



Open Enrollment through ADP Mobile

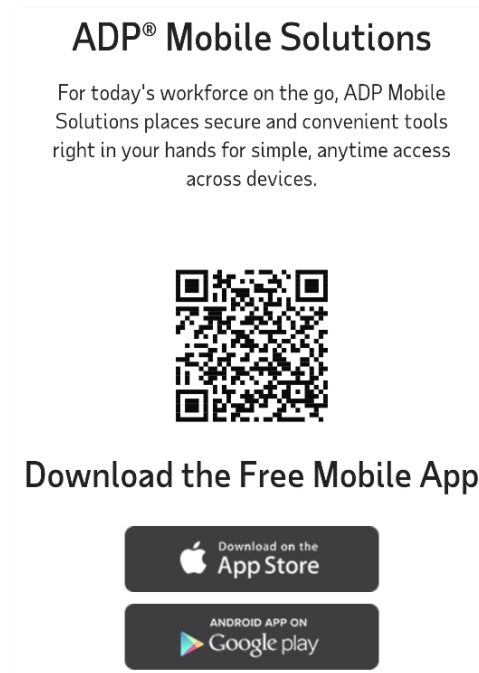
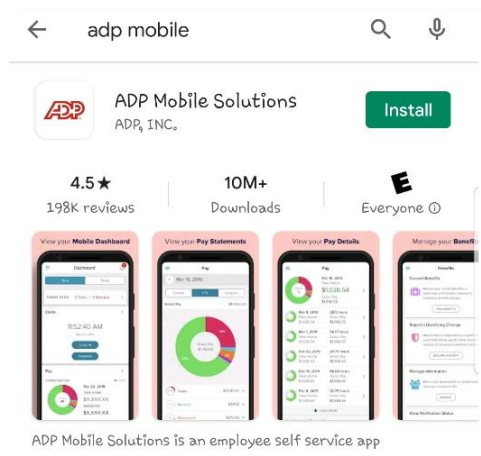


Always Designing
for People®

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

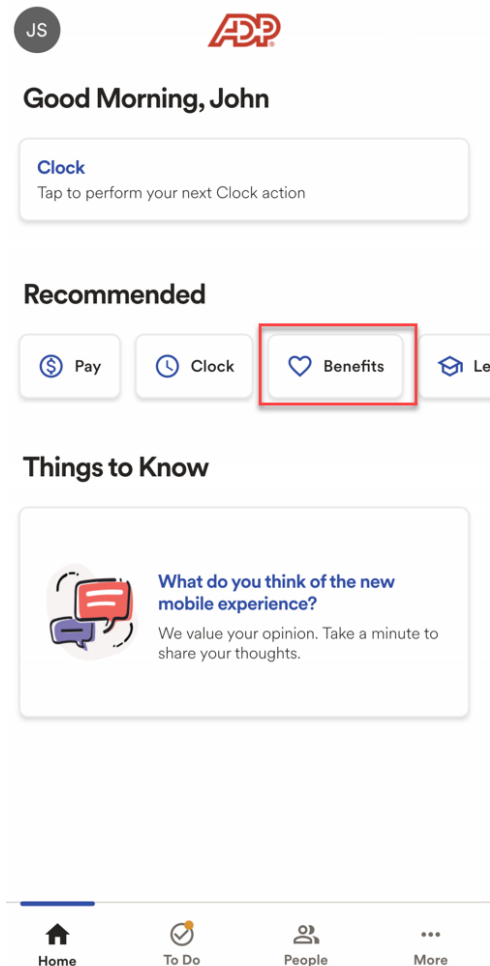


2. Enter your User ID and password, and then click **Sign In**.

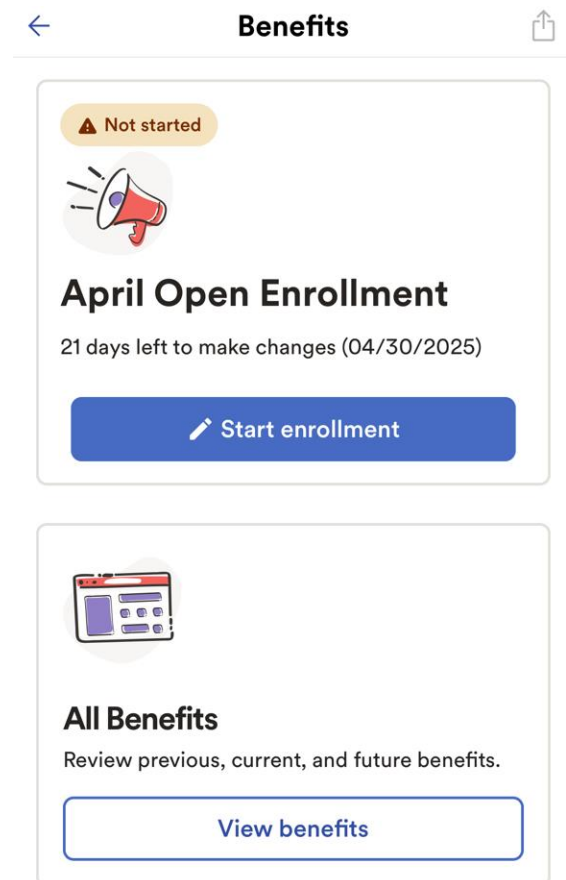
A screenshot of the ADP login screen. It features the ADP logo and the text 'Good Afternoon'. Below this is a 'USER ID' label and a text input field containing 'User ID'. There is a checkbox labeled 'Save my user ID' which is currently checked. At the bottom, there is a blue 'NEXT' button and a link that says 'FORGOT 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 information on this page, as there are often important references for your Open Enrollment options. Click **Next** after reviewing the Welcome Note to move to **Manage Dependents**.

Open Enrollment

Step 1 of 5

Welcome

Welcome to the Open Enrollment period. This enrollment period gives you the opportunity to make election changes for certain benefits.

During this enrollment period you can:

- 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 assignment
- Complete Beneficiary assignment

Please review your options and costs carefully. Once the enrollment period has ended your choices will be final until the next enrollment period or until you have a qualifying life event. Contact your Human Resources department if you have questions.

← Back

Next →

The **Manage Dependents** page is where you can add/view/edit your dependent and beneficiaries. Select **"Add dependent or beneficiary"** to add a new dependent/beneficiary. You would use the 3-dot action icon to view/edit an existing dependent/beneficiary.

Open Enrollment

Step 2 of 5

Manage Dependents

Before you continue, take a moment to review your dependent and beneficiary information and ensure things are up to date.

+ Add dependent or beneficiary

Dependent Child

Type
Dependent

Relationship
Child

Finish later

← Back

Next →

Select Benefits

You may notice three sections now to complete your benefit elections. Action Required, Selected Plans and Eligible Plans.

- **Action Required** – These are items that need to be reviewed to move forward. These plans could require a beneficiary or need to waive. As these items are complete, they will move to either the Selected Plans section or Eligible Plans section.
- **Selected Plans** – These are benefit plans that the employee is enrolled in and can make changes. If the employee decides that they would like to waive a benefit or unenroll from a benefit within this section, it will move to the Eligible Plans section.
- **Eligible Plans** – These are other benefit plans that are available to the employee to enroll in. If the employee selects a benefit plan in the eligible plans section, they will move to the selected plans section.

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

April Open Enrollment

×

Step 3 of 4

Select Benefits

▼

Your cost per paycheck

\$0.00

Go to section ▼

Action Required

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.

🔗 Medical

Waive benefit

View all plans

Multiple available options

You have 2 benefit options available to choose from. See what is right for you!

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

When enrolling you need to designate **Covered Individual** in this plan by **clicking** on the box next to the applicable dependents name. You may then choose to **Select plan** for desired enrollment.

You will then be presented a screen *confirming* your enrollment details.

Medical

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

Your company requires you to enter a reason to waive this coverage.

Covered Individuals

☒ John Snow (You)

☐ Dependent Child (Child)

3 Plans Available

RC Blue Choice Options PPO

(1 individual selected)

Provider
 ADP Services

Employer Cost	Your Cost
\$180.72	\$59.94

Select plan

Waive benefit

Back

Available Plans

Confirm details

HMO

(1 individual selected)

Provider
Aetna Inc.

Employer Cost	Your Cost
\$0.00	\$92.31

Select plan

Medical

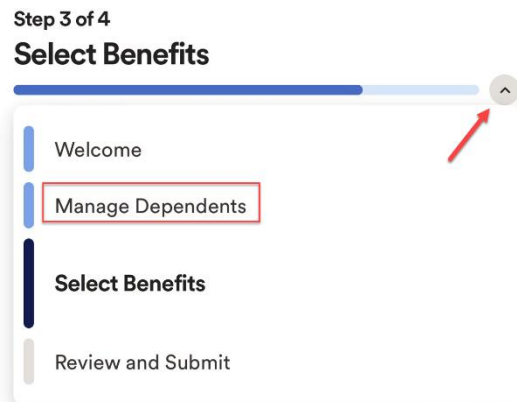
You enrolled in RC Blue Choice Options PPO

Click Continue to Dental for the next benefit, or click View all benefits to manually select another benefit to work on.

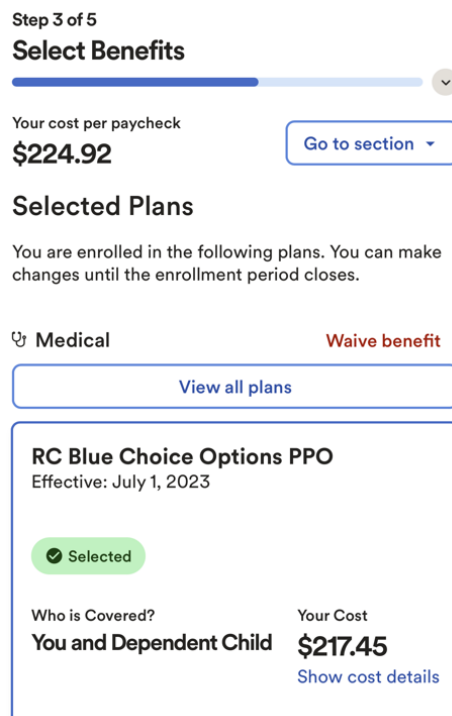
View all benefits

Continue to Dental

- 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.
- You can click **Manage dependents** to add or edit dependents and beneficiaries during your enrollment process.



Once enrollment is confirmed it will now display under **Selected Plans**.



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

Waive Benefit [X]

Are you sure you want to waive Dental benefit?

⚠ Waiving this benefit will remove your elections from the current plan. You can still enroll in the plan while the enrollment period is open.

Waive Reason

Select a reason ▼

No, cancel

Yes, waive benefit

Waive Benefit [X]

Are you sure you want to waive Dental benefit?

Coverage does not meet my needs ✓

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

Too Expensive

Voluntary Life Elections and Beneficiaries:

When you elect Voluntary Life, you will also need to select your beneficiaries. Start by clicking **View Available Plans** and then choose the amount of coverage you want to elect from the drop down.

Insurance - Employee Life

(1 individual selected)

Provider
Guardian Life

Select Coverage Amount
Additional Coverage
\$180,000.00 ▼

Total Actual Coverage Amount
\$180,000.00

\$0.00 **\$13.13**
Employer per paycheck cost Employee per paycheck cost

⚠ Evidence of Insurability will be required for this enrollment.

⚠ Over The Limit - Approval Required
The Total Actual Coverage Amount is over the guarantee issue amount of \$150,000.00. 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 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 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**. Then click **Confirm** to continue with your enrollment elections.

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
Dependent C... Child	0 %	0 %
Total	0.00%	0.00%

Confirm the details for this plan selection.

Confirm details

Back

Confirm Details

Metropolitan Life Insurance Company (MetLife): Employee Voluntary Life

Covered Individual
You

Coverage
Total Actual Coverage Amount
\$10,000.00

Beneficiaries
Dependent Child (Child) Primary (100.00%)

Per Paycheck Costs
Employer Cost Your Cost
\$0.00 \$1.38

Back

Confirm

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 step until all elections are complete and all tasks under the Action Required section are addressed. When ready to proceed to the **Review and Submit** step, click **Next**.

Finish later

← Back

Next →

Your benefit elections will not be processed until you click **Submit** 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.

Open Enrollment

Step 5 of 5

Review and Submit

Employer cost per paycheck

\$197.24

Your cost per paycheck

\$222.60

Your benefits elections will not be effective until you click Submit.

Enrolled Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

Medical

Enrolled

RC Blue Choice Options PPO

Effective: July 1, 2023

Who is Covered?

You and Dependent Child

Your Cost

\$217.45

Show cost details

Vision

Finish later

Back

Submit

Submit enrollment

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

You can make changes until April 30, 2025 11:59 p.m. ET.

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.

Submitted



April Open Enrollment

21 days left to make changes (04/30/2025)

Make changes