



Navigating the enrollment wizard

How to enroll



Your 4 to-dos ...

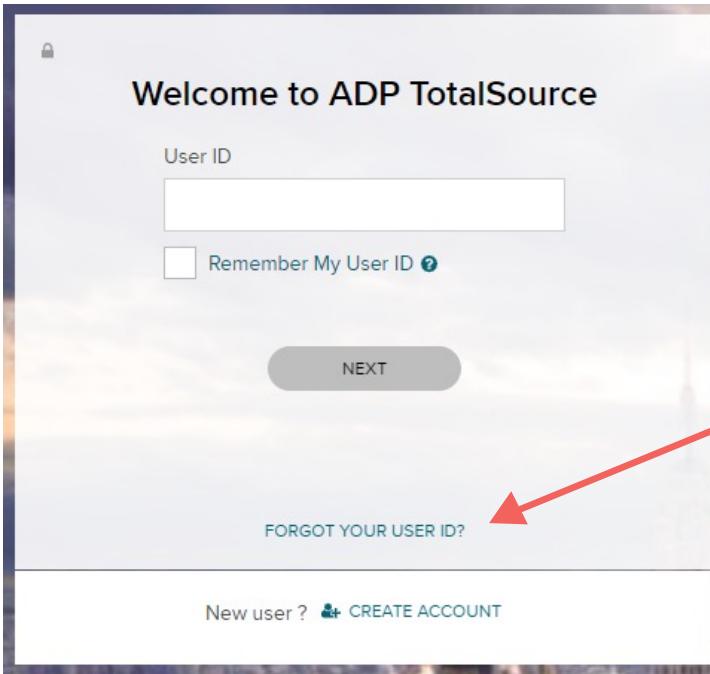
Review your benefits – in your personalized enrollment video, on My TotalSource®, or in your print enrollment package

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

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

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

Login to My TotalSource



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, June 23, 2021

Stay

New!

Personal Information

- Personal Profile
- Employment Profile

Pay

- Pay Statements
- W2 Statements
- Direct Deposit
- Tax Withholding
- Total Compensation

Benefits

- Benefit Programs
- My Benefits
- Benefit Enrollment**
- Life Events
- Leave of Absence
- Benefits Resource Center
- Commuter Benefits
- Spending Accounts
- Retirement Program

Talent Development

- Performance Review
- TotalSource University

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

Start your online benefits enrollment (cont.)



ADP Welcome: [REDACTED]

Support iLearn@ADP Log out

Home Myself My Company Setup

Search

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

What do I need to enroll? Have social security number and date of birth information for your dependents

What's New? Health Care Reform: How does it impact the benefit election choices for you and your family? [Learn More](#)

Open Enrollment View in Spanish

In / Out of Network View in Spanish

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

Click "GET STARTED"

Review your family information



ADP Welcome, Irene Test Support Log out

Home Myself My Company Setup

Search

Benefit Enrollment

Review Family Information Elect Benefits Review and Submit Elections Confirmation

Employee Info

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

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="checkbox"/> | <input type="checkbox"/> |
| John | Smith | | | Spouse | | | <input type="checkbox"/> | <input type="checkbox"/> |

Save Cancel Go to Medical

Finish Later

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Easy to use
Benefits Enrollment
Wizard
Add, delete and
modify dependents

Compare and choose your benefits



Sort plan options by deductible or cost

The screenshot shows the 'Benefit Enrollment' interface with the 'Elect Benefits' tab selected. It displays three plan options for comparison:

- Plan 1:** United Health, \$300.00 Monthly. Includes 'Compare' and 'Enroll' buttons.
- Plan 2:** United Health, \$457.00 Monthly. Includes 'Compare' and 'Enroll' buttons.
- Plan 3:** United Health, \$513.00 Monthly. Includes 'Compare' and 'Enroll' buttons.

Each plan section includes a 'Plan Overview' table and a 'Coverage Breakdown (Monthly)' table. Buttons for 'Back to Review Family Information' and 'Finish Later' are at the bottom left, and 'Go to Dental' is at the bottom right.

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

The screenshot shows the ADP Benefit Enrollment software interface. The top navigation bar includes 'Review Family Information', 'Elect Benefits' (which is the active tab), 'Review and Submit Elections', and 'Confirmation'. Below the tabs, there are links for 'Medical', 'Dental', 'Vision', 'Life & Disability', and 'Flexible Spending Account (FSA)'. A yellow message box in the top right corner states: 'You are automatically enrolled in the life and/or disability plans your employer offers. The elections have been added to your cart.' The main content area is titled 'Choose a Coverage Level' and shows five options: 'Employee Only', 'Employee and Spouse' (which is selected and highlighted in green), 'Employee and Children', 'Employee and Family', and 'Waive Coverage'. A sub-section titled 'United Health HMO-HDP 403 405' displays coverage details: '\$300.00 Monthly', '85% Co-Insurance', and an 'Enroll' button. Another button 'Find your doctor (PCP)' is visible. The 'Who to Enroll' section is highlighted with a red box. It contains a table with columns: Name, SSN, Relationship, Birth Date, Tax Dep, and PCPs Number. Two entries are listed: Stacey Test (Employee, 9/4/1977, No) and Joey Test (Spouse, 9/4/1977, No). Below the table is a link 'Add or modify family members'. At the bottom of the 'Who to Enroll' section are 'Cancel' and 'Save' buttons. The bottom of the main window has buttons for 'Back to Review Family Information', 'Finish Later', and 'Go to Dental'.

Pay-per-period cost



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

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
KAU HMO 1000-South HMO Find your doctor (PCP)

Plan Overview In Network Out

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

Primary Care Visit \$30

Specialist Visit \$30

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

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

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

[View summary of benefits and coverage](#)

Coverage Breakdown (Monthly)

| | | | | |
|---------------|---------------------|-----------------------|---------------------|----------------|
| Employee Only | Employee and Spouse | Employee and Children | Employee and Family | Waive Coverage |
| \$86.00 | \$197.00 | \$162.80 | \$257.40 | |

Compare **Enroll**

Plan Selection Complete

You have chosen to enroll:
• Irene Test
• John Smith

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

Change Dependents **Change Plan**

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

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

Enroll in other benefits



Benefit enrollments
may include FSA

The screenshot shows a web-based benefit enrollment interface. At the top, a navigation bar includes 'Review Family Information', 'Elect Benefits', 'Review and Submit Elections', and 'Confirmation'. Below this, a sub-navigation bar lists 'Medical', 'Dental', 'Vision', 'Life & Disability', and 'Flexible Spending Account (FSA)'. The 'Life & Disability' section is active, displaying coverage details for Aetna Life Insurance and LTD1 (60% \$5,000/mo-180). It also shows beneficiary information for John Smith (Spouse), Scott Test (Domestic Son), and Ben Test (Friend). To the right, a summary box shows total costs: 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), and a breakdown of the total cost (\$218.02 monthly, \$109.01 per pay period). A note indicates automatic enrollment in life and disability insurance.

View
life and disability
insurance offerings

Select and modify
beneficiaries

Be sure to choose the correct FSA



Review Family Information Elect Benefits Review and Submit Elections Confirmation Learning Center

Medical Dental Vision Life & Disability **Flexible Spending Account (FSA)** My Elections \$0.00 You Pay

\$ Flexible Spending Account (FSA)

To enroll and contribute towards a Flexible Spending Account (FSA), enter an annual contribution below. If you do not want to contribute, select the "Go to Review and Submit Elections" button to continue.

Health Care FSA **Limited Health Care FSA** **Dependent 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.

Back to Life & Dis

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

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

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

Review and Submit Elections ►

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
KAI+HMO 1000-South
HMO
Employee and Spouse
View summary of benefits and coverage

Dental (edit)
Aetna Dental
AET-APPO DEN 2,000-California
Dental - PPO
Employee and Spouse
View summary of benefits and coverage

Vision (edit)
VSP
VSP- Choice Vision Plan
Employee Only
View summary of benefits and coverage

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

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

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

Submit **Finish Later**

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

✓ Confirmation

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

Medical
Aetna (National)
Employee Only
View summary of benefits and coverage

Dental
Waved

Vision
VSP
Employee and Spouse
View summary of benefits and coverage

Life & Disability
Aetna Life Insurance
View summary of benefits and coverage
Aetna Life Insurance Long Term Disability
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 | 0 | 0 | 0 | 0 |
| John Smith | Spouse | 1 | 0 | 0 | 0 |
| Stacey Test | Daughter | 0 | 0 | 0 | 0 |

Life Beneficiaries

| Name | Relationship |
|-------------|--------------|
| John Smith | Spouse |
| Stacey Test | Daughter |

Click here to view and print your Temporary Insurance Card.



Print this temporary insurance card

Print your temporary insurance card

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)
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
View summary of benefits and coverage
Aetna Life Insurance Long Term Disability
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 | ■ | ■ | ■ | ■ |

Beneficiary Type %

| | |
|-----------|-----|
| Primary | 100 |
| Secondary | 100 |

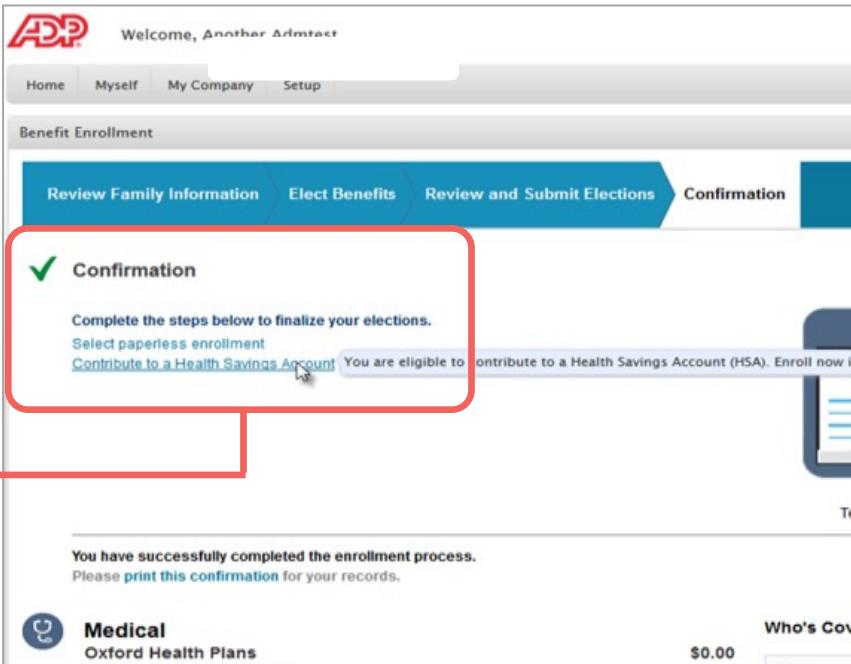
Confirmation Page

HSA Enrollment

Complete HSA enrollment (if applicable)



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



Welcome, Another Admin! Logout

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

Who's Covered \$0.00

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

| | | | |
|---|--------|------------|-------|
| Home | Myself | My Company | Setup |
| Benefit Programs | | | |
| Benefits Resource Center | | | |
| Learn about ADP TotalSource Benefits. To view information, select a category below. | | | |
| <ul style="list-style-type: none">• Core Benefits• Wealth Management• Tax Advantage• Voluntary Benefits Program• Life Management• Legal Disclosures and Plan Documents | | | |

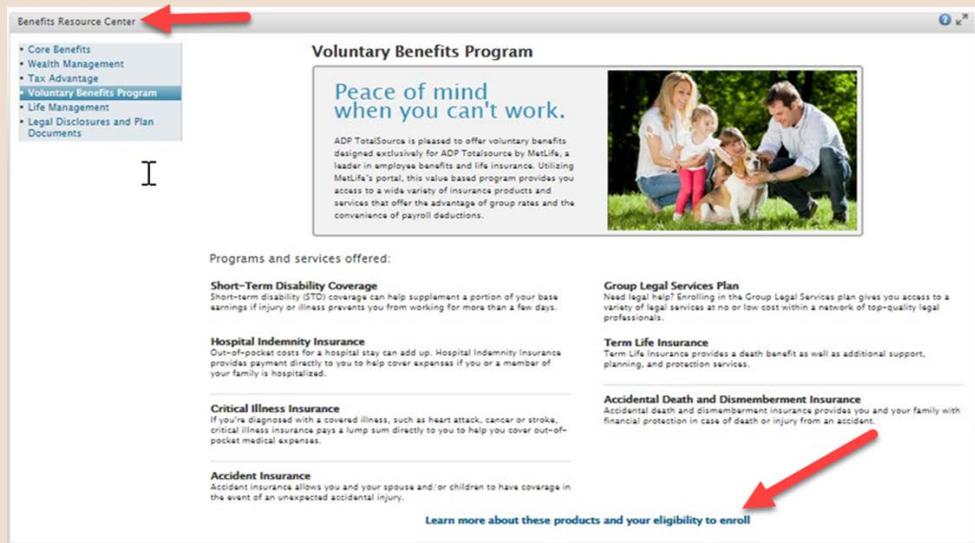


Step 2: Enrollment path (continued)

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



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

Click: Benefits

Your Enrollment Start Your Information Dependent(s) Benefits Summary

Start

Watch Me First / Mirame Primero

English



Step 4: Choose the coverage



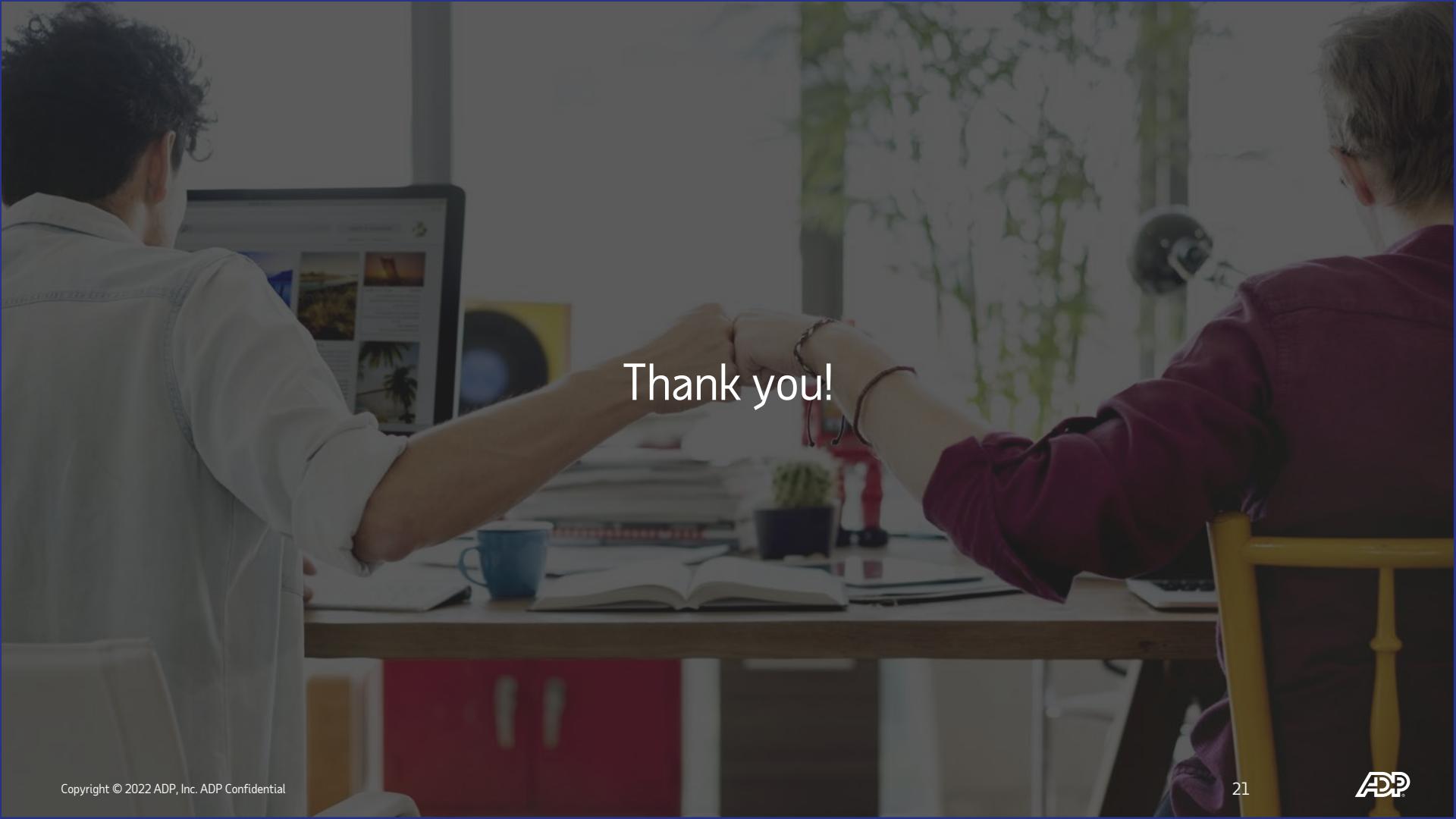
Click on the Coverage Name, or "Review" to proceed with enrollment.

On this page, you can choose the benefits you want to add to your plan. You can also review the details of each benefit and make changes if needed.

Available (6)

| Benefit | Review |
|----------------------------|--------|
| MetLife Voluntary AD&D | Review |
| Hyatt Legal | Review |
| MetLife Critical Illness | Review |
| MetLife Group Accident | Review |
| MetLife Hospital Indemnity | Review |
| MetLife Voluntary STD | Review |



A photograph of two people in an office environment. One person, a man with dark hair, is seen from the side, wearing a light-colored button-down shirt. The other person, a woman with short blonde hair, is seen from the back, wearing a maroon blazer. They are both reaching out with their right hands to shake each other's hands over a light-colored wooden desk. On the desk, there is an open laptop, a blue mug, a small potted plant, and some papers. In the background, there is a window with a view of green trees, a whiteboard with some writing on it, and a yellow chair. The overall atmosphere is professional and positive.

Thank you!