

Your life  
your work  
your way

Welcome to  
ADP TotalSource®



Always Designing  
for People®





## Hello, and welcome to ADP TotalSource®

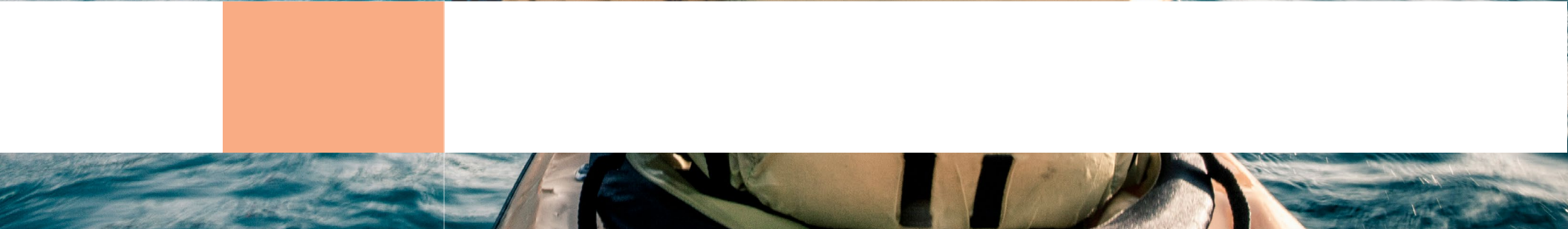
We're thrilled to start this journey with you! Your employer partnered with us to offer you the most competitive selection of benefits options. Together, we're able to provide the kind of coverage typically found only at larger corporations — without losing the advantages of working at a smaller company. We've also made it easier for you to understand your options, so you can make confident enrollment decisions, and take advantage of the benefits your employer has made available to you.

## While benefits are great, there's actually more to us than that

We're here to help you feel more productive and inspired at work and at home, and always feel valued for all that you do. How? By providing you access to a range of resources, tools, and more.

This directory introduces you to these offerings. There's quite a bit of helpful information in here, but if you have any questions, or you just want to speak with someone who can give you the answers, call a MyLife Advisor at 1-800-554-1802. The MyLife Advisor will let you know the ways in which ADP TotalSource can work its hardest for you, and leave you feeling confident in your next steps.

Benefits offerings customized  
to your unique life



# ADP TotalSource Health and Welfare Plan

We know the importance of your health and welfare benefits. That's why providing you with access to a wide range of affordable benefits is a priority for us. From major medical plans to group life insurance, the ADP TotalSource Inc. Health and Welfare Plan has you covered.

## Available benefits through ADP TotalSource

The specifics of your plan vary according to the benefits options your employer makes available to you. When you enroll online via ADP TotalSource, you'll see your customized options.

Generally, plan options include:\*



Medical coverage



Dental coverage



Vision coverage



Flexible spending account (FSA) and dependent care FSA



Health savings account (applicable with a high deductible health plan)



Commuter benefits



Employee assistance program (confidential advice for personal concerns)



ADP TotalSource 401(k) retirement savings plan

\*Varies by employer.

# Enrolling in your benefits for the first time

Once you are registered, you'll start the journey of reviewing and enrolling in the benefits package offered by your employer. The first enrollment period is typically referred to as the "New Hire Enrollment Period," since you are new to ADP TotalSource. And because life changes, and so do benefits options, every year you're able to review your benefits again and update them as needed. This is called the "Open Enrollment" period, which takes place every spring. We'll be in touch during this time.

But don't worry about figuring this out on your own. You'll receive emails, videos, and access to online resources throughout the enrollment period. We'll help you understand your options and tell you what you need to do and by when.

## Registration is quick and easy

Visit [Mytotalsource.com](https://mytotalsource.com) to sign up. Follow the prompts to create a username and password. If you ever forget your password, we'll help you retrieve it right on the website.

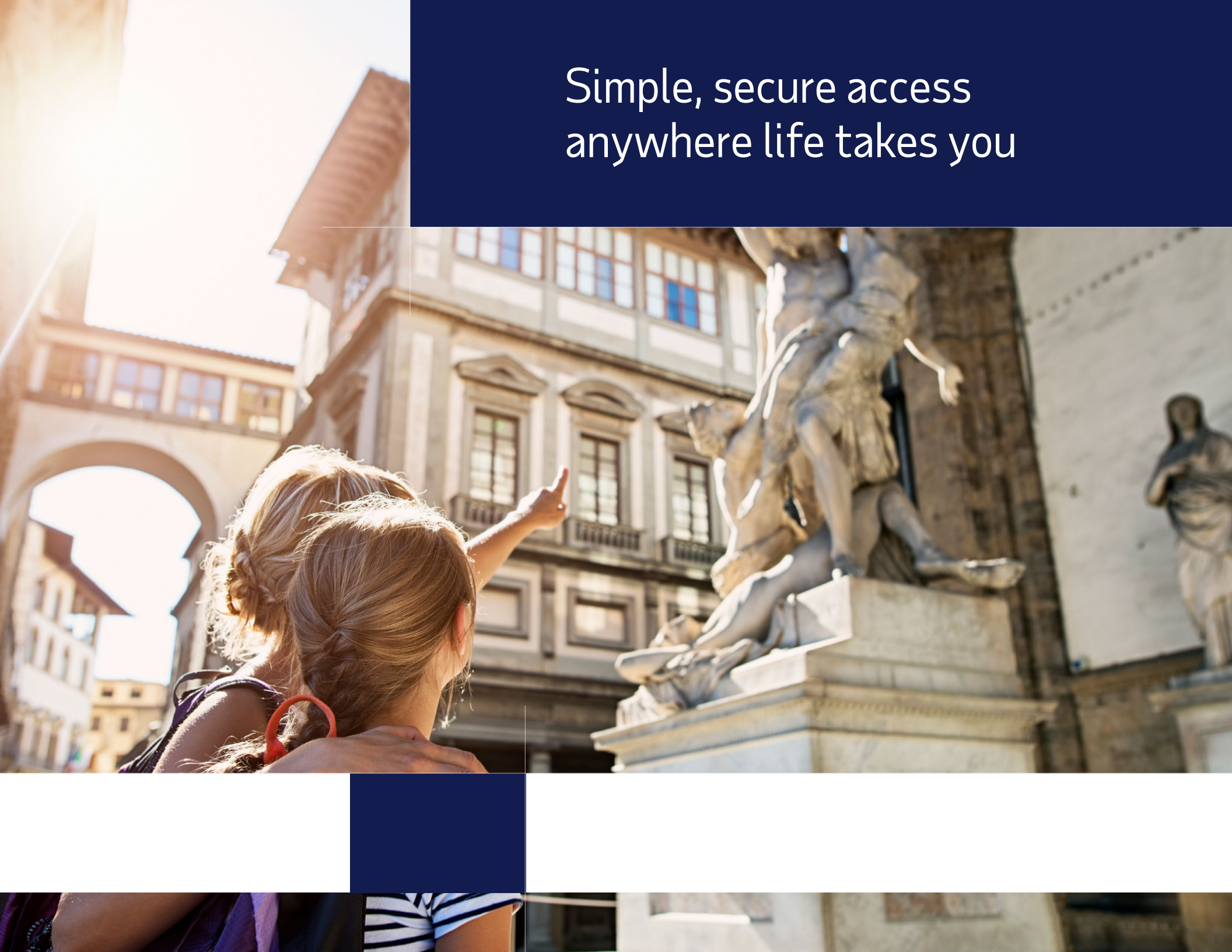
## Need to chat?

We're always a phone call away. If you have any questions about your available benefits and what ADP TotalSource can do for you, call a MyLife Advisor at 1-800-554-1802 or email [MyLifeAdvisorTS@adp.com](mailto:MyLifeAdvisorTS@adp.com)

We're available Monday through Friday, 8 a.m. to 11:30 p.m. ET.

Support is available in English and Spanish. Language line support is also available.

Simple, secure access  
anywhere life takes you



# My TotalSource

We know you have a lot going on, and it's important to us to keep your benefits accessibility simple. With My TotalSource, you can access and manage job-related information online, whenever you need to. We've developed a convenient, easy-to-use site that keeps your information completely private. You'll also have year-round access to your benefits, so you can update your coverage and review your choices at any time.

## Through My TotalSource, you can:\*

- Request time off
- Set up direct deposit
- View your pay statements
- Take online training and development courses
- Stay up to date with company policies
- Enroll in and manage your benefits
- Access the many resources and tools available to you, including our discount program and employee assistance program

\*Varies by employer.






# Looking for more information about your benefits?

We have a helpful booklet that can walk you through the nitty-gritty details. It will lay out what's encompassed in each benefits offering and how to take full advantage of your options with ADP TotalSource.

## Download the mobile app

Access information on the go with the free ADP Mobile Solutions app. Just like the online site, the app lets you check pay statements, view your selected benefits coverage, and more. It's easy to use, available on all devices, and can be downloaded from your app store at any time.





Tools to maximize  
your benefits and  
your life

# MyLife website

MyLife is a year-round website that provides educational articles, videos, and tools that help you get more out of the ADP TotalSource services and the many benefits that can support your health, wealth, and work life.

## What you can find at MyLife


**Health:** Wondering about your biggest health risks? Or hoping to discover a new fitness routine to combat stress? MyLife offers health and well-being tips to help you feel better and maximize your benefits.

**Wealth:** Whether you are planning out your retirement goals or learning how to manage your everyday expenses, MyLife has tools and information that can help you achieve financial stability.

**Work life:** Our goal is to help you feel your best, which is why MyLife has resources and information on how to motivate you in life, and at work, so you can achieve your idea of success.

In addition to the resources we've explained above, there is also the MyLife newsletter. You'll receive this soon after you've completed enrolling in your benefits. The newsletter is your quarterly guide to everything from health tips and financial best practices to productivity pointers and skill-building activities. Even more, it highlights key benefits and directs you to more information about each one. It's our way of keeping you informed and educated. Keep an eye on your inbox and visit [MyLife today](#).





Real people,  
ready to help

# MyLife Advisors

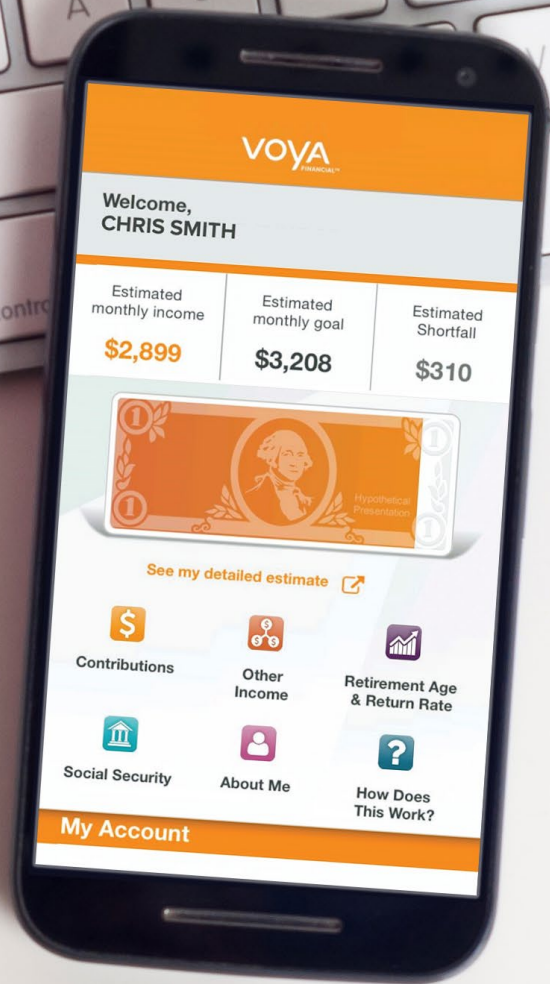
MyLife Advisors are available to help you make important life decisions, tackle day-to-day challenges, and prepare for a brighter tomorrow. Whatever the need, we're always here to assist you, put you at ease, and let you know how ADP TotalSource will work its hardest for you. Here are some ways we love to support you:

- **Achieving key milestones:** If you're ready to tackle the enrollment process, great! If not, that's OK, too. We can talk you through your available benefits and resources until you're confident in your selections.
- **Managing uncharted life moments:** Whether you are evaluating childcare options or trying to better understand your health and wellness plan, we can help you feel prepared, even for the uncertain.
- **Planning for the future:** No matter what's to come — setting up elderly care or planning for retirement — let's talk through what's next in your life, including your Medicare eligibility, retirement savings options, and other resources that will become available.
- **Navigating complex processes:** From paycheck questions to technical troubleshooting, there's no need to feel overwhelmed with ADP by your side.

We know it can be complicated, but you aren't alone in this. So please don't hesitate to ask us for help. Give us a call at **1-800-554-1802** or email [myLifeAdvisorTS@adp.com](mailto:myLifeAdvisorTS@adp.com). We're available Monday through Friday, 8 a.m. to 11:30 p.m. ET. Support is available in English and Spanish, and we also offer language line support.

No conversations with computers, no elevator music, and no limit to the number of times you can call.





## We're here for you

We know we've given you a lot of information on your available benefits and resources through ADP TotalSource. We hope this was helpful for you. Please keep it, refer back to it, and know if you have questions, we're always here with answers. All you need to do is call your MyLife Advisor. Alongside your employer, we'll be with you every step of the way.

- Visit the website to start your journey:
- Explore MyLife: [mylife-ts.adp.com](https://mylife-ts.adp.com)
- Call a MyLife Advisor at **1-800-554-1802** or email [myLifeAdvisorTS@adp.com](mailto:myLifeAdvisorTS@adp.com)