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for People™

# Open Enrollment through ADP Mobile

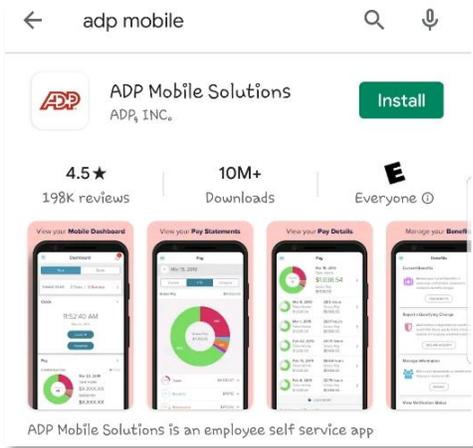
**ADP Benefits & Talent Solutions**



# 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**

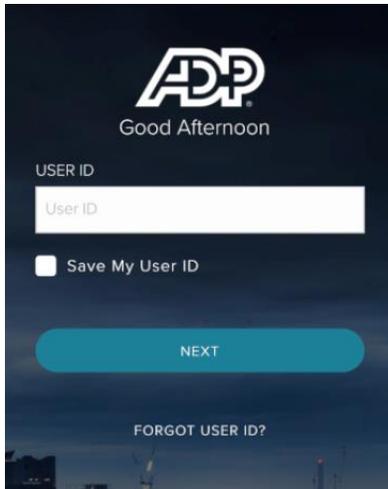
For today's workforce on the go, ADP Mobile Solutions places secure and convenient tools right in your hands for simple, anytime access across devices.

**Download the Free Mobile App**

Download on the App Store

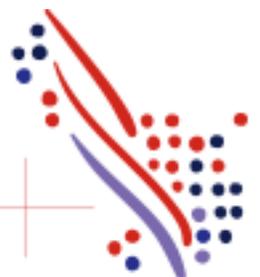
ANDROID APP ON Google play

## 2. Enter your User ID and password, and then click **Sign In**.

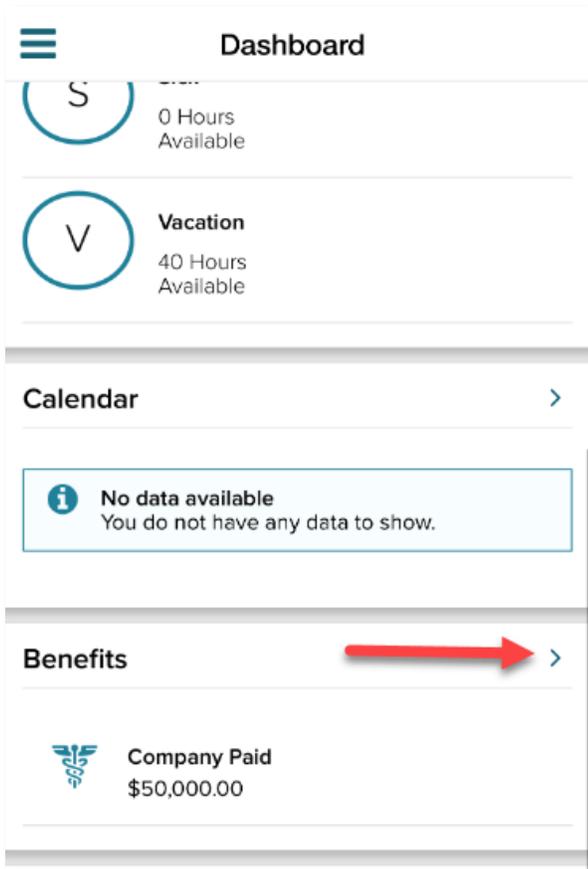


**Note:** If this is your first time logging in, **New? Get Started**

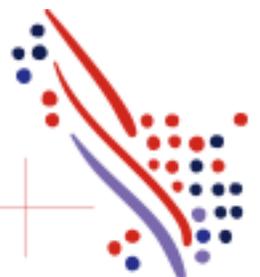
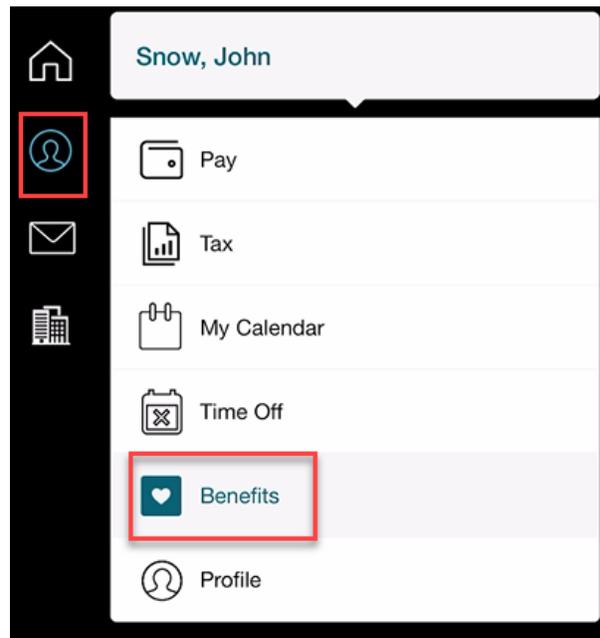
If you are unsure of the registration code, please contact your HR team.



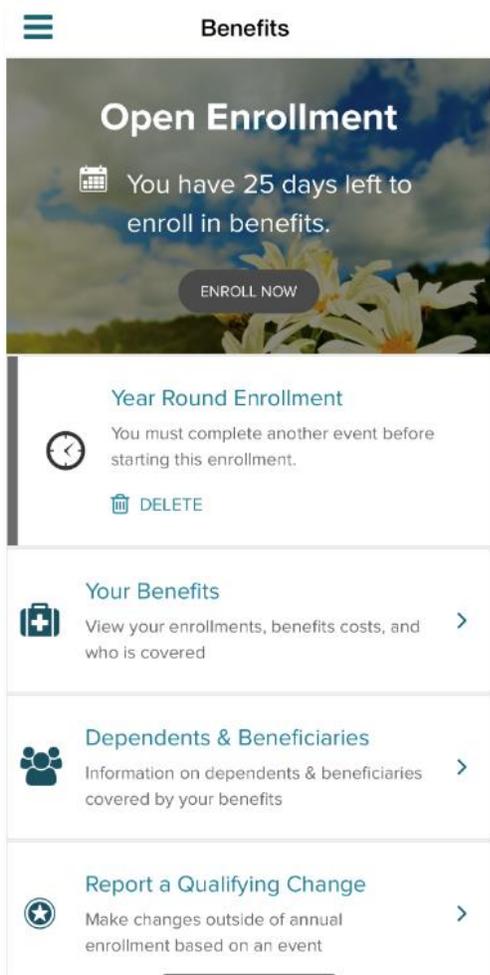
Upon logging in, you will be presented with a Dashboard. You can scroll down to **Benefits** and *click >*



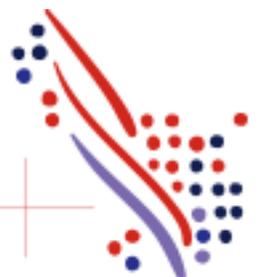
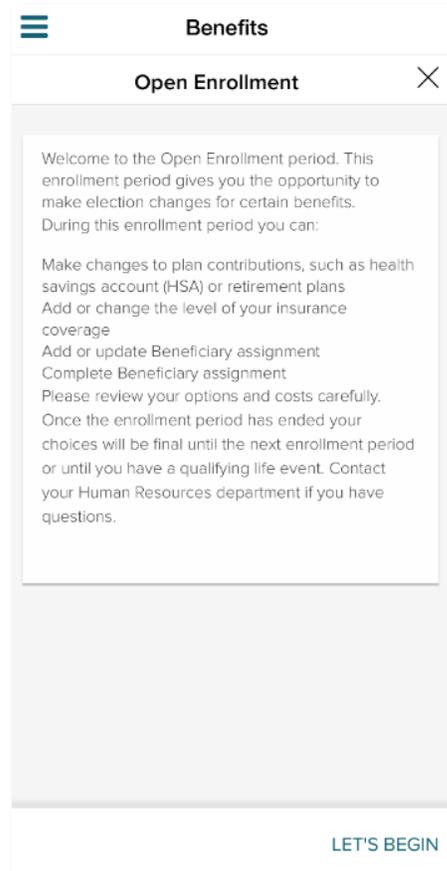
or go to  **Myself – Benefits**



To start, click **Enroll Now**.

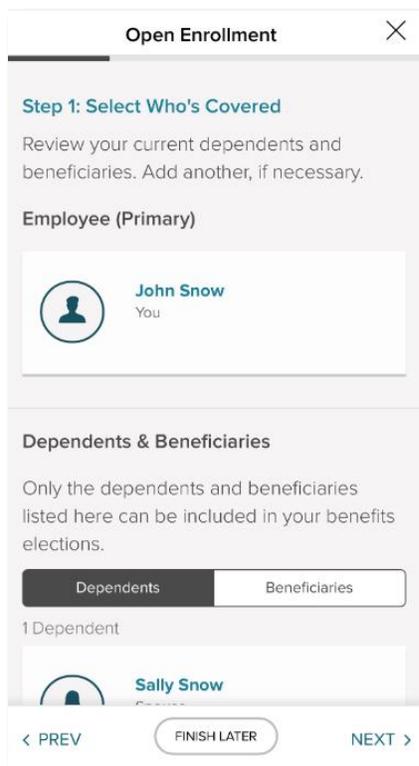


You will be brought back to the Welcome Note and Introduction page. Please review all information on this page, as there are often important references for your Open Enrollment options. Click **Let's Begin**.



## Step 1. Select Who's Covered

Review your current dependents and beneficiaries. You may add another, if necessary: + **Add Dependent**



Open Enrollment

Step 1: Select Who's Covered

Review your current dependents and beneficiaries. Add another, if necessary.

Employee (Primary)

John Snow  
You

Dependents & Beneficiaries

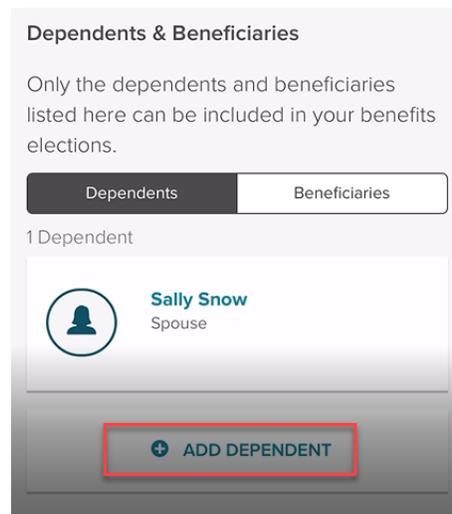
Only the dependents and beneficiaries listed here can be included in your benefits elections.

Dependents Beneficiaries

1 Dependent

Sally Snow

< PREV FINISH LATER NEXT >



Dependents & Beneficiaries

Only the dependents and beneficiaries listed here can be included in your benefits elections.

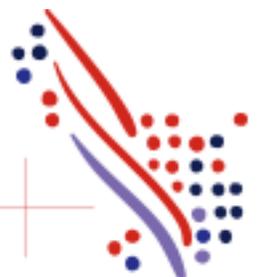
Dependents Beneficiaries

1 Dependent

Sally Snow  
Spouse

+ ADD DEPENDENT

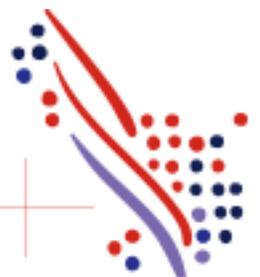
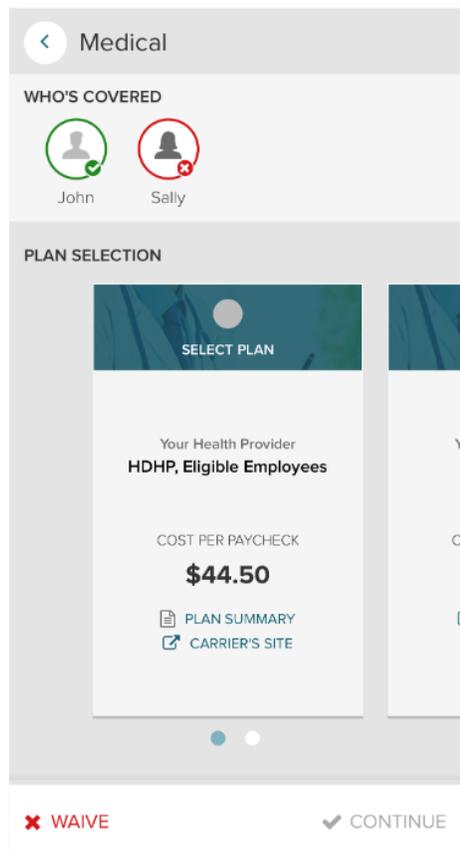
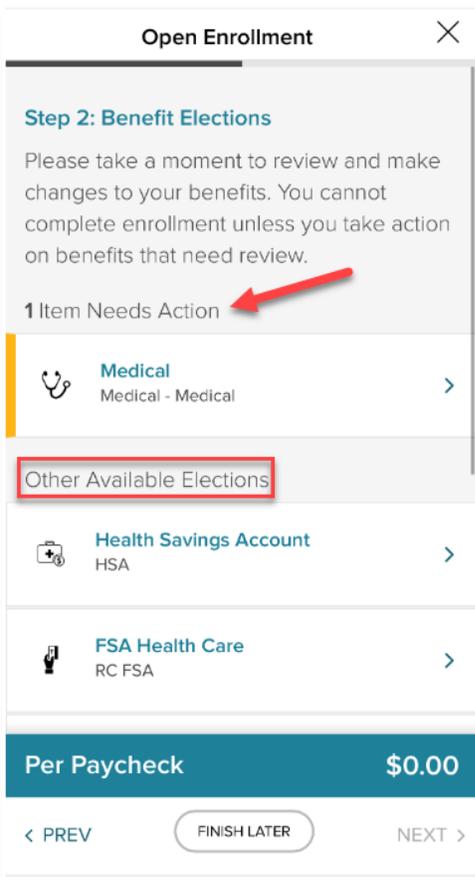
**Important Note:** Only the dependents and beneficiaries listed here can be included in your benefit elections. So, it's important to add your dependents now before you get to the enrollment screen.



## Step 2: Benefit Elections

Please take a moment to review and make changes to your benefits as needed. You cannot complete enrollment unless you take action on any benefits that are listed under **Needs Action**.

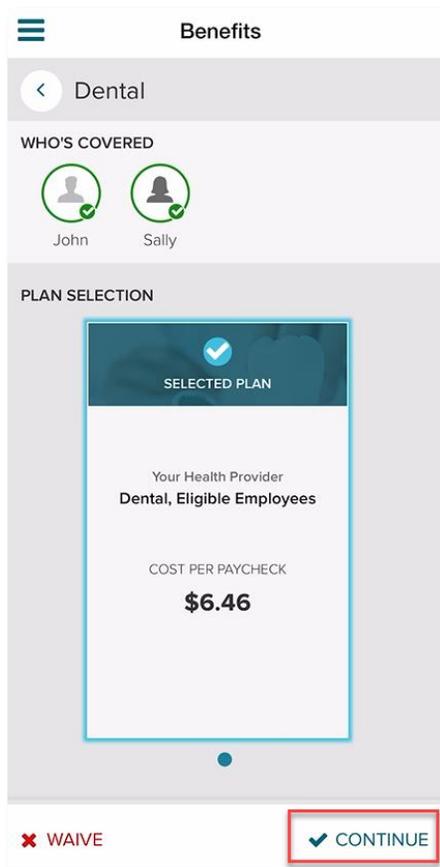
When you are viewing the selected plan type, all enrollment options will be displayed on the screen.



You need to designate **who is to be covered** in this plan by **clicking** on the dependents names as needed. You may then choose to click **Select Plan** for the desired enrollment or **Waive**. If you chose to waive a benefit, you may be required to select a waive reason.

- Please note: The coverage level for your enrollment (Employee Only, Employee + Spouse, Employee + Child(ren), Employee + Family) is driven by which dependents you select to enroll.

Click **Continue**. You will then be presented a screen to confirm your costs as **Per Pay Period**, as well as the **Covered Individuals** in this plan. Click **Save and Continue**, to confirm enrollment.



Benefits

< Dental

WHO'S COVERED

John Sally

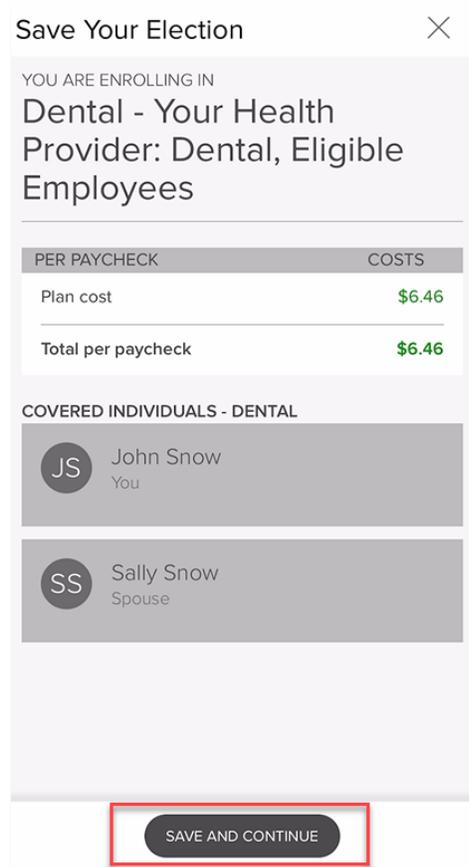
PLAN SELECTION

SELECTED PLAN

Your Health Provider  
Dental, Eligible Employees

COST PER PAYCHECK  
**\$6.46**

✘ WAIVE      ✔ CONTINUE



Save Your Election

YOU ARE ENROLLING IN  
Dental - Your Health  
Provider: Dental, Eligible  
Employees

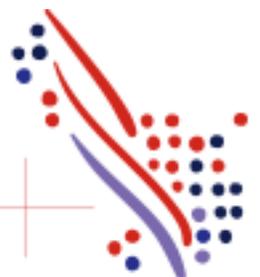
PER PAYCHECK	COSTS
Plan cost	\$6.46
Total per paycheck	\$6.46

COVERED INDIVIDUALS - DENTAL

JS John Snow  
You

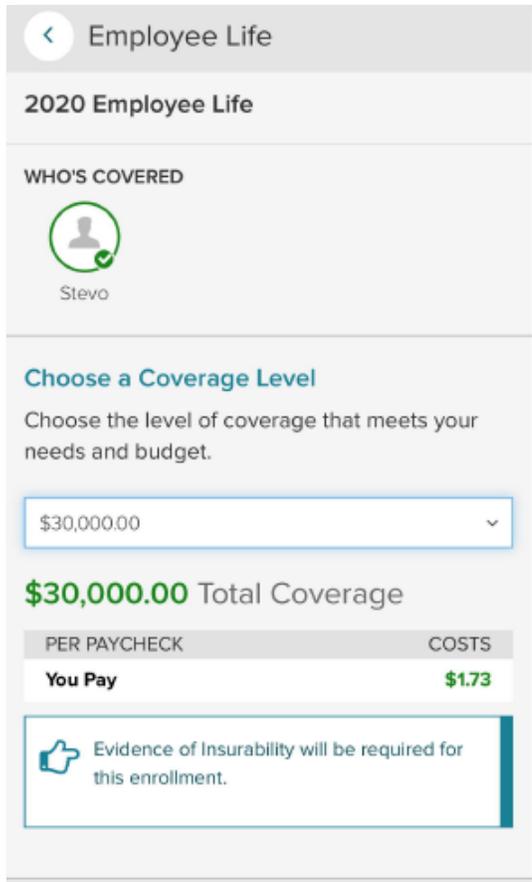
SS Sally Snow  
Spouse

SAVE AND CONTINUE



## Voluntary Life Elections and Beneficiaries:

When you elect Voluntary Life, you will also need to select your beneficiaries. Start by clicking **Select Plan**, and then choose the amount of coverage you want to elect.



Employee Life

2020 Employee Life

WHO'S COVERED

Steve

Choose a Coverage Level

Choose the level of coverage that meets your needs and budget.

\$30,000.00

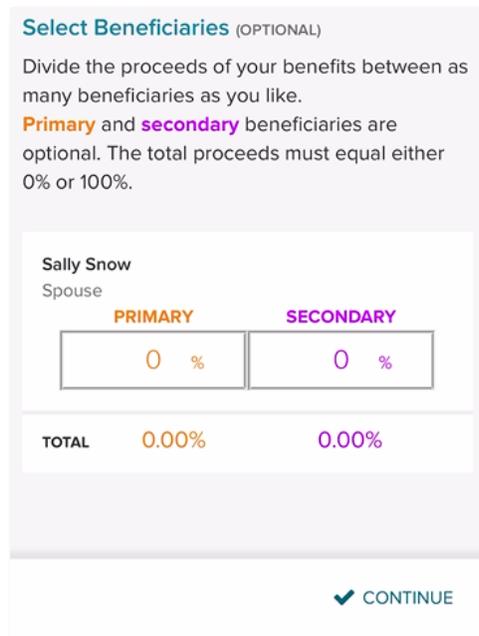
**\$30,000.00** Total Coverage

PER PAYCHECK	COSTS
You Pay	<b>\$1.73</b>

Evidence of Insurability will be required for this enrollment.

If the amount selected is over the Guarantee Issue amount, an approval will be required, and you will be asked to collect an **Evidence of Insurability (EOI)** and submit it to your employer. Your full election amount will not be approved until this document is received.

Next, select your **beneficiaries**, including **Primary** and **Secondary**, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary). Click **Continue**.



Select Beneficiaries (OPTIONAL)

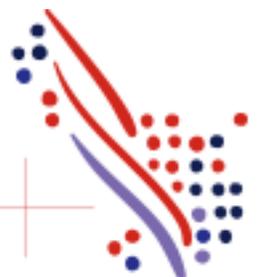
Divide the proceeds of your benefits between as many beneficiaries as you like.

**Primary** and **secondary** beneficiaries are optional. The total proceeds must equal either 0% or 100%.

Sally Snow  
Spouse

	PRIMARY	SECONDARY
	0 %	0 %
TOTAL	0.00%	0.00%

CONTINUE



Review and then confirm by clicking **Save and Continue**.

**\$50,000.00** Total Coverage

PER PAYCHECK	COSTS
Employer Pays	<b>\$0.46</b>
<b>You Pay</b>	<b>\$0.00</b>

COVERED INDIVIDUALS

JS John Snow  
You

PRIMARY BENEFICIARIES

Sally Snow  
Spouse **100.00%**

**SAVE AND CONTINUE**

Completed Elections will display and show what you have elected to enroll in, **not yet submitted** for approval, and those you have elected to **waive**.

**Benefits**

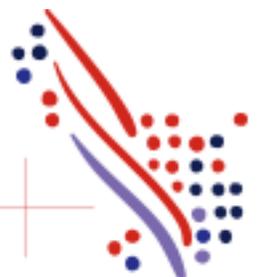
Open Enrollment

Completed Elections

- Medical**  
*Not yet submitted*  
Your Health Provider: HMO, HMO  
**\$24.46 Per Paycheck**
- Dental**  
*Not yet submitted*  
Your Health Provider: Dental, Eligible Employees  
**\$6.46 Per Paycheck**
- Health Savings Account**  
*Not yet submitted*  
**Coverage Waived**
- Employee Life**  
*Not yet submitted*  
ADP Services: RC Employee Basic Life,

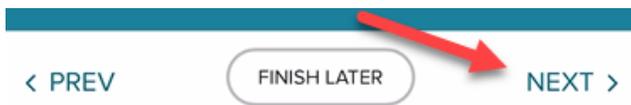
**Per Paycheck \$30.92**

< PREV    FINISH LATER    NEXT >



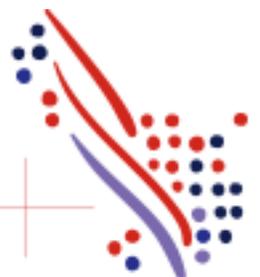
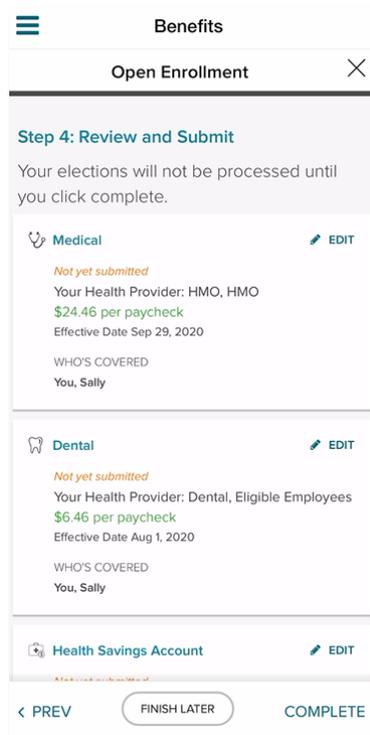
**Note:** At any time you can click “**Finish Later**” to save your enrollment information. If you start the enrollment process on mobile, and then move to the self service on your computer/desktop the information you saved on mobile will sync to desktop.

Continue through each plan type as applicable for your open enrollment period. Once you are ready to submit you will click **Next**.

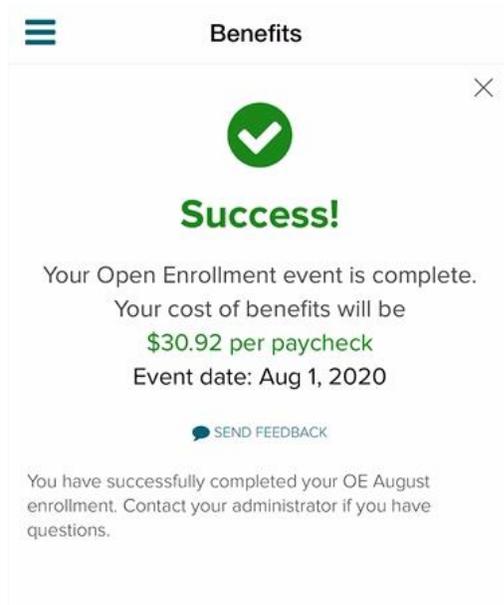


#### **Step 4: Review and Submit**

Review all of your elections. When you have confirmed them, click **Complete**. Note that your benefit elections will not be processed until you click **Complete**. If you click **Finish Later** instead, these enrollments will not be submitted to your HR team until you fully submit the enrollment, but will be saved for a later time.



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



If you would like to make additional changes or modifications during the Open Enrollment Period, you may log in and navigate to **Myself > Benefits**.

