



ADP® Comprehensive Services

Employee Self-Service Guide



Enrollment Instructions for ADP Workforce Now®

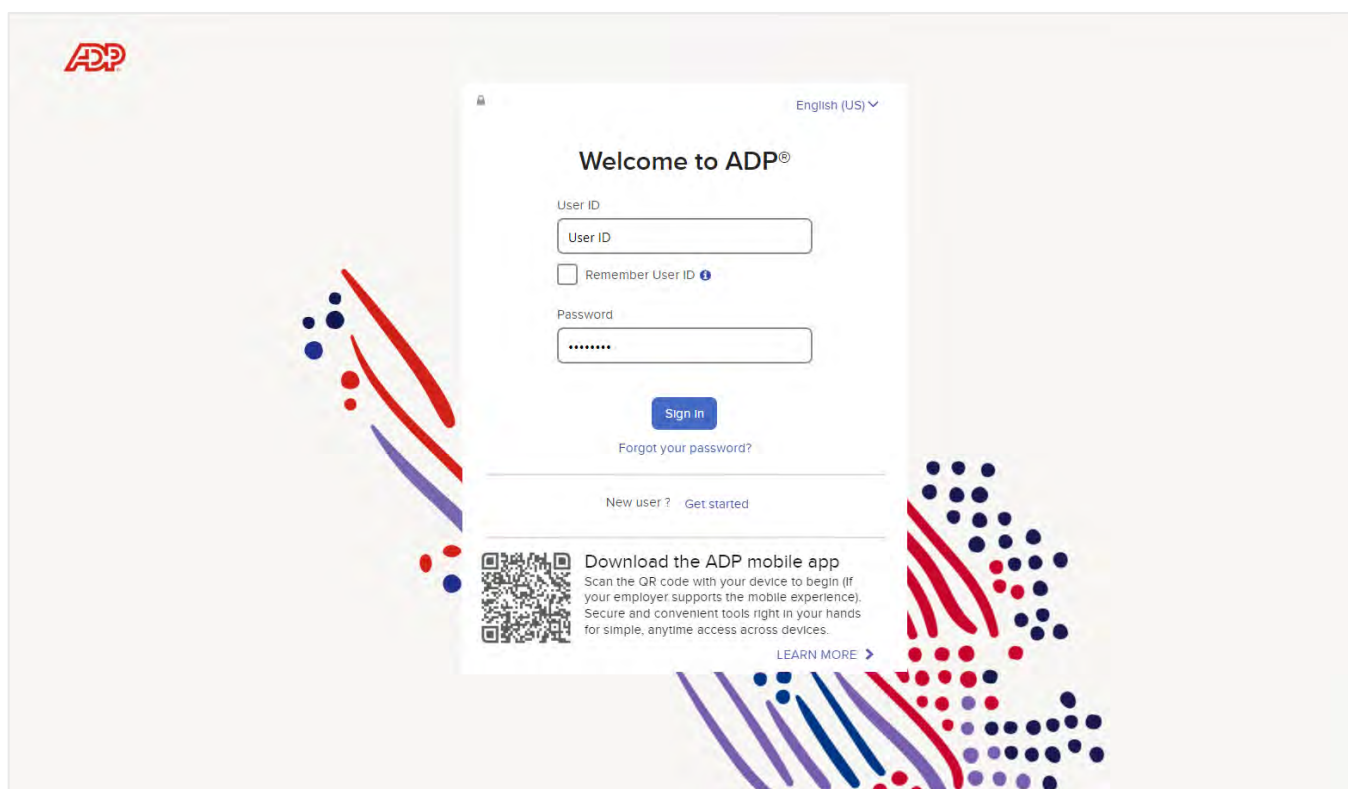


Getting Started

Welcome to ADP! It's time to enroll in your benefits.

This guide will walk you step-by-step through the benefits system, also known as the Enrollment Wizard. It will explain what you need to do to complete your enrollment.

First, let's get you logged in to the employee self-service website. Navigate to [ADP Workforce Now®](#) and sign in with your User ID and Password. If you don't have an account yet or you've forgotten your existing credentials, refer to this [quick reference guide](#).



Enrollment Page Overview

Once logged in, here are three ways to access the enrollments page:

- Simply click **Start enrollment** - as soon as you log in, you may see a pop-up display on the page.
- From the **Home** page > locate **My Benefits** > then click **Start enrollment**.
- Navigate to **Myself** > **Benefits** > **Enrollments** > **Start enrollment**.

Benefits Enrollment

⚠ Not started

🔔 X days left to complete this event

You can make changes to your enrollment from August 16, 202X to August 31, 202X at 11:59 p.m. ET.

[Start enrollment](#)

Review any active enrollment events along with your submission deadline.

Year Round Enrollment

✅ Submitted

You can enroll or make changes at any time.

[Manage enrollment](#)

The Year-Round enrollment event allows you to manage your Health Savings Account and Commuter Benefit contributions only.

Your Benefits

Review your current benefits, your previous year's benefits, or any changes due to a life event.

[View benefits](#)

Review or download a copy of your current and future benefits by simply searching for your effective dates of coverage.

Report a Life Change

Qualifying Events, like a marriage or losing coverage, allows you to request changes to benefits outside of Open Enrollment.

[Report a change](#)

Report a life event outside of your regular enrollment window, ex. add a new child or spouse to your coverage

Dependents and Beneficiaries

View or edit dependent and beneficiary information, or add a new dependent or beneficiary

[Manage](#)

Manage your dependents' personal information, as well as report a life event.

Note: It's recommended to add new dependents during an active enrollment event.

Wisely®

Sign up for Wisely and get paid up to 2 days early at no extra cost.

- No hassles cashing your paychecks
- Tools and support to help you make the most of your money

[Learn more](#)

Need your paycheck early?

Wisely® is an optional benefit. It's a reloadable debit card that can be used for direct deposit and much more.

Navigating Enrollment

Enrollment Step: Welcome

Once you've started the enrollment, the **Welcome** screen will display important benefits information and may include a customized message from your employer.



Note: The enrollment wizard steps (left) may vary on your company's setup.

Navigating Enrollment

Enrollment Step: Manage Dependents

Take a moment to review your dependents and beneficiaries on this screen. Click **add dependent or beneficiary** should you need to add anyone else to coverage.

The screenshot shows the 'Manage Dependents' section of the 'Benefits Enrollment' portal. On the left is a sidebar with navigation links: 'Welcome', 'Manage Dependents' (highlighted), 'Surveys', 'Help Me Choose', 'Select Benefits', 'Upload Documents', and 'Review and Submit'. The main content area has a heading 'Manage Dependents' and a sub-heading 'Add dependent or beneficiary'. Below this, there are two columns for existing dependents. The first column lists 'Jane Doe' with a dropdown menu showing 'Type: Dependent', 'Relationship: Spouse', and a status 'Not yet submitted'. The second column lists 'Johnny Doe' with a dropdown menu showing 'Type: Dependent', 'Relationship: Child', and a status 'Not yet submitted'. At the bottom right are buttons for 'Finish later', 'Back', and 'Next'.

The screenshot shows the 'Add Dependent / Beneficiary' form. It has a 'Back' button at the top left. The 'Relationship' section has a red error message 'Relationship is required *' and a dropdown menu with 'Choose option'. Below this is a list of 'Dependents' with 'Spouse' selected. Other options in the list are 'Child', 'Domestic partner', and 'Child of domestic partner'. Below the dependents list is a section for 'Beneficiaries' with options 'Organization' and 'Person'.

Requirements for Dependents

Select a Relationship: Spouse; Domestic Partner, Child, Child of Domestic Partner

Basic Information: First & Last Name + Birth Date + Gender + Tax ID (SSN) + Address + Contact Info

Note: Domestic Partner and Child of Domestic Partner will only display if they are recognized by your employer.

Requirements for Beneficiaries

Select a Relationship: Organization or Person

Basic Information: Name + Relation + Address + Contact Info

Note: Please include as much information as you can about a beneficiary.

Navigating Enrollment

Enrollment Step: Surveys

The **Surveys** screen will only display if your employer requires a tobacco attestation for yourself and your dependents (over age 18). Simply answer **Yes/No** and agree to the disclosure before proceeding.

Benefits Enrollment

Welcome

Manage Dependents

Surveys

Help Me Choose

Select Benefits

Upload Documents

Review and Submit

Surveys

Before you continue, confirm the following information.

Tobacco Usage

Are you a tobacco user?*

No

Yes

Is Jane Doe a tobacco user?*

No

Yes

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

Finish later

Back

Next

Navigating Enrollment

Enrollment Step: Help Me Choose

The **Help Me Choose** screen will display only if your employer has implemented this feature. This decision support platform, powered by Nayya, walks you through an interview-based survey about your health, lifestyle and financial information. Based on what you answered, the tool will recommend the best benefit plan offerings suited for you. If you already know the exact benefits you want to enroll in, you can skip this survey.

Note: Your responses are completely confidential between you and Nayya and are never shared with your employer, ADP, or anyone else.

The screenshot shows the 'Help Me Choose' screen within the 'Benefits Enrollment' portal. The left sidebar contains links: Welcome, Manage Dependents, Surveys, Help Me Choose (highlighted), Select Benefits, Upload Documents, and Review and Submit. The main content area has a progress bar with five steps: 1. About, 2. Coverage, 3. Health, 4. Financials, and 5. Choose. The title 'Help Me Choose' is centered, with 'Powered by Nayya' on the right. The main text reads: 'Hi, let's find the best benefits for you. This should take about 13 minutes. Answer these questions and Nayya will match you with an insurance plan based on your needs and preferences. We also give recommendations for other benefits such as life insurance and more (if applicable). If you already know the exact benefits you want to enroll in, you can Skip Survey.' An illustration of a person at a computer is shown. At the bottom, there are buttons for 'Finish Later', 'Back', and 'Get Started'.

The screenshot shows the 'Choose' screen within the 'Benefits Enrollment' portal. The left sidebar is the same as the previous screen. The main content area has a progress bar with five steps: 1. About, 2. Coverage, 3. Health, 4. Financials, and 5. Choose (highlighted). The title 'Choose' is centered, with 'Powered by Nayya' on the right. The main text reads: 'Benefits Bundle. Scenario Cost Comparison. Compare medical costs with real-life scenarios. Insurance & Wellness. Recommended. Plan: HDHP, Medical Insurance, DMO, Dental Insurance. Cost: \$168.61, Recommended, \$28.00, Recommended. Envision how you'll use your recommended health bundle. Accidents and illnesses are often unpredictable. Explore some possible scenarios where you'll leverage your recommended holistic coverage in a variety of ways. Make sure you're financially protected.' An illustration of a person meditating is shown. At the bottom, there are buttons for 'Finish Later', 'Back', and 'Select Benefits'.

Navigating Enrollment

Enrollment Step: Select Benefits

The **Select Benefits** screen is where you'll view all available plans offered to you and your dependents, if applicable. You'll notice the screen is split up into three different sections and grouped by plan type.

The screenshot shows the 'Benefits Enrollment' interface. On the left is a sidebar with links: Welcome, Manage Dependents, Surveys, Help Me Choose, **Select Benefits** (highlighted), Upload Documents, and Review and Submit. The main content area is titled 'Select Benefits' and includes a countdown timer 'X days left to enroll Effective: January 1, 202X' and a 'Your Cost Per Paycheck \$0.00' with a 'Go to section' button. Below this is the 'Action Required' section, which states: 'These plans need your attention. You can confirm details for this plan or click View all plans to select another plan. You can also waive the benefit.' It features a 'Medical' category with a 'Waive benefit' button and a 'View all plans' button. The 'Selected Plans' section shows 'Employee Life' with a 'View all plans' button and a 'Basic Life (DEMO-HRLY)' plan marked as 'Selected' with a green checkmark. The 'Eligible Plans' section shows a 'Dental' category with a 'View all plans' button. Callouts point to various elements: 'Plans in need of attention, ex. waive or select plan' points to the 'Action Required' section; 'Select a waive reason if you choose not to enroll in a plan' points to the 'Waive benefit' button; 'Newly enrolled and already enrolled Benefit plans' points to the 'Selected Plans' section; 'All eligible plans available to you' points to the 'Basic Life (DEMO-HRLY)' plan; and 'View all available plans' points to the 'View all plans' button in the 'Eligible Plans' section. At the bottom are 'Finish later', 'Back', and 'Next' buttons.

Plans in need of attention, ex. waive or select plan

Select a waive reason if you choose not to enroll in a plan

Newly enrolled and already enrolled Benefit plans

All eligible plans available to you

View all available plans

Note: not every plan type will require a waive reason; simply skip to the next available plan if you do not wish to enroll.

The 'Waive Benefit' dialog box asks 'Are you sure you want to waive Medical benefit?'. It includes a warning icon and text: 'Waiving this benefit means you do not require coverage. 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'.

Navigating Enrollment

Enrollment Step: Select Benefits (continued)

When viewing all available plans, first select your **Covered Individuals** & review plan costs. Then click **Plan comparison** or **Additional details** to review the plan coverage. After clicking **Select plan**, you may be asked to **Confirm details**, such as adding a Primary Care Physician (PCP) or agreeing to additional attestations and surcharges.

Available Plans Plan costs updated.

Medical
Select the plan that meets your needs and add the dependents you want to cover.

Covered Individuals

- ☒ John Doe (You)
- ☐ Jane Doe (Spouse)
- ☒ Johnny Doe (Child)

5 Plans Available [Plan comparison](#)

HDHP, DEMO (2 individuals selected) [Additional details](#)

Provider: [Medical Provider](#)

Your Cost: **\$108.82**

[Select plan](#)

HMO, DEMO (2 individuals selected) [Additional details](#)

Provider: [Medical Provider](#)

Your Cost: **\$79.00**

[Select plan](#)

[Confirm details](#)

[Cancel](#)

Callouts:

- Enroll or unenroll dependents from coverage.
- Checking this box will update the Your Cost amount automatically
- Compare up to three plans at a time
- View additional plan info such as a Summary of Benefits & Coverage

Confirm Details

Medical Provider: HMO

DEMO

Covered Individuals
You, Jane Doe and Johnny Doe

Primary Care Physician Details [Find a doctor](#)

John Doe

Enter Primary Care Physician Details:

First Name:

Last Name:

ID Number:

Surveys

An individual who has used tobacco products (including but not limited to cigarettes, e-cigarettes, vaping devices, cigars, chewing tobacco, snuff, pipes, etc.) By electing this, you declare that you are not currently using and have not used tobacco products or tobacco-like products in the past 12 months. You also agree to notify the Company immediately if you resume use of such products.

I attest that I am a tobacco user:

☐ No

☒ Yes

Per Paycheck Costs

Plan Cost	Surcharges	Total Cost Per Paycheck
\$97.00	\$25.00	\$122.00

[Back](#) [Confirm](#)

Navigating Enrollment

Enrollment Step: Select Benefits (continued)

For life insurance benefits, it's critical that you assign a beneficiary to your plan. You may allocate percentages to your **Primary Beneficiaries** (those who will receive the payout) and **Secondary Beneficiaries** (those next in line to receive the payout). If you plan to add beneficiaries under age 18, we recommend you speak to your legal counsel for questions.

Note: Some insurance companies may require you to complete an Evidence of Insurability form (EOI) online or by paper to be approved for additional coverage. This is usually time-sensitive.

Available Plans

Insurance - Employee Life

Select the plan that meets your needs.

Covered Individual

John Doe (You)

1 Plan Available

Voluntary Employee Life, DEMO

(1 individual selected)

Provider

Your Life Insurance Provider

Select Coverage Amount

Additional Coverage

\$100,000.00

Total Actual Coverage Amount

\$100,000.00

Evidence of Insurability will be required for this enrollment.

Per Paycheck Costs

Your Cost

\$8.00

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
Jane Doe Spouse	100 %	0 %
Johnny Doe Child	0 %	100 %
Total	100.00%	100.00%

Confirm the details for this plan selection.

Confirm details

Cancel

Navigating Enrollment

Enrollment Step: Select Benefits (continued)

If you wish to participate in a Health Savings Account (HSA) or Flexible Spending Account (FSA) plan, you may enter the amount you want to contribute either per year or per pay period.

Keep in mind some key differences between the two:

HSA

- Must be paired with a High Deductible Health Plan (HDHP)
- Funds carry over year-to-year
- Allows employers contributions (may vary by employer)
- Can't use all of the funds at once, only what has been accumulated

FSA

- Doesn't need to be paired with a particular medical plan
- Use it, or lose it rules apply; carry-overs are not always allowed
- No employer contributions
- Immediate access to all funds as they are

Available Plans

Health Savings Account

Select the plan that meets your needs.

1 Plan Available

HSA, DEMO Selected
Effective: January 1, 202X

Provider:
Spending Account Provider

Contributions
Enter contribution amount to view your estimated cost.
Your estimated annual contribution can be any amount from \$0.00 up to \$XXXXXX.
Your employer will contribute an annual total of \$1,000.00, distributed as Per Pay Period payment(s) to your account.

For the entire year, I want to contribute:

☐ Maximum Yearly Goal

☒ Custom Amount

Frequency: Per Pay Period

Contribution: 0

Payments: × 12

Annual Contribution: \$0.00

Employer Contribution: \$1,000.00

Your Contribution: \$0.00

Total Contribution: \$1,000.00

Per Paycheck Costs: Your Cost \$0.00

Unenroll

Confirm the details for this plan selection.

Confirm details

Back

Navigating Enrollment

Enrollment Step: Uploading Documents

The **Upload Documents** step will display **only** if your employer requires you to upload documentation for this enrollment. The documents needed will vary by employer and you'll see a note on this screen indicating what you'll need to upload.

Benefits Enrollment

×

Welcome

Manage Dependents

Surveys

Help Me Choose

Select Benefits

Upload Documents

Review and Submit

Upload Documents

- If your employer requires documentation for this enrollment, you may upload the requested files here.

File must be less than 5MB. [Accepted formats](#)

Drag and drop your files here, or select them from your computer

or

[Choose file to upload](#)

Upload document

Click Upload document to save the documents to your account.

Finish later

[← Back](#)

[Next →](#)

Navigating Enrollment

Enrollment Step: Review and Submit

Take a moment to review your **Enrolled Plans, Waived Plans, Who's Covered** and your **total cost per paycheck**.

Need more time to make decisions? Click **Finish Later** to save your progress. Before the enrollment period ends, come back and click **Manage Enrollment** to resume your work.

When ready, click **Submit enrollment** followed by **Yes** to submit your benefit elections. That is all! After submitting your elections, you'll return to the Enrollments page, where you'll see a confirmation message.

Benefits Enrollment

Welcome

Manage Dependents

Surveys

Help Me Choose

Select Benefits

Upload Documents

Review and Submit

Review and Submit

X days left to enroll

Effective: January 1, 202X

Your Cost Per Paycheck

\$201.61

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

HDHP (DEMO)

Effective: January 1, 202X

Who is Covered?

You, Jane Doe and Johnny Doe

Your Cost

\$168.61

Health Savings Account

HSA (DEMO)

Effective: January 1, 202X

Who is Covered?

You

Your Cost

\$33.00

Annual Contribution

\$396.00

Waived Plans

You waived the following benefits.

Dental

Effective Date

January 1, 202X

Waive Reason

Coverage does not meet my needs

Vision

Effective Date

January 1, 202X

Waive Reason

Do not want to be insured

Finish later

Back

Submit enrollment

Submit Enrollment

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

You can make changes until August 31, 202X 11:59 p.m. ET.

Yes

No

Enrollments

You have completed your enrollment.

You have successfully completed your Benefits Enrollment!

After the enrollment period closes, you can return to Myself > Benefits > Enrollments > Your Benefits > View Benefits to download a copy of your benefits statement for your records. Contact your benefits administrator if you have any other questions.

Benefits Enrollment

Submitted

X days left to make changes

You can make changes to your enrollment from August 16, 202X to September 9, 202X at 11:59 p.m. ET.

Manage enrollment