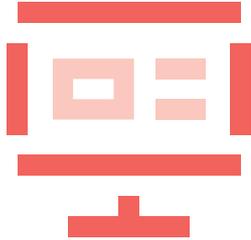




Navigating the enrollment wizard

How to enroll

Your 4 to-dos ...



1

Review your benefits – in your personalized enrollment video, on My TotalSource[®], or in your print enrollment package

2

Get answers on the MyLife website (MyLife-ts.adp.com) and/or by calling a MyLife Advisor (800-554-1802)

3

Gather dependents' SSNs and **choose** primary care doctors, if needed

4

Enroll on My TotalSource (MyTotalSource.com) by your deadline

Login to My TotalSource

Welcome to ADP
TotalSource®

User ID [Administrator Sign In](#)

Remember My User ID [?](#)

Password (case sensitive)

SIGN IN

[Forgot your user ID/password?](#)

Need an account? [SIGN UP](#)

Can't Log In?

Reset your password quickly by clicking **Forgot Password** on the My TotalSource login screen

Start your online benefits enrollment

Myself > Benefit Enrollment

Home Myself My Company Setup

Wednesday
Stay

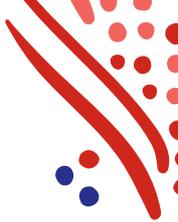
New!

New!

Personal Information		Benefits	
• Personal Profile	• Employment Profile	• Benefit Programs	• Benefits Resource Center
Pay		• My Benefits	• Commuter Benefits
• Pay Statements	• W2 Statements	• Benefit Enrollment	• Spending Accounts
• Direct Deposit	• Tax Withholding	• Life Events	• Retirement Program
• Total Compensation		• Leave of Absence	
Talent Development			
	• Performance Review	• TotalSource University	

Select
Benefit Enrollment
under the **Myself**
pull-down menu

OE enrollment



Welcome, [redacted]

Support | iLearn@ADP | Log out

Home | Myself | My Company | Setup

Benefit Enrollment

Welcome to TotalSource Benefits!

You're eligible to make benefit elections until **02/23/2018**

- We make it easy to view and compare your plan options.
- We'll guide you through your enrollment step by step.

GET STARTED

Open Enrollment elections are effective from **06/01/2018 - 05/31/2019**

Your next benefit enrollment period begins on **06/01/2019**

New to Enrollment?

Take advantage of our comprehensive video library and tools designed to aid in your enrollment decisions

- Open Enrollment View in Spanish
- In/Out of Network View in Spanish

What do I need to enroll?

- Have social security number and date of birth information for your dependents
- Review your current benefit plans & elections

What's New?

- Health Care Reform: How does it impact the benefit election choices for you and your family? [Learn More](#)
- Need to insure your pet? Do you want to find out about life insurance, legal or other voluntary benefits? [Learn More](#)

Site Feedback | Legal | Privacy | Requirements | Security Notice | © 2015 ADP, LLC.

Click "GET STARTED"

Review your family information

Welcome, Irene Test

Home Myself My Company Setup

Support Log out

Search

Benefit Enrollment

Review Family Information Elect Benefits Review and Submit Elections Confirmation Employee Info

Review Family Information

All family members (dependents) that you plan to enroll in benefits must be listed below.

➕ Add Family Member

First Name	Last Name	Birth Date	SSN	Relationship	Gender	Marital Status	Disabled	Tax Dep
Irene	Test	9/4/1977	show	Employee	Female			
<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Spouse"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Finish Later

Save Cancel

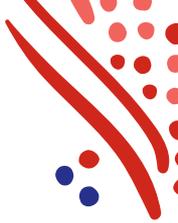
Go to Medical

Name Irene Test
File Number 000097
Benefit Plan Year 02/01/2014-05/31/2014
Waiting Period 30 Days
Class Cd A

Easy to use
Benefits Enrollment
Wizard

Add, delete and
modify dependents

Compare and choose your benefits



Sort plan options by deductible or cost

Benefit Enrollment

Review Family Information | Elect Benefits | Review and Submit Elections | Confirmation

Medical | Dental | Vision | Life & Disability | Flexible Spending Account (FSA)

My Elections \$522.43 / 300 Pgs

You are automatically enrolled in the life and/or disability plans your employer offers. The elections have been added to your cart.

Choose a Coverage Level

Employee Only
 Employee and Spouse
 Employee and Children
 Employee and Family
 Waive Coverage

Sort By: Compare 0 plans

Plan Overview	In Network	Out
Deductible Individual/Family	\$4,000/\$8,000 non-emb	\$3,000/\$9,000
Primary Care Visit	100% after ded	\$30/\$30
Specialist Visit	100% after ded	\$30/\$60
Calendar Year Out-of-Pocket Max Individu...	\$5,000/\$10,000 non-emb	None exd ded/None exd ded
Hospitalization Inpatient/Outpatient	100% aft ded/100% aft ded	100% aft ded/100% aft ded
Prescription Copays	Ded then \$15/Dad/\$35/20% s...	\$15/\$35/20% Spec Rx/\$50/25% Spec Rx...
If you choose to enroll in an HSA your emp... \$500.00/month for employee \$1,000.00...		
View summary of benefits and coverage		
Coverage Breakdown (Monthly)		
\$62.00	\$300.00	\$273.00

Plan Overview	In Network	Out
Deductible Individual/Family	\$3,000/\$9,000	\$1,000/\$3,000
Primary Care Visit	\$30/\$30	\$25/\$25
Specialist Visit	\$30/\$60	\$25/\$50
Calendar Year Out-of-Pocket Max Individu...	None exd ded/None exd ded	\$3,000 exd ded/\$9,000 exd ded
Hospitalization Inpatient/Outpatient	100% aft ded/100% aft ded	80% aft ded/80% aft ded
Prescription Copays	\$15/\$35/20% Spec Rx/\$50/25% Spec Rx...	\$15/\$35/20% Spec Rx/\$50/25% Spec Rx...
If you choose to enroll in an HSA your emp... \$500.00/month for employee \$1,000.00...		
View summary of benefits and coverage		
Coverage Breakdown (Monthly)		
\$155.00	\$457.00	\$419.00

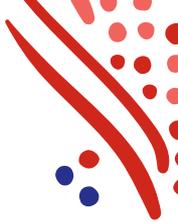
Plan Overview	In Network	Out
Deductible Individual/Family	\$1,000/\$3,000	\$181.00
Primary Care Visit	\$25/\$25	\$163.00
Specialist Visit	\$25/\$50	\$471.00
Calendar Year Out-of-Pocket Max Individu...	\$3,000 exd ded/\$9,000 exd ded	\$793.00
Hospitalization Inpatient/Outpatient	80% aft ded/80% aft ded	
Prescription Copays	\$15/\$35/20% Spec Rx/\$50/25% Spec Rx...	
If you choose to enroll in an HSA your emp... \$500.00/month for employee \$1,000.00...		
View summary of benefits and coverage		
Coverage Breakdown (Monthly)		
\$181.00	\$513.00	\$471.00

[Back to Review Family Information](#)
[Finish Later](#)
[Go to Dental](#)

Compare up to three plans and view in- and out-of-network details

Access summary of benefits coverage for detailed information

Select your medical plan



Easily enroll dependents
Link to find a doctor

Benefit Enrollment

Review Family Information | **Elect Benefits** | Review and Submit Elections | Confirmation

Medical | Dental | Vision | Life & Disability | Flexible Spending Account (FSA)

My Elections \$522.43 You Pay

Choose a Coverage Level

Employee Only Employee and Spouse Employee and Children Employee and Family Waive Coverage

United Health \$300.00 Monthly

Compare Enroll

Find your doctor (PCP)

Plan Overview

Plan Overview	In Network	Out of Network
Desirable Individual/Family	\$4,900/\$8,000 non-emo	
Primary Care Visit	100% after/ded	
Specialist Visit	100% after/ded	
Calendar Year Out-of-Pocket Max Individual	\$5,900/\$10,000 non-emo	
Hospitalization Inpatient/Outpatient	100% after/ded/100% after/ded	
Prescription Copays	Dad then \$15/Dad/\$35/20% s...	

If you choose to enroll in an HSA your emp... \$500.00/month for employee \$1,000.00...

View summary of benefits and coverage

Coverage Breakdown (Monthly)

Coverage Breakdown (Monthly)	Employee Only	Employee and Spouse	Employee and Children	Employee and Family
	\$62.00	\$306.00	\$273.00	\$465.00

Who to Enroll

Based on the coverage you elect, please indicate who you would like to enroll in this plan and enter your PCP number. Next, click the "Go to Dental" button at the bottom of this page to continue enrollment.

Find your doctor (PCP)

Name	SSN	Relationship	Birth Date	Tax Dep	PCP's Number
<input checked="" type="checkbox"/> Stacey Test	show	Employee	04/1977		
<input checked="" type="checkbox"/> Joey Test	show	Spouse	04/1977	No	

Add or modify family members

Cancel Save

Go to Dental

Back to Review Family Information Finish Later

Select your medical plan (continued)

Plan Selection Complete

You have chosen to enroll:

- Irene Test
- John Smith

To continue, choose [Go to Dental](#) below.

[Change Dependents](#) [Change Plan](#)

Medical **Dental** **Vision** **Life & Disability** **Flexible Spending Account (FSA)**

Choose a Coverage Level

Employee Only

Employee and Spouse

Employee and Children

Employee and Family

Waive Coverage

I have other coverage

Another Reason

4 Available Plans 2 for Comparison Sort by: Monthly Cost

Kaiser Permanente \$197.00 Monthly
KPA-HMO 1000-South
HMO Find your doctor (PCP)

Plan Overview In Network [Out](#)

Deductible Individual/Family \$1,000/\$2,000

Primary Care Visit \$30

Specialist Visit \$30

Calendar Year Out-of-Pocket Max \$3,000/\$6,000

Hospitalization Inpatient/Outpatient 70% after ded/70% after ded

Prescription Copays \$10 copay/\$30 aft \$100/Not Covered/Not

[View summary of benefits and coverage](#)

Coverage Breakdown (Monthly)

\$86.00 \$197.00 \$162.60 \$257.40

[Compare](#) [Enroll](#)

[Back to Review Family Information](#) [Finish Later](#) [Go to Dental](#)

Shopping Cart Summary:

My Elections You Pay **\$197.00**

Medical	\$197.00
Life	\$0.00
Long Term Disability	\$0.00
Benefits Cost	\$197.00
FSA Contribution	\$0.00
Your Total Cost	
Monthly	\$197.00
Per Pay Period	\$98.50

Warning: You are automatically enrolled in the life and/or disability plans your employer offers. The elections have been added to your cart.

The shopping cart shows a running total of your monthly and per pay period costs

Enroll in other benefits

Benefit enrollments may include FSA

The screenshot displays the 'Elect Benefits' step of an enrollment process. The 'Life & Disability' section is highlighted with a red box. It shows two Aetna Life Insurance options, both at a cost of \$0.00. The first is 'Basic 1X ABE' with '1x Salary' coverage. The second is 'LTD 1 60% \$5,000/mo-180' with a '60%' monthly benefit and a '\$5,000' max monthly benefit. Below this is a table for 'Life Beneficiaries' with three entries: John Smith (Spouse), Scott Test (Domestic Son), and Ben Test (Friend). A summary table on the right shows a total cost of \$218.02, with a breakdown of medical, dental, vision, and life insurance costs. A yellow warning box indicates automatic enrollment in life and disability plans.

Benefit	Cost
Medical	\$197.00
Dental	\$19.77
Vision	\$1.25
Life	\$0.00
Long Term Disability	\$0.00
Benefits Cost	\$218.02
FSA Contribution	\$0.00
Your Total Cost	
Monthly	\$218.02
Per Pay Period	\$109.01

First Name	Last Name	SSN	Relationship	Beneficiary Type	%
John	Smith	show	Spouse	None	0
Scott	Test	show	Domestic Son	None	0
Ben	Test	show	Friend	None	0

View life and disability insurance offerings
Select and modify beneficiaries

Be sure to choose the correct FSA

The screenshot shows the 'Flexible Spending Account (FSA)' election page. It features three main options: Health Care FSA, Limited Health Care FSA, and Dependent Care FSA. Each option includes a 'My Annual Contribution' field with a maximum value and a brief description of the benefit. Red boxes highlight the three options, and blue callout boxes provide guidance on when to select each one. The interface also includes a progress bar at the top, a 'Learning Center' link, and a shopping cart icon showing a balance of \$0.00.

Health Care FSA
My Annual Contribution: \$ 0 (Max. \$2,550)
You will receive a Health Care FSA debit card to use for your eligible health care expenses.

Limited Health Care FSA
My Annual Contribution: \$ 0 (Max. \$2,550)
You will receive a Health Care FSA debit card to use for your eligible health care expenses.

Dependent Care FSA
My Annual Contribution: \$ 0 (Max. \$5,000)

Callout 1: Select the **Health Care FSA** if NOT enrolling in an HDHP

Callout 2: Select the **Limited Health Care FSA** if you are enrolled in an HDHP

Callout 3: Choose the **Dependent Care FSA** to pay for qualified child care costs

Review and submit your elections

View all benefit elections prior to submission, including dependents and beneficiaries

One click to modify selections

Review Family Information | Elect Benefits | **Review and Submit Elections** | Confirmation | Employee Info

Review Your Elections for 02/01/2014-05/31/2014

After you have enrolled or waived in all coverage options, read and accept the acknowledgments at the bottom of the page and select submit.

Medical (edit) Kaiser Permanente KaiserMO 1000-South HMO Employee and Spouse View summary of benefits and coverage	\$197.00
Dental (edit) Aetna Dental AET-PPPO DEN 2,000-California Dental - PPO Employee and Spouse View summary of benefits and coverage	\$19.77
Vision (edit) VSP VSP - Choice Vision Plan Employee Only View summary of benefits and coverage	\$1.25
Life & Disability (edit) Aetna Life Insurance Life View summary of benefits and coverage Aetna Life Insurance Long Term Disability View summary of benefits and coverage	\$0.00 \$0.00
Flexible Spending Account (FSA) (edit) Health Care FSA	\$625.00

Monthly Totals

Benefits Cost	\$218.02
FSA Contribution	\$625.00

You Pay

Monthly	\$843.02
Per Pay Period	\$421.51

Who's Covered

Name	Relationship	Tax Dep	Medical	Dental	Vision
Irene Test	Employee		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
John Smith	Spouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Life Beneficiaries

Name	Relationship	Beneficiary Type	%
John Smith	Spouse	Primary	100

You must click on each of the links below, read and accept the terms to submit your elections.

- I have read and accept the [Benefit Election Authorization](#)
- I have read and accept the [Flexible Spending Account Disclosure](#)
- I have read and accept the [Binding Arbitration Agreement](#)
- Upload Domestic Partner Affidavit

Review and print your confirmation

Important!

Your enrollment is **not complete** until you see this screen

You will receive an email notification indicating which benefits you elected

Benefit Enrollment

Review Family Information | Elect Benefits | Review and Submit Elections | **Confirmation** | Learning Center | Employee Info

Confirmation

You have successfully completed the enrollment process. Please print this confirmation for your records.

Click here to view and print your Temporary Insurance Card.

Medical
Aetna (National) \$134.80
Employee Only
[View summary of benefits and coverage](#)

Dental
Waived

Vision
VSP \$2.50
Employee and Spouse
[View summary of benefits and coverage](#)

Life & Disability
Aetna Life Insurance \$0.00
[View summary of benefits and coverage](#)
Aetna Life Insurance Long Term Disability \$0.00
[View summary of benefits and coverage](#)

Flexible Spending Account (FSA)

Monthly Totals
Benefits Cost \$137.30
FSA Contribution \$0.00

You Pay
Annually \$1,647.60
Monthly \$137.30
Per Pay Period \$68.65

Who's Covered

Name	Relationship	Tax Dep.	Medical	Dental	Vision
Irene Test	Employee				
John Smith	Spouse				
Stacey Test	Daughter				

Life Beneficiaries

Name	Relationship
John Smith	Spouse
Stacey Test	Daughter

Print this temporary insurance card

Print your temporary insurance card

Temporary Medical Insurance Card

ADP TotalSource

Insurer: Aetna (National)

Name: Irene Test | Group: 226321

Employer: PECO1 Company Name 7986

Effective Date: 02/01/2014

For member services, call 1-800-323-9930

To pre-certify, call 1-800-323-9930

Covered Dependents:

Notice to Members and Providers: This Temporary Insurance Card should be used for identification purposes only and does not prove membership nor guarantee coverage. For verification of benefits, please contact Member Services at the number indicated on the card.

Please Note: This temporary insurance card should be used for identification purposes only and does not prove membership or guarantee coverage. For verification of benefits, please contact Member Services at the number indicated on the card.

Now enroll in HSA

Benefit Enrollment

Review Family Information | Elect Benefits | Review and Submit Elections | **Confirmation** | Learning Center | Employee Info

Confirmation

You have successfully completed the enrollment process. Please print this confirmation for your records. [Click here to view and print your Temporary Insurance Card.](#)



Medical
Aetna (National) \$134.80

Employee Only
[View summary of benefits and coverage](#)

Dental
Waived

Vision
VSP
Employee and Spouse
[View summary of benefits and coverage](#)

Life & Disability
Aetna Life Insurance \$0.00
[View summary of benefits and coverage](#)
Aetna Life Insurance Long Term Disability \$0.00
[View summary of benefits and coverage](#)

Flexible Spending Account (FSA)

Monthly Totals

Benefits Cost	\$137.30
FSA Contribution	\$0.00

You Pay

Annually	\$1,647.60
Monthly	\$137.30
Per Pay Period	\$68.65

[Exit](#)

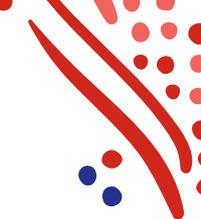
Name	Relationship	Tax Dep	Medical	Dental	Vision
Irene Test	Employee				
John Smith	Spouse				

Beneficiary Name	Relationship	Beneficiary Type	%
Stacey Test	Daughter	Primary	100
		Secondary	100

Confirmation Page

HSA Enrollment

Complete HSA enrollment (if applicable)



ADP Welcome, Another Arlmact

Home Myself My Company Setup

Benefit Enrollment

Review Family Information Elect Benefits Review and Submit Elections **Confirmation**

✓ **Confirmation**

Complete the steps below to finalize your elections.

Select paperless enrollment

[Contribute to a Health Savings Account](#) You are eligible to contribute to a Health Savings Account (HSA). Enroll now in

You have successfully completed the enrollment process.
Please [print this confirmation](#) for your records.

Medical Oxford Health Plans \$0.00 Who's Cover

The HSA enrollment link is shown when you complete your HDHP elections

Important!

When contributing to an HSA, you are responsible for ensuring your contributions don't exceed the annual limits. If your employer contributes to your HSA, you **MUST** ensure the total employer contribution + your total personal contribution doesn't exceed the limit.

Enrolling in Voluntary Benefits

User should complete enrollment in all Core benefits before entering the Common Benefits site.

Enrollment in Voluntary Benefits occurs on the **Common Benefit Enrollment Site**.

Users are directed to the enrollment site via Single Sign On (SSO)



Step 1: Enrollment Path

Just a few clicks...



- Myself
- Benefit Resource Center
- Voluntary Benefits Program

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Myself', 'My Company', and 'Setup'. Below the navigation bar is a 'Benefit Programs' section, which contains a 'Benefits Resource Center' sub-section. The 'Benefits Resource Center' section includes the text: 'Learn about ADP TotalSource Benefits. To view information, select a category below.' followed by a bulleted list of categories: Core Benefits, Wealth Management, Tax Advantage, Voluntary Benefits Program, Life Management, and Legal Disclosures and Plan Documents.



Step 2: Enrollment Path

Just a few clicks...

➤ Voluntary Benefits Program

Click > Learn more about these products and your eligibility to enroll

Benefits Resource Center

- Core Benefits
- Wealth Management
- Tax Advantage
- **Voluntary Benefits Program**
- Life Management
- Legal Disclosures and Plan Documents

Voluntary Benefits Program

Peace of mind when you can't work.

ADP TotalSource is pleased to offer voluntary benefits designed exclusively for ADP TotalSource by MetLife, a leader in employee benefits and life insurance. Utilizing MetLife's portal, this value based program provides you access to a wide variety of insurance products and services that offer the advantage of group rates and the convenience of payroll deductions.

Programs and services offered:

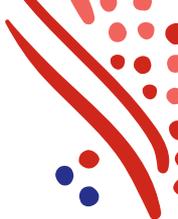
- Short-Term Disability Coverage**
Short-term disability (STD) coverage can help supplement a portion of your base earnings if injury or illness prevents you from working for more than a few days.
- Hospital Indemnity Insurance**
Out-of-pocket costs for a hospital stay can add up. Hospital Indemnity Insurance provides payment directly to you to help cover expenses if you or a member of your family is hospitalized.
- Critical Illness Insurance**
If you're diagnosed with a covered illness, such as heart attack, cancer or stroke, critical illness insurance pays a lump sum directly to you to help you cover out-of-pocket medical expenses.
- Accident Insurance**
Accident insurance allows you and your spouse and/or children to have coverage in the event of an unexpected accidental injury.
- Group Legal Services Plan**
Need legal help? Enrolling in the Group Legal Services plan gives you access to a variety of legal services at no or low cost within a network of top-quality legal professionals.
- Term Life Insurance**
Term Life Insurance provides a death benefit as well as additional support, planning, and protection services.
- Accidental Death and Dismemberment Insurance**
Accidental death and dismemberment insurance provides you and your family with financial protection in case of death or injury from an accident.

[Learn more about these products and your eligibility to enroll](#)



Note: This is the final page on the ADP TotalSource Benefits site.

Step 3: Entering the Common Benefits Enrollment website



From the **Home Page**, Users can view a video tutorial of the enrollment platform as well as informational videos about each benefit

Note: The videos do not lead to enrollment and is for informational purposes only.

To Enroll, simply click Benefits

The screenshot shows a navigation bar with the following tabs: **Your Enrollment**, **Start**, **Your Information**, **Dependent(s)**, **Benefits**, and **Summary**. The **Benefits** tab is highlighted with a red box and a red arrow pointing to it from a text box that says "Click: Benefits". Below the navigation bar, the page content includes a "Start" link with a blue underline, a video title "Watch Me First / Mirame Primero", and the text "English".



Step 4: Choose the coverage

Click on the Coverage Name, or “Review” to proceed with enrollment.

The screenshot shows a web interface titled "Your Enrollment" with a navigation bar containing "Start", "Your information", "Dependent(s)", "Benefits", and "Summary". The "Benefits" tab is active. Below the navigation bar, there is a list of available coverage options under the heading "Available (6)". Each option includes a coverage name and a "Review" button.

Coverage Name	Action
MetLife Voluntary AD&D	Review
Hyatt Legal	Review
MetLife Critical Illness	Review
MetLife Group Accident	Review
MetLife Hospital Indemnity	Review
MetLife Voluntary STD	Review





Thank you!