

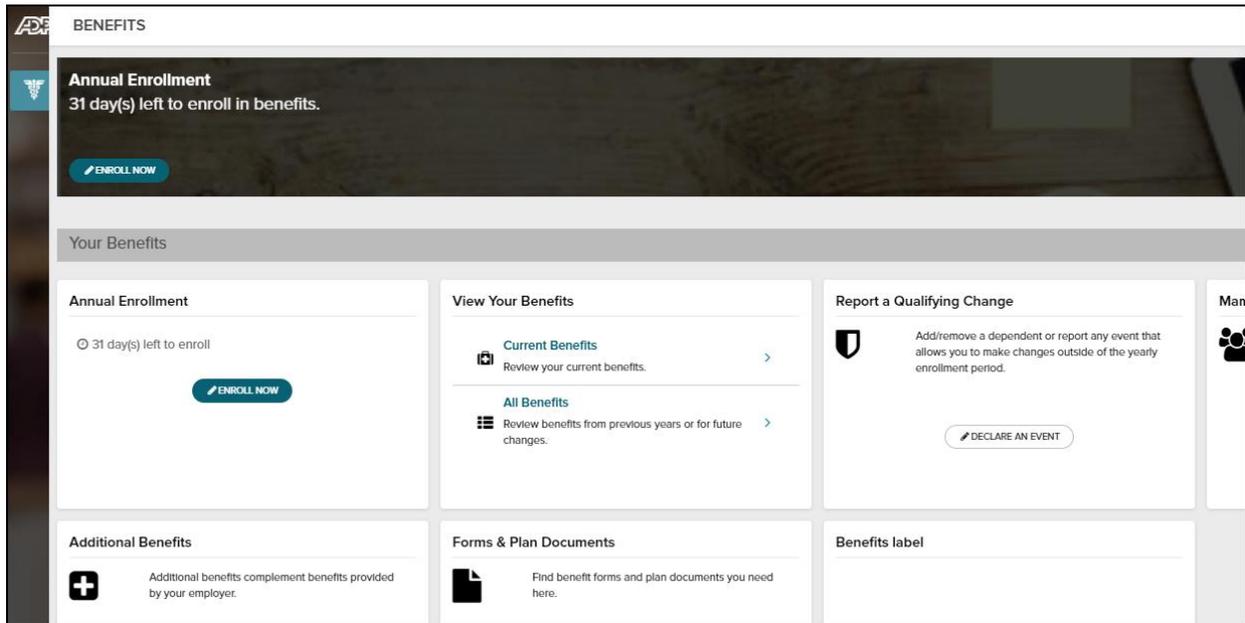
Open Enrollment in MyADP

STEP 1

- Log into <https://my.adp.com> or the ADP Mobile Solutions App

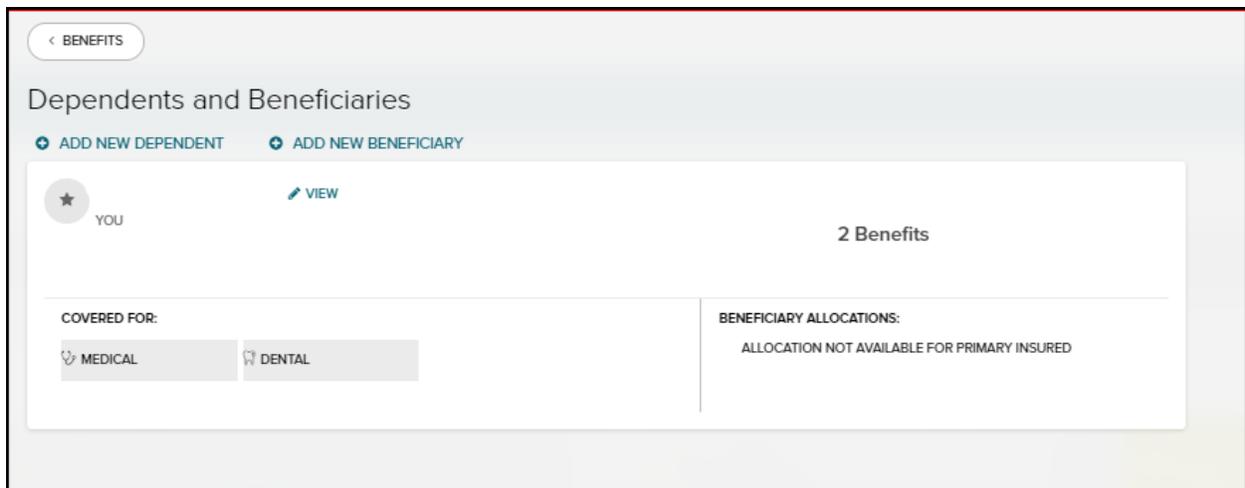
STEP 2

- Navigate to the benefits panel on the left side of the screen and click enroll now under the annual enrollment heading



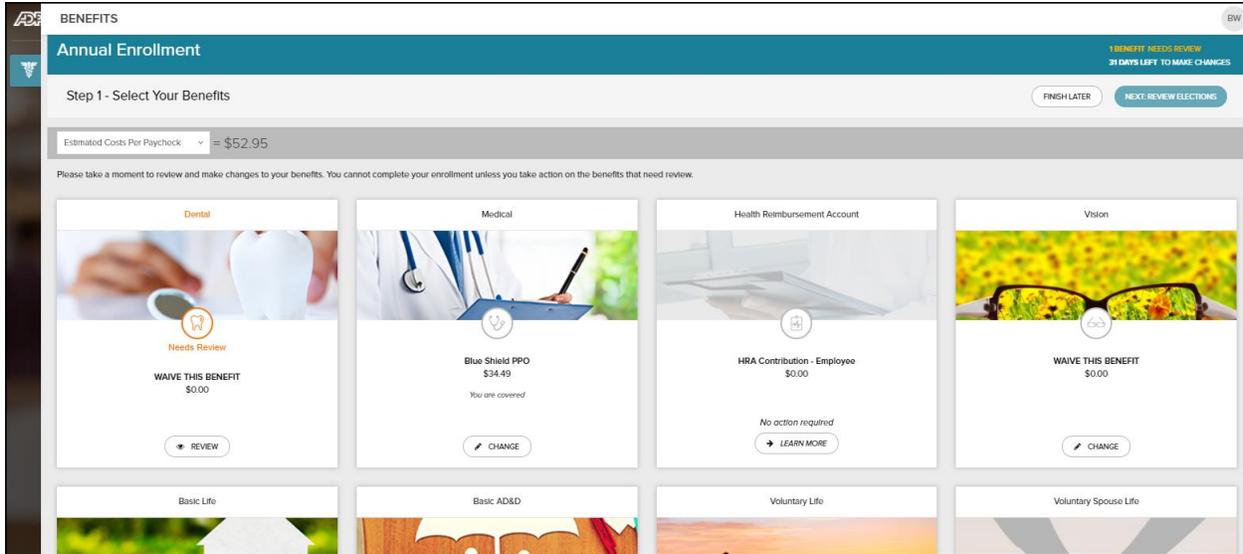
STEP 3

- Review/Add Dependents and life insurance beneficiaries (life insurance beneficiaries are required to complete the election process)



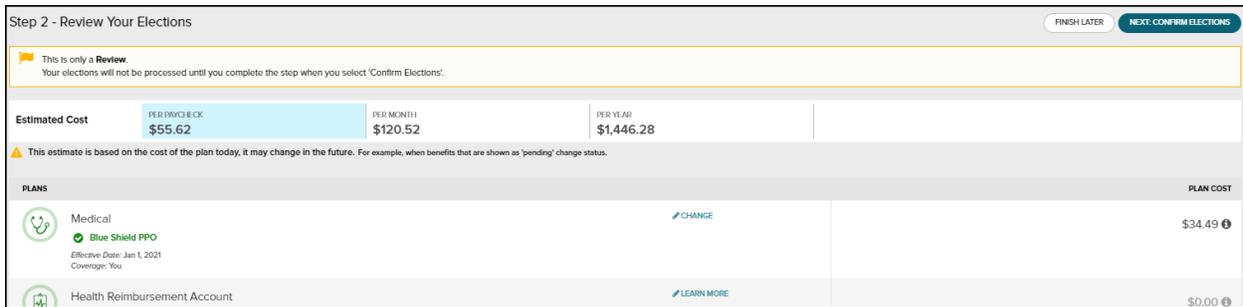
STEP 4

- Review each benefits offering to add or remove benefits. Then click “Next: Review Elections” in top right corner to finalize your selections.



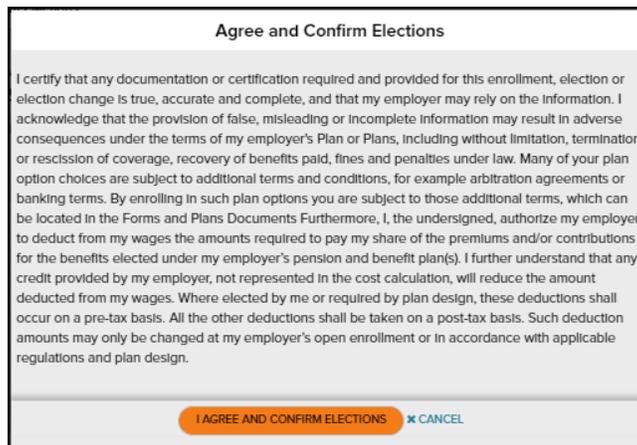
STEP 5

- Review your elections and click “Next: Confirm Elections” if they are correct.



STEP 6

- Click “I Agree and Confirm Elections” in the Pop-Up window





If there is an issue with any of your elections, you will receive an error banner. Correct any issues and then click "Review: Confirm Elections" again

STEP 7

- Click "Download Confirmation" and save the confirmation statement for your records

Confirmation Statement Annual Enrollment

Confirmation 20200930123654 on
Sep 30, 2020 12:36:54 PM EDT
Event on Jan 01, 2021

This statement confirms the benefits you have selected. They will be effective as of the date displayed in the Effective Date column below based on your waiting period. If you need to make changes please return to the ADP system at <https://my.adp.com> or notify Human Resources.

Per Paycheck = \$55.62

This estimate is based on the cost of the plan today, it may change in the future.

Your elected and employer provided benefits are listed below. Depending on the event, you may be responsible for providing proof of your event or the dependents added to coverage in order for your elections to go into effect. When making a change due to a qualified life event, the Event Date will reflect the Effective Date of Coverage. Please review this statement carefully. Additional information including the EO form and list of approved items for proof can be found in the Forms and Plan Documents on MyADP.

PLANS	PLAN COST
<p>Medical ✔ Blue Shield PPO Effective Date: Jan 01, 2021 Coverage: You</p>	<p>\$34.49 <i>Before-tax: \$34.49</i> <i>Employer Contribution: \$310.43</i></p>
<p>Health Reimbursement Account ✔ HRA Contribution - Employee Effective Date: Jan 01, 2020</p>	<p>\$0.00</p>