



Open Enrollment through ADP Desktop



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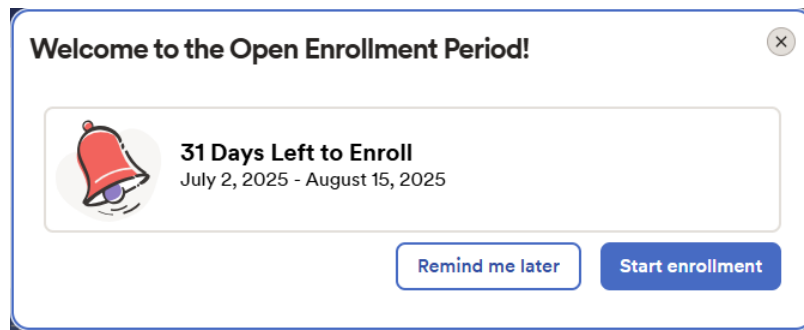
Open Enrollment through ADP Desktop

This guide will assist users with how to make their open enrollment benefit elections using the ADP desktop site.

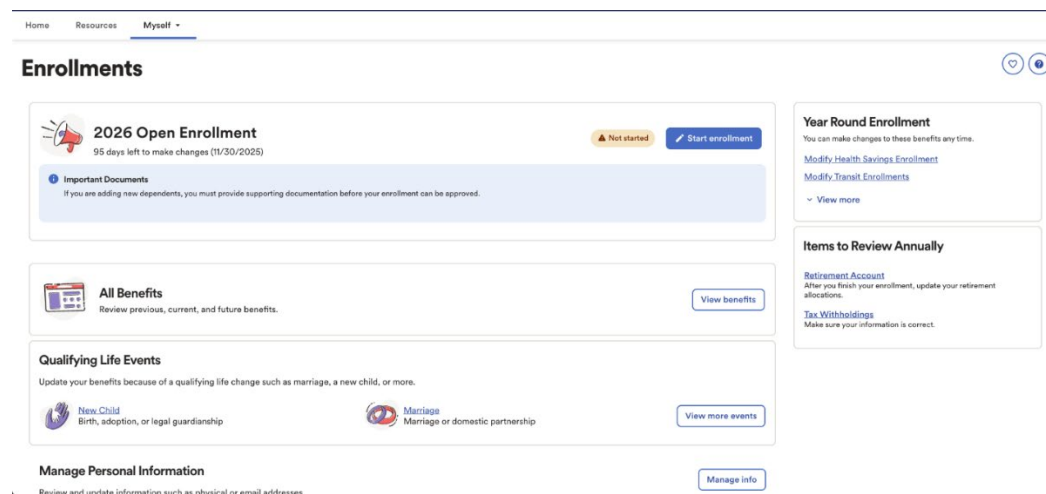
Log in to ADP via Okta via your web browser.

Upon logging in, you will be presented with a pop-up showing important information about this Open Enrollment period. You can click **Start Enrollment** 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 **Start enrollment** 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 the 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 and Beneficiaries**.

Open Enrollment



Welcome
Manage Dependents and Beneficiaries
Review Surveys
Enroll in Benefits
Update Beneficiary Percentages
Upload Documents
Review and Confirm

Welcome, Kate! Open Enrollment has started.

During this enrollment period, you can do the following:

- 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 assignments

Carefully review your options and costs. After the enrollment period ends, your choices are final until the next enrollment period or until you have a qualifying life event. Contact your Human Resources department with questions.

The **Manage Dependents and Beneficiaries** page is where you can add, view and edit your dependent and beneficiaries.

Select “**Add**” to add a new dependent/beneficiary.

Open Enrollment



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Manage Dependents and Beneficiaries

Make sure you add everyone you want covered, then you can enroll them on the Enroll in Benefits step.

Important Documents

Please note we require marriage certificates and/or birth certificates at the time of adding new dependents for insurance coverage.

Please upload the required documents if you have added a new dependent to your insurance coverage.



Add Dependents and Beneficiaries

People eligible for coverage from your benefits and people or organizations who you want to receive your benefits (usually financial) after you die.

Add

A **Survey** screen will prompt **only** if applicable based on the settings within the enrollment event itself. If any tobacco attestation is required, you must acknowledge the attestation (“I agree that all the information provided about my tobacco usage is true and correct”) in order for **Next** to be available and allow you to continue to **Enroll in Benefits** page.

Open Enrollment



Welcome
Manage Dependents and Beneficiaries
Review Surveys
Tobacco Usage
Enroll in Benefits
Update Beneficiary Percentages
Upload Documents
Review and Confirm

Tobacco Usage

Are you a tobacco user?*

☒ No

☐ Yes

☒ I agree that the information provided about my tobacco usage is true and correct.

Note: If you are age 65 and over you will be prompted for a survey to certify if you are enrolled in Medicare. If you are enrolled in Medicare, you will no longer be eligible to contribute to a Health Savings Account.

Enroll in Benefits step is presented in sub steps of Health Insurance, Spending Accounts, Life and Other Supplemental Insurance, and Additional Benefits.

- Health Insurance includes plan types Medical, Dental, Vision, Prescription
- Spending Accounts include plan types of HSA, FSA Health, FSA Dependent, HRA, MSA, Spending (Other)

- Life and Other Supplemental Insurance include plan types of Life, AD&D, LTD, STD, Critical Illness, Hospital, Accident, Cancer
- Additional Benefits include plan types Parking, Transit, Van Pool, Retirement, Custom

Open Enrollment

Welcome

Manage Dependents and Beneficiaries

Enroll in Benefits

Health Insurance

Spending Accounts

Life and Other Supplemental Insurance

Additional Benefits

Review and Confirm

Health Insurance

Review and edit your benefit options. Make sure you add or remove dependents as needed.

Your Cost Per Paycheck

Benefits changes will start on 01/01/2026

Current Cost: \$0.00

New Cost: \$0.00

 **Medical**

No Coverage

Action required

Your available benefit option is RC - PPO Medical. See if it's right for you.

You need to enroll in a plan or waive this benefit.

Enroll

Waive

Welcome

Manage Dependents and Beneficiaries

Enroll in Benefits

Health Insurance

Spending Accounts

Life and Other Supplemental Insurance

Additional Benefits

Review and Confirm

Spending Accounts

Now is the perfect time to update your savings accounts and take advantage of pretax savings.

Your Cost Per Paycheck

Benefits changes will start on 01/01/2026

Current Cost: \$0.00

New Cost: \$0.00

 **FSA Health Care**

No Coverage

Current

Enroll

Your available benefit option is FSA Health Care. See if it's right for you.

Welcome

Manage Dependents and Beneficiaries

Enroll in Benefits

Health Insurance

Spending Accounts

Life and Other Supplemental Insurance

Additional Benefits

Review and Confirm

Life and Other Supplemental Insurance

Explore your eligible insurance options and update your current benefits.

Your Cost Per Paycheck

Benefits changes will start on 01/01/2026

Current Cost: \$0.00

New Cost: \$0.00

 **Employee Life**

No Coverage

Current

Enroll

Your available benefit option is Voluntary Employee Life. See if it's right for you.

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- Welcome
- Manage Dependents and Beneficiaries
- Enroll in Benefits**
- Health Insurance
- Spending Accounts
- Life and Other Supplemental Insurance
- Additional Benefits**
- Review and Confirm

Additional Benefits

To maximize your coverage, view additional benefits you may be eligible to enroll in.

Your Cost Per Paycheck

Current Cost: \$0.00 New Cost: \$0.00

Benefits changes will start on 01/01/2026



Transit

No Coverage Current

Enroll

Your available benefit option is Commuter- Transit, Transit. See if it's right for you.



Parking

No Coverage Current

Enroll

Your available benefit option is Commuter- Parking, Parking. See if it's right for you.

If you choose to **waive** a benefit, some plan types may require you to select a **Waive Reason**.



Medical

No Coverage Action required

Your available benefit option is RC - PPO Medical. See if it's right for you.

You need to enroll in a plan or waive this benefit.

Enroll

Waive

Health Insurance

Review and edit your benefit options. Make sure you add or remove dependents as needed.

Enroll in Benefits

Health Insurance

Spending Accounts

Life and Other Supplemental Insurance

Additional Benefits

Review and Confirm

Cost: \$0.00 New Cost: \$0.00

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

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.

Covered Individuals

☒ Kate Sanchez (You) ☒ Audrey Sanchez (Child)

1 Plan Available

[Plan comparison](#)

RC - PPO Medical

(2 individuals selected) [Additional details](#)

Provider

[ADP Services](#)

Employer Cost

\$124.62

Your Cost

\$73.85

⚠ Confirm the details for this plan selection or waive this benefit.

[Confirm details](#)

[Waive benefit](#)

[Cancel](#)

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

Aetna Inc.

Employer cost per paycheck

\$60.00

Your cost per paycheck

\$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



ADP Services: RC - PPO Medical

Covered Individual

You

Primary Care Physician Details

Kate Sanchez

Enter Primary Care Physician Details

First Name

Last Name

ID Number

Per Paycheck Costs

Total Cost Per Paycheck

\$57.69

[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.

Welcome
Manage Dependents and Beneficiaries
Review Surveys
Enroll in Benefits
Health Insurance

Health Insurance

Review and edit your benefit options. Make sure you add or remove dependents as needed.

You enrolled in RC - PPO Medical.

Your Cost Per Paycheck
Benefits changes will start on 01/01/2026
Current Cost: \$3.94
New Cost: \$61.63
↑ \$57.69

Voluntary Life Elections and Beneficiaries

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

Start by clicking **Enroll** and then choose the amount of coverage you want to elect from the drop down.

1 Plan Available

RC Employee Voluntary Life
(1 individual selected)

Provider
Metropolitan Life Insurance Company (MetLife)

Select Coverage Amount

Additional Coverage

Total Actual Coverage Amount
\$170,000.00

Evidence of Insurability (EOI) is required by insurance carriers to assess overall health for this insurance coverage. EOI may include answering a medical questionnaire, providing health history, and completing a physical exam through the insurance carrier.

Over The Limit - Approval Required
The Total Actual Coverage Amount is over the guarantee issue amount of \$100,000.00. That amount requires Evidence of Insurability (EOI) and approval from the insurance carrier.

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.

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).

Beneficiaries
Add Beneficiary

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%.

Beneficiary	Primary	Secondary
Audrey Sanchez Child	100 %	0 %
Conor Sanchez Child	0 %	100 %
Total	100.00%	100.00%

Confirm the details for this plan selection.

Confirm details

Click **Confirm details**. **Note:** During enrollment you may need to take actions if the plans are set to **require** a beneficiary designation.

Available Plans

ⓘ At least one primary beneficiary must be designated.

Voluntary Employee Life

Select the plan that meets your needs.



Employee Life

ADP Services: Company Paid Life Action required
Effective Date: July 1, 2025

You need to add a beneficiary assignment. Edit

Employee Coverage
\$50,000.00

Current Cost
\$0.15
[Cost details](#)

Review coverage and beneficiary designations and **Confirm**.

Confirm Details

Metropolitan Life Insurance Company (MetLife): Voluntary Employee Life

Covered Individual
You

Coverage
Total Actual Coverage Amount
\$100,000.00

Beneficiaries
Audrey Sanchez (Child) Primary (100.00%)

Per Paycheck Costs
Employer Cost Your Cost
\$0.00 \$14.77

Back Confirm

Update Beneficiary Percentages step includes all plan types where beneficiary designations can be provided. Allowing employees to view and edit assigned beneficiaries in one place.

Welcome

Manage Dependents and Beneficiaries

Review Surveys

Enroll in Benefits

Update Beneficiary Percentages

Upload Documents

Review and Confirm

Update Beneficiary Percentages

Review your beneficiaries and update the percentages as needed.



Add Beneficiaries

Beneficiaries are people or organizations who you want to receive your benefits (usually financial) after you die.

Add

Voluntary Employee Life

Audrey Sanchez Child	Primary 100 %	Secondary 0%
Conor Sanchez Child	Primary 0%	Secondary 100 %
Total	Primary 100%	Secondary 100%

Continue through each sub step completing all your benefit enrollment elections.

Upload Documents will only be displayed if your Practitioner is requesting documents to be uploaded and returned during your enrollment elections.

Review and Confirm

Review all 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**.

Note: If you click Finish later, your enrollments will just be saved. You will need to return to complete your enrollment elections and submit to your HR team.

There will be a pop-up confirming your submission, you must select **Yes**.

Please ensure you receive the confirmation note indicating your elections have been submitted.

Enrollments

✓ You have completed your enrollment.
You submitted the enrollment for Open Enrollment. Contact your Human Resources department if you have questions.



2026 Open Enrollment

95 days left to make changes (11/30/2025)

✓ Submitted

[✎ Make changes](#)

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 **Make Changes** in the Open Enrollment box. This will bring you back to the beginning of the enrollment event to make any desired election changes.