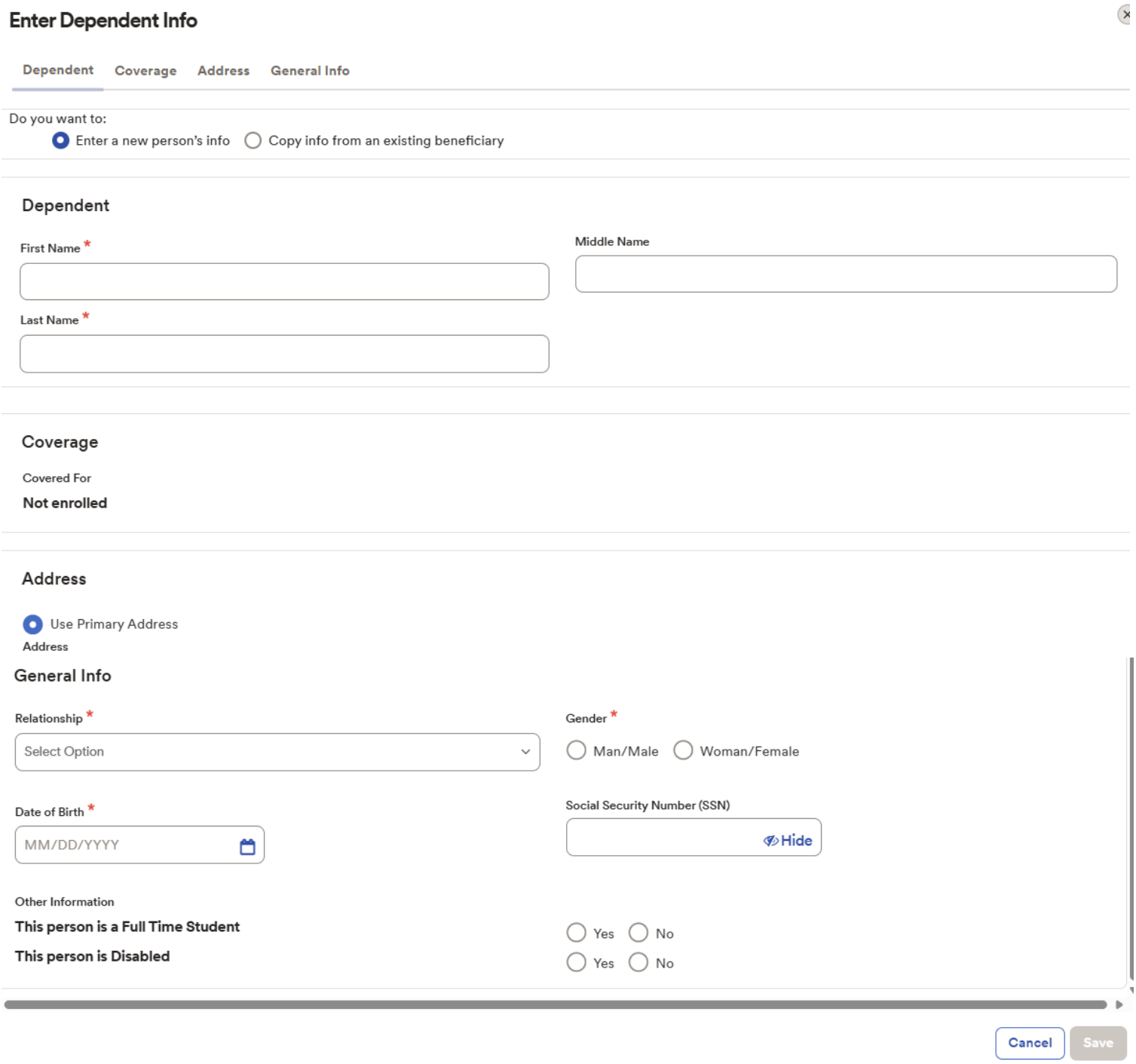
2. Under the ‘Recommended’ section, click on the **Benefits** icon.



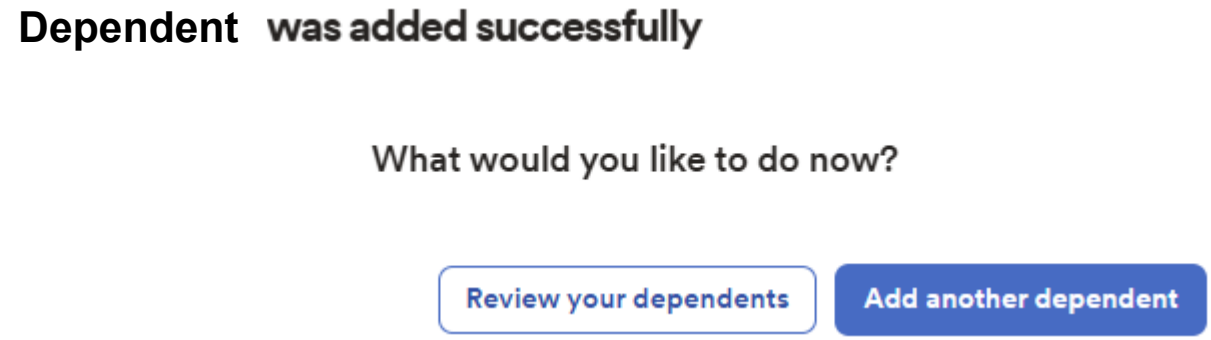
3. In the ‘Annual Enrollment’ tile, select **ENROLL NOW**.



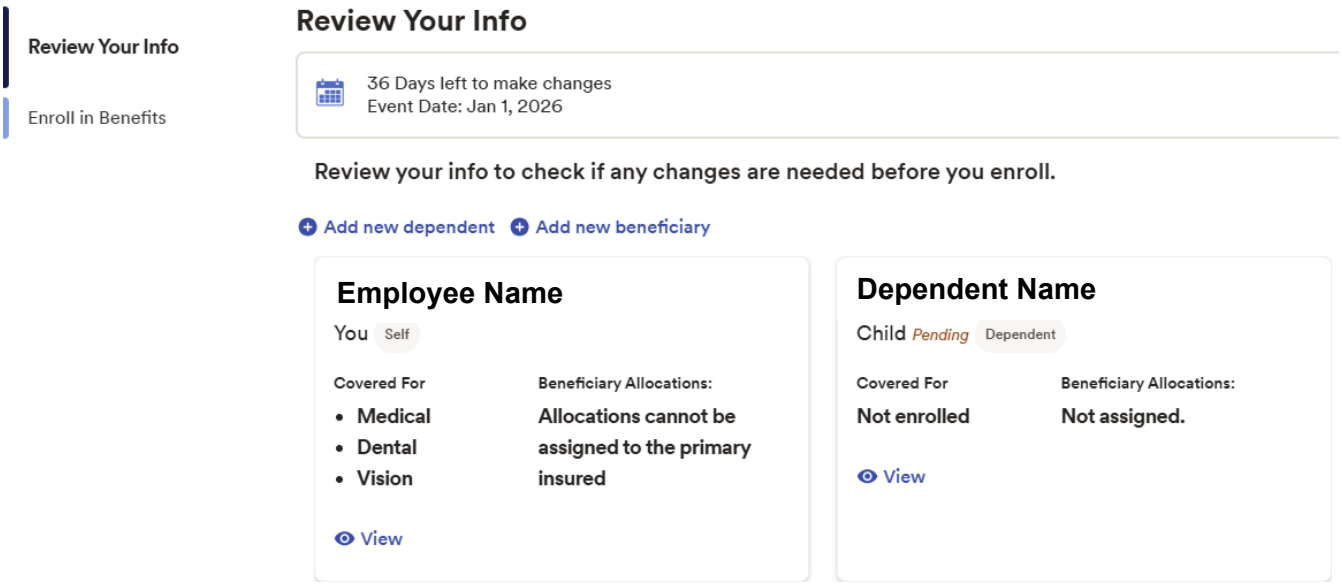
4. Enter the required dependent information and select **SAVE**.
    - *If you do not need to add a dependent*, select **NEXT** and proceed to Step 7.
    - Click “Add new dependent” and follow the prompts to enter your dependent information.
        - *If your dependent is already listed as a beneficiary in ADP,* click the button “Copy info from an existing beneficiary”.
            - Select the dependent(s) from the listed beneficiaries and follow the prompts to add any required fields.
        - A Social Security Number is required to add a dependent. If your dependent does not have a social security number, call Human Resources to add your dependent.



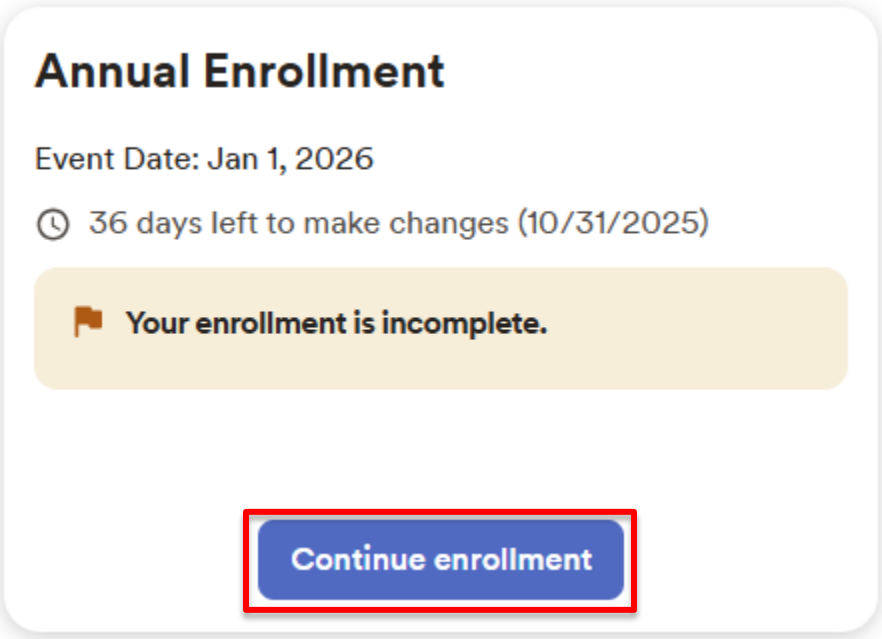
5. You will receive a notification window confirming the dependent has been added successfully. You can either add additional dependents or select **REVIEW YOUR DEPENDENTS**.



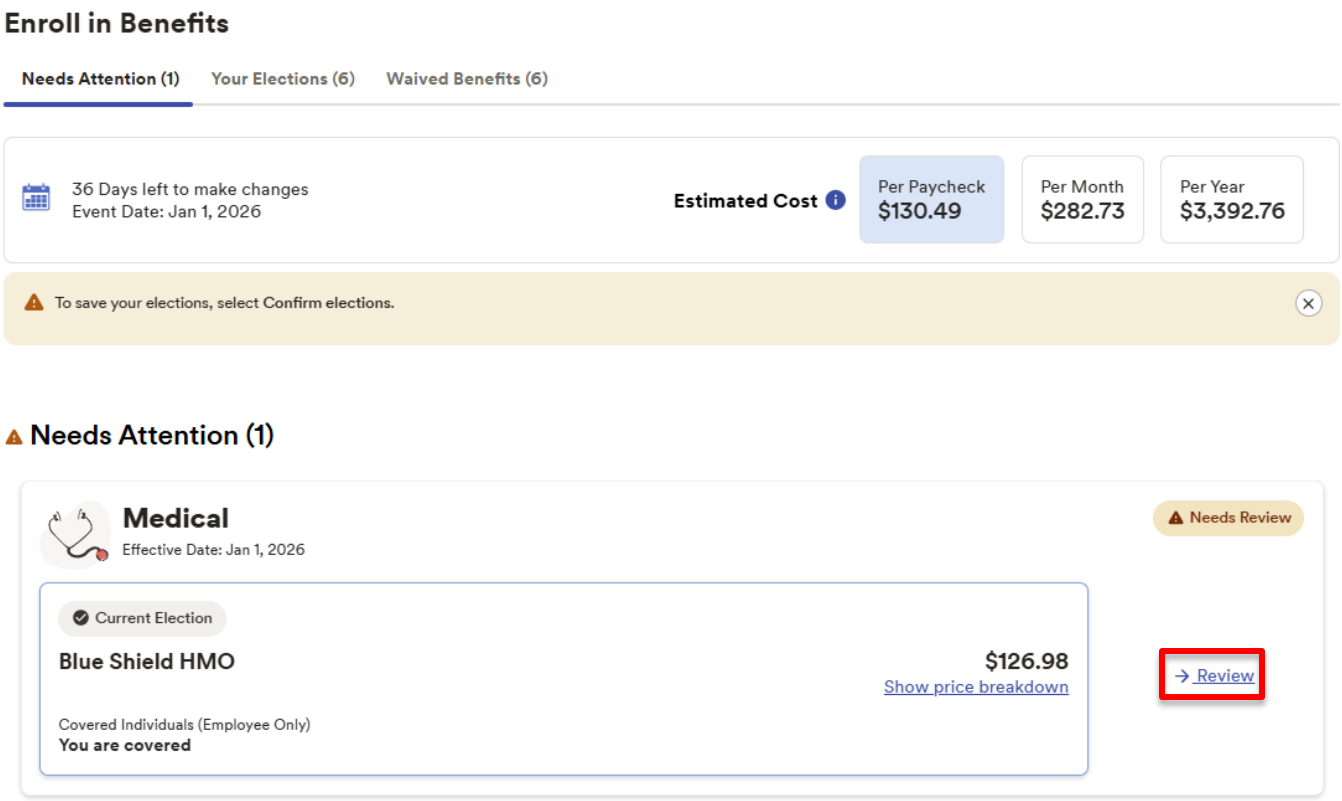
6. All new dependents will show as *Pending.* Click **NEXT** to enroll in or update benefits.



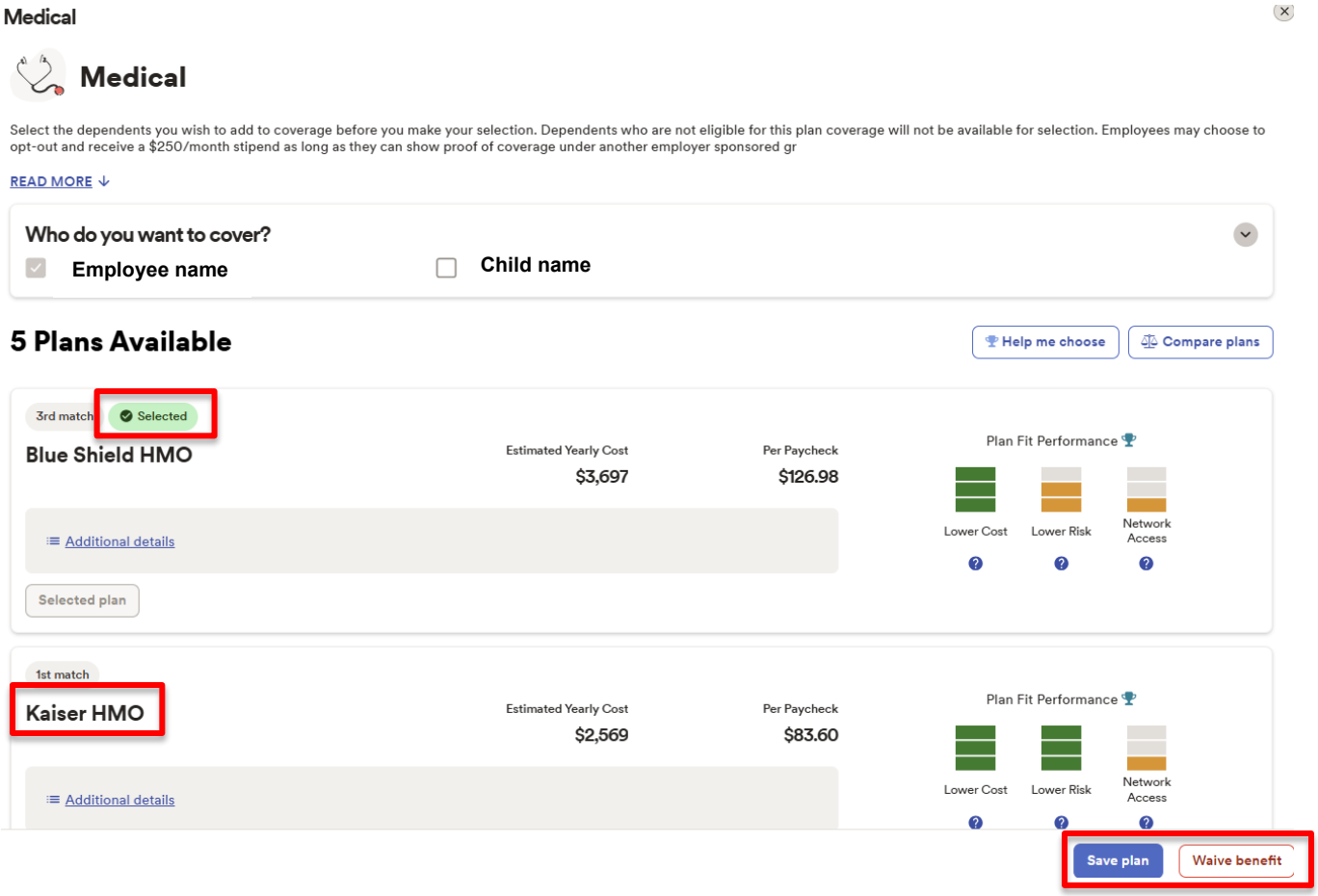
- If you navigate back to your main dashboard before assigning/updating benefits, you will see the Annual Enrollment event on the Benefits page. Select **CONTINUE ENROLLMENT** to assign the new dependent to benefits.



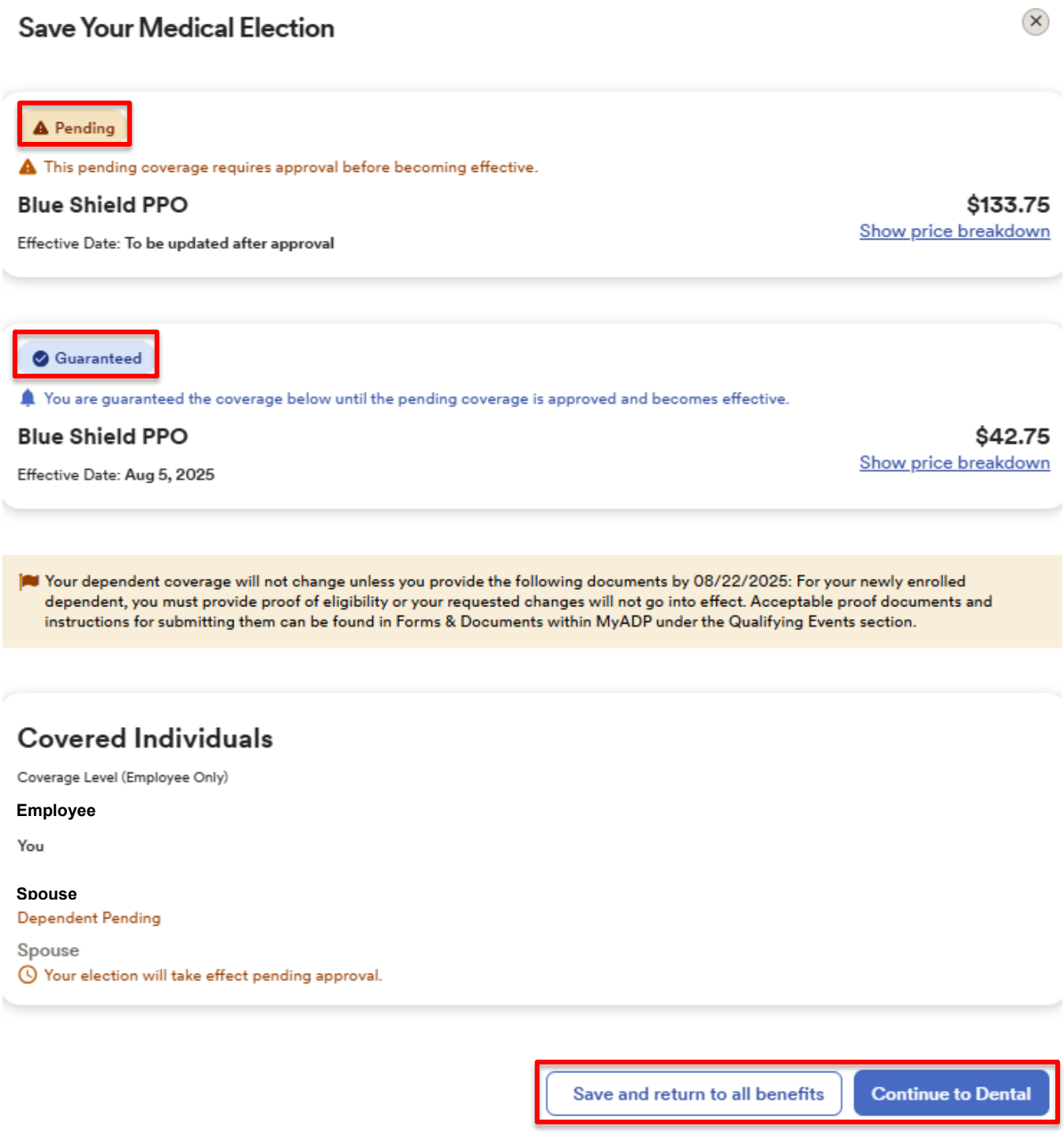
7. The ‘Enroll in Benefits” section will list all available benefits.
    - The “Needs Attention” section will list all benefits that require you to take action on.
        - If you do not want to make changes to the benefits listed in this section, you must still click into the benefit and save your election.
    - Click **REVIEW** to the right of the benefit to make changes and/or enroll dependents into the plan.



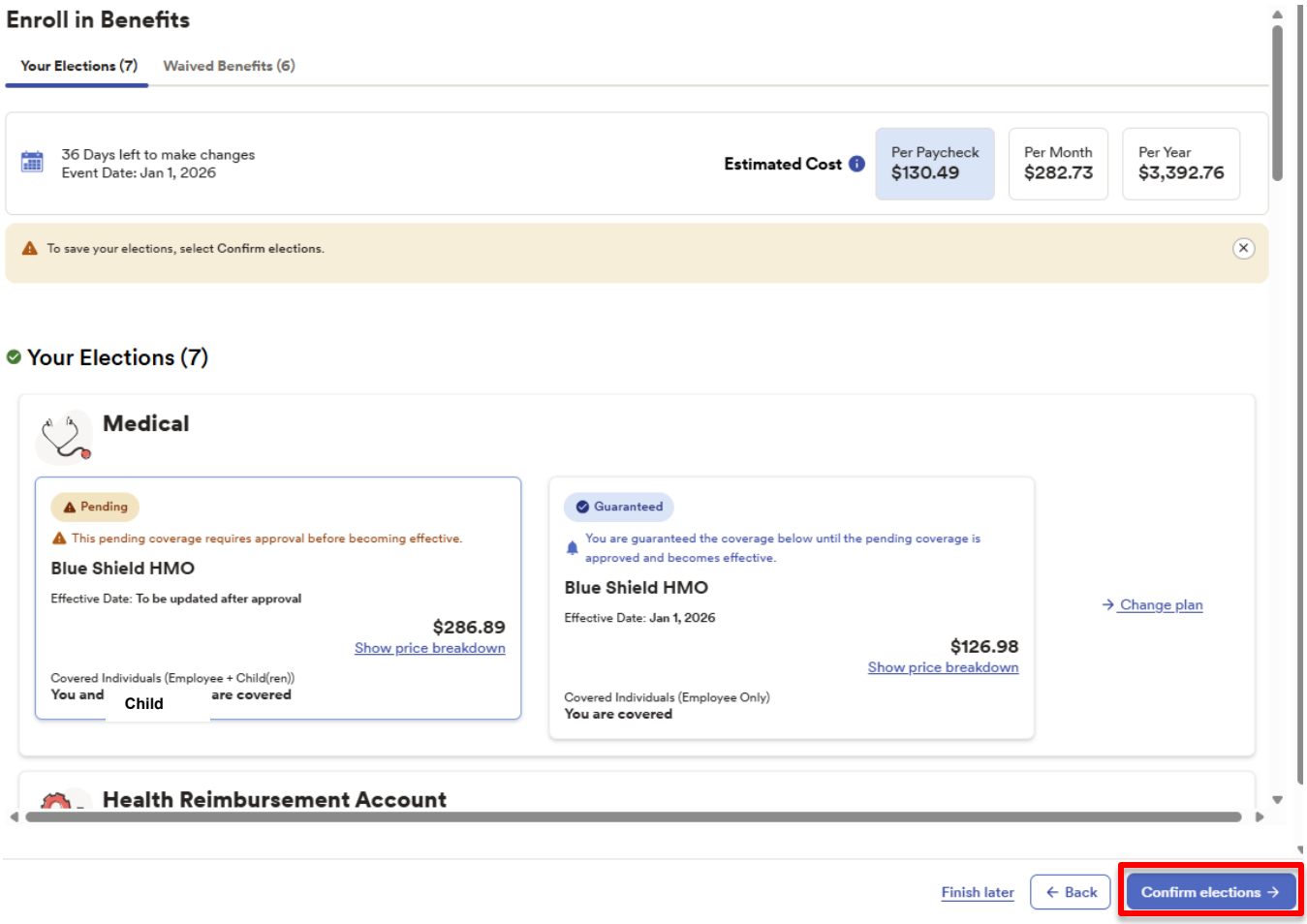
8. The benefit screen will list all eligible dependents at the top of the page and all available plans at the bottom of the page.
    - Covered dependents will have a blue checkmark next to their name.
        - To add/remove a dependent from coverage, check the box next to their name.
    - Your current election will say “Selected” in green above the plan.
        - *To enroll:* click **SELECT PLAN** next to your desired plan.
        - *To stop coverage:* click **WAIVE BENEFIT**
        - *Otherwise*, click **SAVE PLAN**



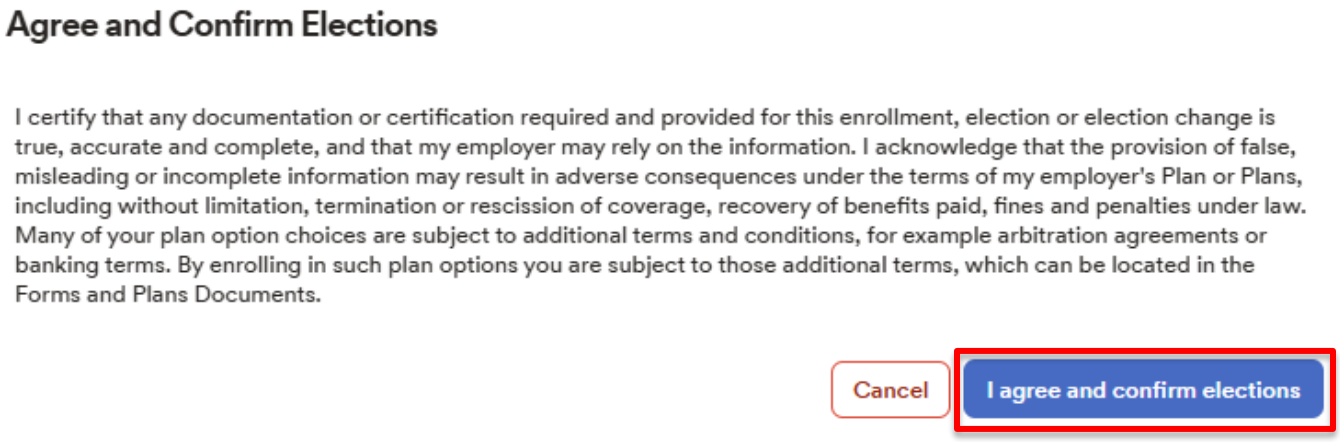
9. Any new elections that require proof documentation to be submitted to Human Resources will show as “Pending” at the top of the screen.
    - If you do not provide the required proof documents, you will only be enrolled in the coverage listed under “Guaranteed”.
    - To return to the full list of benefits, click **SAVE AND RETURN TO ALL BENEFITS**.
    - Otherwise, click **CONTINUE TO** the next benefit.
        - Repeat steps 8 and 9 for all benefits that require changes.



10. Your main benefits dashboard will display what coverage is pending and what coverage is guaranteed. Once all desired changes have been made, click **CONFIRM ELECTIONS**.



11. Review the conditions and select **I AGREE AND CONFIRM ELECTIONS**.



12. You will receive a confirmation number for your enrollment, and an opportunity to download a confirmation statement showing your pending elections.