



Open Enrollment through ADP Mobile

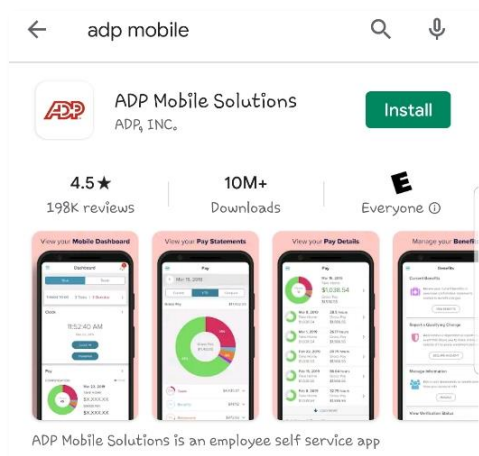


Always Designing
for People®

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**.

ADP

Good afternoon

User ID

☐ Remember user ID

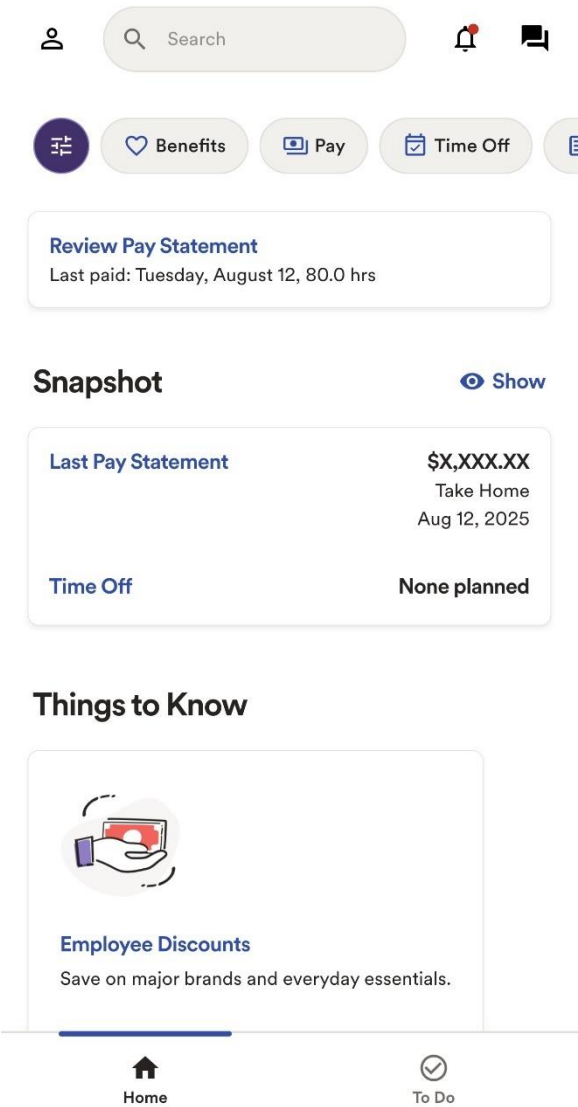
Next

[Forgot user ID](#)

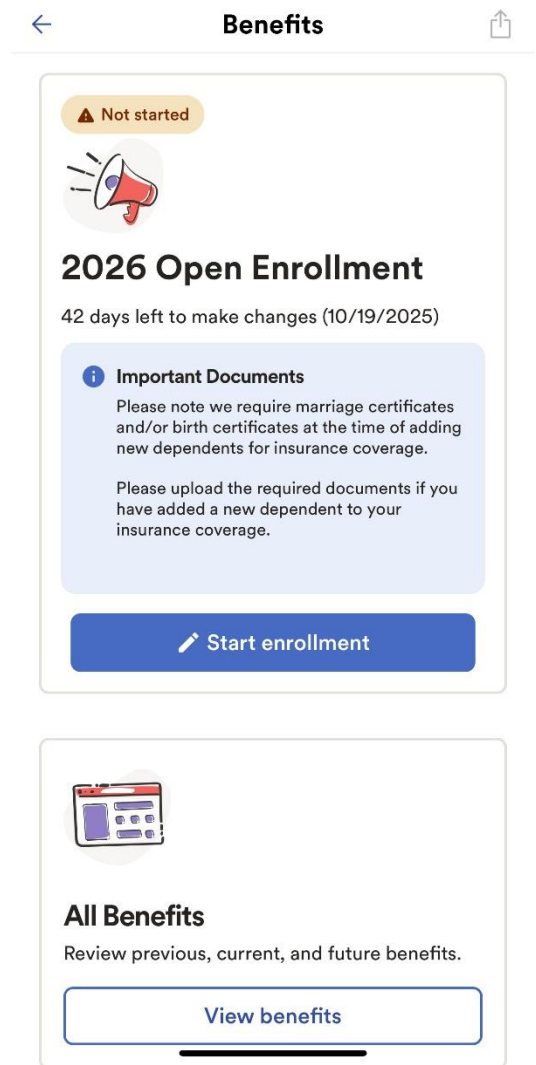
[Don't have user ID](#)

Note: If this is your first time logging in, **New? Get Started**
If you are unsure of the registration code, please contact your HR team.

Upon logging in, you will be presented with recommended tiles. You can click on **Benefits**.



To start, 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**.

←

Benefits

📄

← Back to Dashboard

Step 1 of 7

Welcome

▼

Welcome, Rosa! 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.

[Finish later](#)

Next →

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.

←

Benefits

📄

Manage Dependents and Beneficiaries

▼

← Back to Enrollments

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.

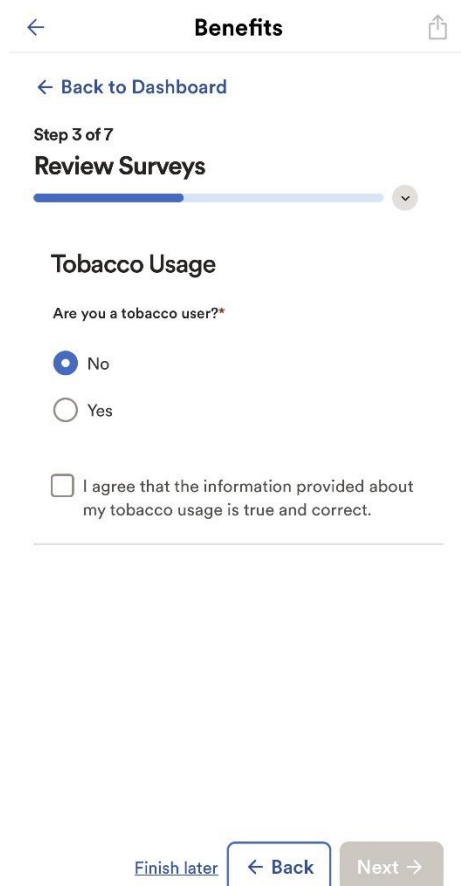


Add Dependents and Beneficiaries

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.



← Benefits

← Back to Dashboard

Step 3 of 7

Review Surveys

Tobacco Usage

Are you a tobacco user?*

☒ No

☐ Yes

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

[Finish later](#) [← Back](#) [Next →](#)

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

When you click **Enroll**, all available plan options will be displayed on the screen for that plan type.

← **Benefits** ⓘ

Enroll in Benefits

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

Your Cost Per Paycheck
Benefits changes will start on 07/01/2026
Cost: \$3.92 ⓘ

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**

Please review and make changes to your benefits as needed. You cannot submit enrollment until all **"Action required"** plan types have been reviewed.

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

Covered Individuals

☒ Rosa Carlson (You)

☒ Audrey Test (Child)

1 Plan Available

RC - PPO Medical

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

Provider

[ADP Services](#)

Employer Cost

Your Cost

\$124.62

\$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.

ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc. All other marks are the property of their respective owners. Copyright © 2025 ADP, Inc. All rights reserved.

Confirm details may include some additional information needed (i.e. PCP-ID)

Confirm Details



ADP Services: RC - PPO Medical

Covered Individuals

You and Audrey Test

Primary Care Physician Details

Rosa Carlson

Enter Primary Care Physician Details

First Name

Last Name

ID Number

Back

Confirm

Review your enrollment, costs, and covered individuals carefully before clicking on **Confirm**.

Once enrollment is confirmed you will see confirmation message at the top of the screen and now see “updated” and “enrolled” on the specific plan.

The screenshot shows a mobile app interface for 'Benefits'. At the top, a green banner with a checkmark says 'You enrolled in RC HDHP.' Below this, a section titled 'Your Cost Per Paycheck' indicates that benefits changes will start on 08/19/2025. It shows the 'Current Cost' as \$0.00 and the 'New Cost' as \$66.40, with a purple button labeled '↑ \$66.40'. The next section is 'Medical', featuring a stethoscope icon and a 'No Coverage' status with a 'Current' tag. Below that, a box for 'Aetna Inc.: RC HDHP' shows an 'Updated' status and an 'Effective Date' of August 19, 2025, with 'Edit' and 'Waive' buttons. At the bottom, an 'Enrolled' status is shown for 'Audrey (Audrey Albright) (You)'.

Waive should only display for benefit plan types that require a waive reason. Employees should only select **Waive** if you do not want to continue enrollment in a benefit or are not enrolled currently and a waive reason is required.

If you choose to **waive** a benefit, you will be required to select a **Waive Reason**.

This dialog box is titled 'Waive Benefit' and asks 'Are you sure you want to waive Dental benefit?'. It includes a warning icon and text: 'Waiving this benefit will remove your elections from the current plan. You can still enroll in the plan while the enrollment period is open.' Below this is a 'Waive Reason' dropdown menu with the placeholder text 'Select a reason'. At the bottom are two buttons: 'No, cancel' and 'Yes, waive benefit'.

This dialog box is titled 'Waive Benefit' and asks 'Are you sure you want to waive Dental benefit?'. It shows a list of reasons for waiving the benefit, with 'Coverage does not meet my needs' selected and marked with a checkmark. The other options are: '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', and 'Too Expensive'.

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.

Available Plans

EE Vol Life

(1 individual selected)

Provider

Your Life Insurance Provider

Select Coverage Amount

Additional Coverage

\$250,000.00

Total Actual Coverage Amount

\$250,000.00

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.

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.

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 details**.

Available Plans

the guarantee issue amount of \$100,000.00. That amount requires Evidence of Insurability (EOI) and approval from the insurance carrier.

Per Paycheck Costs

Employer Cost

Your Cost

\$0.00

\$15.00

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 Test Child	100 %	0 %
Total	100.00%	0.00%

Confirm the details for this plan selection.

Confirm details

Cancel

ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc. All other marks are the property of their respective owners. Copyright © 2025 ADP, Inc. All rights reserved.

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.

Update Beneficiary Percentages

Review your beneficiaries and update the percentages as needed.

⚠️ Correct the errors to continue.



Add Beneficiaries

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

Add

RC Voluntary Employee Life

⚠️ You need to add a beneficiary assignment.

Audrey Test

Child

Primary

Secondary

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

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.

Finish later

← Back

Next →

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 **Review and Confirm** step, click **Next**.

Your benefit elections will not be processed until you click **Submit enrollment** and receive confirmation. If you click **Finish Later** instead, these enrollments will not be submitted to your HR team but will be saved for a later time.

←

Benefits

+

ADP Services: RC Dental Plan

Updated

Effective Date: July 1, 2026

Enrolled

New Cost

\$28.62

[Cost details](#)

↑ \$28.62

 Employee Life

The Hartford: RC Voluntary Employee Life

Current

Effective Date: January 1, 2026

Employee Coverage

\$100,000.00

Cost

\$3.92

[Cost details](#)

Finish later

← Back

Submit enrollment

Submit enrollment

×

You are about to submit your enrollment. Do you want to continue?

You can make changes until June 12, 2026 11:59 PM EDT.

Yes

No

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



Benefits



**You have completed your enrollment.**

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



July Open Enrollment

31 days left to make changes
(06/12/2026)

 Submitted

 Make changes