

Voluntary Benefits Enrollment

Common Benefits

Updated: February 2023



Entering a Beneficiary

The beneficiaries for Employer sponsored Life & Accidental Death & Dismemberment (AD&D) are entered and stored in MyTotalSource.

Enrollees are instructed to enter beneficiaries for this coverage prior to leaving MyTotalSource



Enrollees should complete beneficiaries before proceeding to Voluntary Benefits Enrollments

Sign into ADP MyTotalSource

www.mytotalsource.com

Just a few clicks...

The screenshot shows the ADP MyTotalSource user interface. At the top, there are navigation tabs: Home, Myself (circled in blue), My Company, and Setup. Below the tabs, there are several menu sections:

- Personal Information**
 - Personal Profile
 - Employment Profile
- Pay**
 - Pay Statements
 - W2 Statements
 - Direct Deposit
 - Tax Withholding
 - Total Compensation
- Benefits** (circled in blue)
 - Benefit Programs
 - My Benefits
 - Benefit Enrollment (indicated by a blue arrow)
 - Life Events
 - Leave of Absence
 - Benefits Resource Center
 - Commuter Benefits
 - Spending Accounts
 - Retirement Program
- Talent Development**
 - Performance Review
 - TotalSource University

“Myself”

“Benefits”

“Benefit Enrollment”

Navigate to TotalSource Benefits Home Page

First time enrollees can click “Get Started”

Existing members can click “Review your current benefits plans & elections”



Welcome to TotalSource Benefits!

You're eligible to make benefit elections until **07/01/2020**

- 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 **08/01/2020 – 05/31/2021**

Your next benefit enrollment period begins on **06/01/2021**

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
- **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](#)

Adding Family Members

Adding dependents or beneficiaries is a two-step process.

This first step adds, deletes and modifies family members to the enrollment platform only.

ADP Welcome Support Log out

Home Myself My Company Setup 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			
John	Smith			Spouse			<input type="checkbox"/>	<input type="checkbox"/>

Finish Later

Save Cancel

Go to Medical ▶

Site Feedback Legal Privacy Requirements © Copyright 2014 Automatic Data Processing, Inc.

Name Test

File Number 000097

Benefit Plan Year 02/01/2014-05/31/2014

Waiting Period 30 Days

Class Cd A

Attaching Beneficiaries to Life and AD&D Coverages

In the next step, users will click “Add a Beneficiary”, then choose the Beneficiary Type and allocate a percentage.

To confirm that a beneficiary has been added to the product, click Summary on the Enrollments screen. Confirm that the beneficiary’s name appears.

The screenshot displays the 'Life & Disability' enrollment interface. At the top, there is a header 'Life & Disability' with a sub-header 'Please review your life and disability benefits'. Below this, two coverage plans are shown side-by-side. The first plan is 'Metropolitan Lif... Basic \$25,000' with a value of '\$0.00'. The second plan is 'Metropolitan Lif... LTD1 80% \$2,500mo-90' also with a value of '\$0.00'. Each plan has a 'View summary of benefits and coverage' link. The first plan's details include 'Coverage \$25,000'. The second plan's details include 'Monthly Benefit 80%', 'Max Monthly Benefit \$2,500', and 'Elimination Period 90 days'. Below the plans, there is a section for 'Life Beneficiaries' with an 'Add Beneficiary' button highlighted by a blue arrow. A table below shows one beneficiary: Wendall Hathaway, with SSN 'show', Relationship 'Spouse', Beneficiary Type 'None', and percentage '0'. At the bottom, there are buttons for 'Back to Vision', 'Finish Later', and 'Go to Review and Submit Elections'.

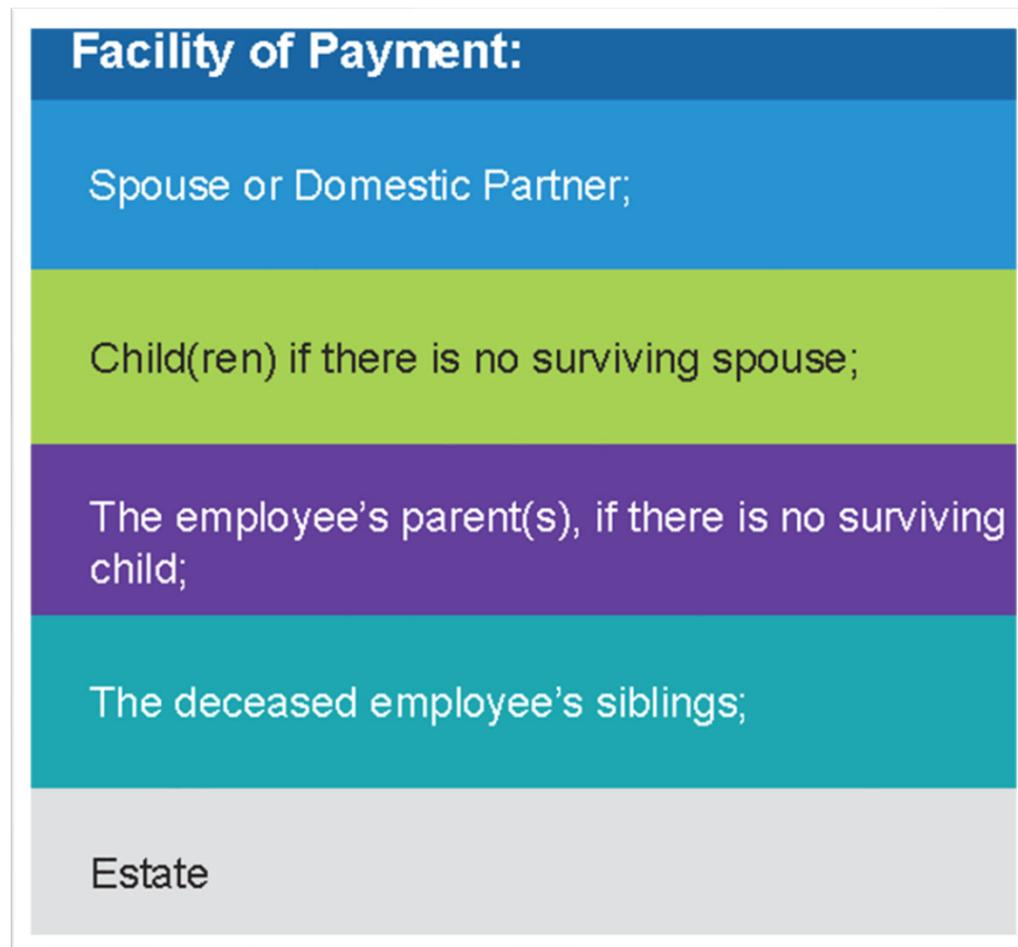
First Name	Last Name	SSN	Relationship	Beneficiary Type	%
Wendall	Hathaway	show	Spouse	None	0

Users can return the MyTotalSource Benefits Home Page to elect Voluntary Benefits

Beneficiary Facility of Payment

If there is no beneficiary named, MetLife will pay the claim according to Facility of Payment.

If there is no beneficiary on record and there is a living spouse, MetLife will not need a claimant affidavit completed. The spouse will be paid the benefit.



Voluntary Benefits Enrollment Opportunities

New Hire

A new hire has 60 days from their hire date to enroll for Voluntary Benefits

Annual Enrollment

Annual enrollment windows are defined by ADP TotalSource for benefits with a 6/1 effective date

Qualifying Life Event

An employee experiencing a Qualifying Life Event (QLE)* has 60 days to enroll or decline a Voluntary benefit

*Qualifying Life Events:

- Marriage
- Birth, adoption, or placement for adoption of a dependent child
- Divorce, legal separation, or annulment
- Death of a dependent
- A change in Your or Your dependent's employment status such as beginning or ending employment, strike, lockout, taking or ending a leave of absence, changes in worksite or work schedule, if it causes You or Your dependent to gain or lose eligibility for group coverage.

Accessing Common Benefits

Just a few clicks...

Home **Myself** My Company Setup

Benefit Programs

Benefits Resource Center

Learn about ADP TotalSource Benefits. To view information, select a category below.

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

“Myself”

“Benefit Resource Center”

“Voluntary Benefits Program”

Voluntary Benefits Program

Once users click “Learn more about these products and your eligibility to enroll” they will be directed to Common Benefits enrollment site via Single Sign On (SOS) to complete enrollment in Voluntary Benefits.

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.

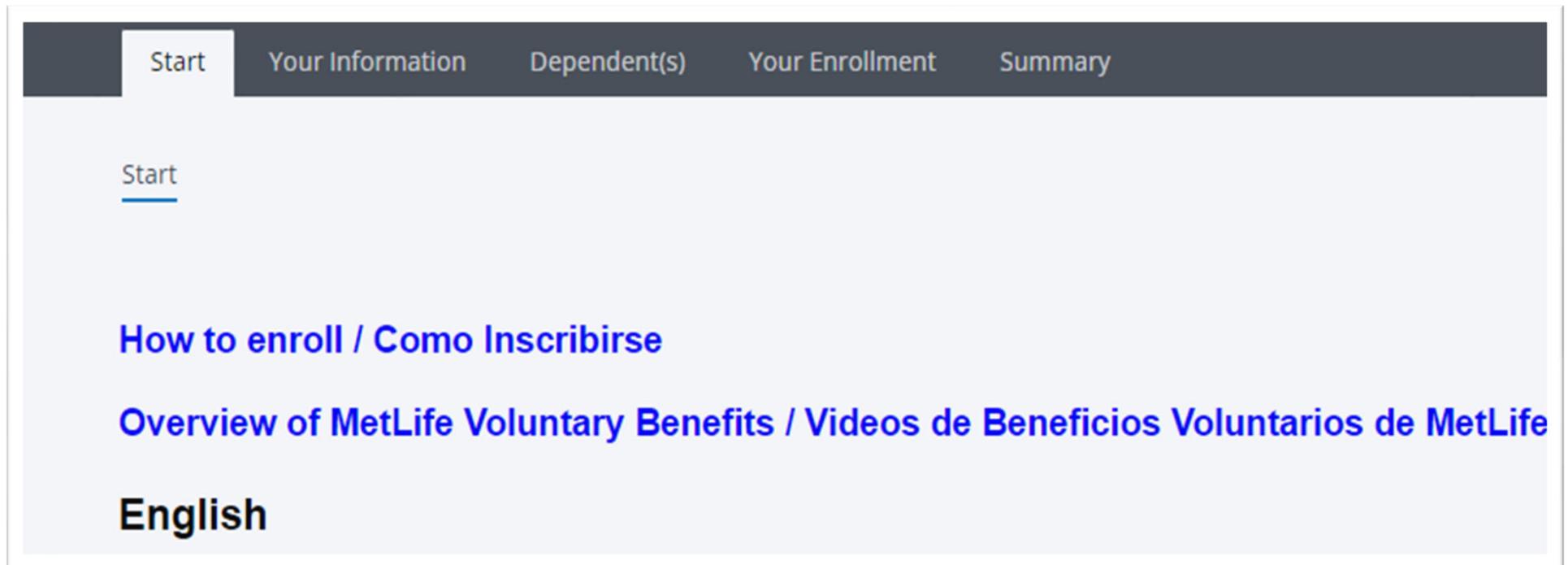
Term Life Insurance
Term Life Insurance provides a death benefit as well as additional support, planning, and protection services.

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](#)

Common Benefits Enrollment Site

From the Home Page, users can view a video tutorial of the enrollment platform as well as informational videos about each benefit. The videos are for informational purposes only.



The screenshot above is presented within the new hire enrollment window and during Open Enrollment.

Enrolling due to Qualifying Life Event

Users will have 60 days to enroll for coverage due to a Qualifying Life Event.

If experiencing a Qualifying Life Event, users will be prompted to enter the Qualifying Event type and Event Date.

Qualifying Event

Making changes to this benefit outside of scheduled enrollment periods is allowed only in special circumstances. By entering a qualifying event and proceeding, you certify that you have experienced one of the following life events on the date entered below:

- Marriage
- Birth, adoption, or placement for adoption of a dependent child
- Divorce, legal separation, or annulment
- Death of a dependent
- A change in Your or Your dependent's employment status such as beginning or ending employment, strike, lockout, taking or ending a leave of absence, changes in worksite or work schedule, if it causes You or Your dependent to gain or lose eligibility for group coverage.

Qualifying Event	Please Select
Event Date	Please Select

Adoption/Placement for adoption of a dependent child

Birth

Death of Member With Dependents

Divorce, legal separation, or annulment

Loss of Coverage (Spouse/Child)

Status Change – Newly Eligible

Status Change – No Longer Benefit Eligible

[Continue >>](#) [Cancel](#)

The screenshot above is presented outside of the new hire enrollment window and Open Enrollment.

Adding a Dependent

Adding dependents must occur before enrolling for dependent type coverage(s). Dependents can only be enrolled if the Employee enrolled in Voluntary Term Life and Voluntary AD&D coverages.

From the Home Page, click “Dependent(s), then “Add Dependent”. Users will be prompted to enter dependent demographics.

Dependent Name	Edit	Delete
Spouse AAAATest	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Chil02 AAAATest	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
AAAAAA AAAATest	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Matthew AAAATest	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Linda AAAATest	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Personal Information

First Name

Middle Initial

Last Name

Date of Birth

Birth State

SSN

Gender Male Female

Home Phone

Mobile Phone

E-Mail

Relationship

Full-Time Student

Disabled

Financially Dependent

Enrollment in other Voluntary Benefits

The Statement of Health link is external to Common Benefits.

Employees are encouraged to complete enrollment in other benefits before enrolling in Voluntary Term Life (VTL) and Voluntary Short-Term Disability (VSTD) as these may require a SOH.

Statement of Health is required for VTL & VSTD when:

**New Hire - Amount of coverage elected is over the Guaranteed Issue Amount
Employee enrolls in coverage for any amount outside of New Hire window**



Users need to complete separate SOH forms for each of the benefits that require a Statement of Health to be completed

Choosing Voluntary Benefits

From the Your Enrollment Tab, users can expand a section and select a plan name or click “Review” to view its details.

The screenshot displays the 'Your Enrollment' interface with the 'Benefits' tab selected. A list of available benefits is shown under the heading 'Available (6)'. The first item, 'MetLife Voluntary AD&D', is circled in blue, and its 'Review' button is also circled in blue. Other benefits listed include Hyatt Legal, MetLife Critical Illness, MetLife Group Accident, MetLife Hospital Indemnity, and MetLife Voluntary STD, each with a 'Review' button.

Benefit 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

Reviewing details of Voluntary Benefits

Certificate, Plan Summary and FAQ documents are easily located within each coverage module.

There is no need to decline a coverage, simply click “Return to the List of Benefits” if not interested in enrolling in this benefit and you will be directed back to the Home Page.

MetLife Voluntary Term Life

MetLife

[← Return to List of Benefits](#)

MetLife

Voluntary Term Life Insurance

[Get A Quote](#) [I am Not Interested](#)

[View Presentation](#)

- [Voluntary Term Life FAQ 2020 Spanish](#)
- [Voluntary Term Life Plan Summary 2020](#)
- [Voluntary Term Life FAQ 2020](#)

Enrolling in a Voluntary Benefit

Users can enroll in a plan by clicking on “Get A Quote”.

The screenshot displays the MetLife Group Accident insurance page. At the top, the title "MetLife Group Accident" is shown. Below the title, the MetLife logo is visible on the left. A "View Presentation" button with a play icon is also present. A list of links includes "Group Accident FAQ 2020 Spanish", "Group Accident Outline of Coverage", "Group Accident Plan Summary 2020", and "Group Accident FAQ 2020". On the right side, a "Return to List of Benefits" link is shown. The main content area features a "Not Enrolled" status bar, the text "MetLife Group Accident Insurance", and two buttons: "Get A Quote" (circled in blue) and "I am Not Interested".

Disclosure Statement

Users will need to review disclaimer, click "Submit"

Disclosure Statement

Your Accident certificate provides limited benefits - read your certificate carefully.

By enrolling for Accident Insurance, I declare that all persons to be insured have me
other disclosure document for the group Accident plan. In addition, I have read the

[Submit →](#)

Note: Disclaimer displays for Critical Illness, Accident Insurance and Hospital Indemnity coverages only.

Actively at Work

Users will need to review the Actively at Work section.

Select “Yes” or “No” and click “Continue”.

Prerequisites

Are you Actively at Work?

MetTest T. AAAATest (Self) Yes No

Actively at Work or Active Work means that you are performing all of the usual and customary duties of your job. This must be done at the worksite employer's place of business; an alternate place approved by the worksite employer; or a place to which the worksite employer's business requires you to travel.

You will be deemed to be Actively at Work during weekends or worksite employer approved vacations, holidays or business closures if you were Actively at Work on the last scheduled work day preceding such time off.

If you are not Actively at Work and go out on a Protected Leave, MetLife will send a bill to you for any missed voluntary benefit premiums due, since deductions cannot be taken out of your paycheck. Due to timing, the letter may be mailed after you've returned to Active work and payroll deductions start again. Any unpaid premiums while on leave can result in voluntary benefit coverages cancellation due to non-payment.

[Continue →](#) [Cancel](#)

Enrolling in a Voluntary Benefit

Users can choose a Benefit Level: High or Low, Single or Family

Accident Quote

Please select who you would like to cover with Accident insurance and plan option, if applicable.

	GROUP ACCIDENT - HIGH PLAN	GROUP ACCIDENT - LOW PLAN	
Employee Only	<input checked="" type="radio"/> \$3.65 (Weekly)	<input type="radio"/> \$1.94 (Weekly)	Premium Amount \$15.81
Employee plus Spouse	<input type="radio"/> \$5.48 (Weekly)	<input type="radio"/> \$2.91 (Weekly)	Premium Frequency Monthly
Employee plus Child(ren)	<input type="radio"/> \$6.98 (Weekly)	<input type="radio"/> \$3.71 (Weekly)	Qualifying Event Birth
Employee plus Spouse/Child(ren)	<input type="radio"/> \$8.91 (Weekly)	<input type="radio"/> \$4.73 (Weekly)	Effective Date 03/01/2023

To ensure all your information is accurate, please review and update your dependents name and date of birth during enrollment. These two details are necessary to ensure they are appropriately covered or in the event of a claim.

[← Back](#) [Continue →](#) [Cancel](#)

Both Critical Illness and Accident Coverages have a death benefit.

A beneficiary is required and must be entered in MetLife's MyBenefits system.

Submitting Voluntary Benefit Elections

Once enrollee clicks “Accept” then “Submit”, they are taken back to the Landing Page to continue enrolling in other benefits.

Applicant's Statements and Agreements

I declare that I am actively at work on the date I am enrolling. I understand that if I am not actively at work on the scheduled effective date of insurance, such insurance will not take effect until I return to active work.

I understand that, on the date dependent insurance for a person is scheduled to take effect, the dependent must not be confined at home under a physician's care, receiving or applying for disability benefits from any source, or Hospitalized. If the dependent does not meet this requirement on such date, the insurance will take effect on the date the dependent is no longer confined, receiving or applying for disability benefits from any source, or Hospitalized. **Hospitalized** means admission for inpatient care in a hospital; receipt of care in a hospice facility, intermediate care facility, or long term care facility; or receipt of the following treatment wherever performed: chemotherapy, radiation therapy, or dialysis.

Insurance Fraud Warning

Any person who knowingly and with intent to injure, defraud or deceive any insurance company files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.

Accept

← Back

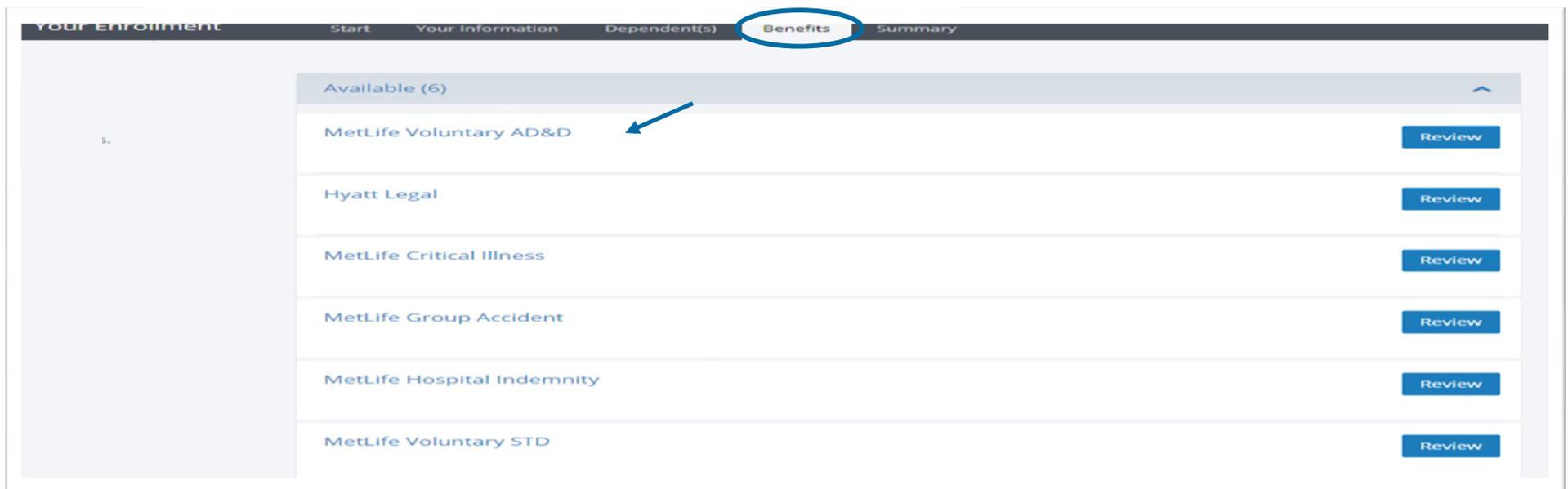
Submit →

Cancel

Enrolling in more than one Voluntary Benefit

Enrollee will need to go back to the Landing Page & click Benefits.

To enroll, click on the Plan Name, or click Review.



The screenshot displays the 'Your Enrollment' page with a navigation bar at the top containing 'Start', 'Your Information', 'Dependent(s)', 'Benefits', and 'Summary'. The 'Benefits' tab is circled in blue. Below the navigation bar, a section titled 'Available (6)' lists six voluntary benefits. A blue arrow points to the first item, 'MetLife Voluntary AD&D'. Each item has a 'Review' button to its right.

Available (6)	
MetLife Voluntary AD&D	Review
Hyatt Legal	Review
MetLife Critical Illness	Review
MetLife Group Accident	Review
MetLife Hospital Indemnity	Review
MetLife Voluntary STD	Review

Selecting Voluntary Term Life Coverage

Users will need to select an employee coverage and for dependents, if elected. Dependent child(ren) are eligible up to age 26.

Voluntary Term Life

MetLife

[View Presentation](#)

Progress

- Prerequisites
- Beneficiaries
- Required Information
- Summary
- Applicant's Statements

Voluntary Term Life- Plan Summary- 2022
Voluntary Term Life Insurance Certificate of

Coverage Selection

Name & Relationship	Select Coverage	Coverage	Employee Premium(s)
MetTest T. AAAATest (Self)	<input type="text" value="\$150,000"/>	\$150,000 Simplified Issue	\$10.50
STRAWBERRY AAAATest (Domestic Partner)	<input type="text" value="\$10,000"/>	\$10,000 Simplified Issue	\$1.70
Child(ren) Cherry AAAATest Orange AAAATest	<input type="radio"/> No Coverage <input type="radio"/> \$5,000 Benefit Amount <input checked="" type="radio"/> \$10,000 Benefit Amount	\$10,000 Guaranteed Issue	\$0.20

To ensure all your information is accurate, please review and update your dependents name and date of birth during enrollment. These two details are necessary to ensure they are appropriately covered or in the event of a claim.

[← Back](#) [Continue →](#)

New Hire Guaranteed Issue amount:

Employee Coverage: \$100,000

Spouse Coverage: \$20,000

Selecting Voluntary Term Beneficiaries

Users will need to click “Edit Beneficiaries”. Multiple Primary and Contingent Beneficiaries can be added. The percentage must total 100%.

The screenshot shows the 'MetLife Voluntary Term Life' interface. On the left is a navigation menu with the following items: Progress, Prerequisites, Coverage Selection, Eligibility Question, Beneficiaries (highlighted in blue), Required Information, Summary, and Applicant's Statements. Below the menu are links for 'Voluntary Term Life FAQ 2020 Spanish', 'Voluntary Term Life Plan Summary 2020', and 'Voluntary Term Life FAQ 2020'. The main content area is titled 'Beneficiary(ies)' and shows a dropdown menu with 'MetTest AAAATest (Self)'. Below this, there are two sections: 'Primary Beneficiaries' and 'Contingent Beneficiaries'. The 'Primary Beneficiaries' section contains a table with the following data:

Name	Relationship	Percentage
Spouse AAAATest	Spouse	100.00%

Below the table is a green 'Edit Beneficiaries' button, which is circled in red. The 'Contingent Beneficiaries' section contains a yellow box with the text '- No assigned beneficiaries. -' and a green 'Edit Beneficiaries' button. At the bottom of the interface are 'Back' and 'Continue' buttons, and a 'Cancel' link on the right.

Voluntary Term Life Enrollment Summary

Users will need to review coverage selections & click “Continue”.

Enrollment Summary

Enrolled

Total Premium Amount	\$206.80 (+\$104.50 pending)
Premium Frequency	Monthly
Effective Date	11/01/2020

NAME	RELATION	SELECTED COVERAGE	COVERAGE	EMPLOYEE PREMIUM(S)	
MetTest AAAATest	Self	\$150,000	\$100,000 (+\$50,000 pending)	\$206.00 (+\$103.00 pending)	View Beneficiaries
Spouse AAAATest	Spouse	\$70,000	\$20,000 (+\$50,000 pending)	\$0.60 (+\$1.50 pending)	
Child(ren)		\$10,000	\$10,000	\$0.20	
Linda AAAATest					
Matthew AAAATest					
AAAAAA AAAATest					
Chil02 AAAATest					

[← Back](#) [Continue →](#) [Waive Coverage](#) Cancel

Voluntary Term Life Sign and Submit

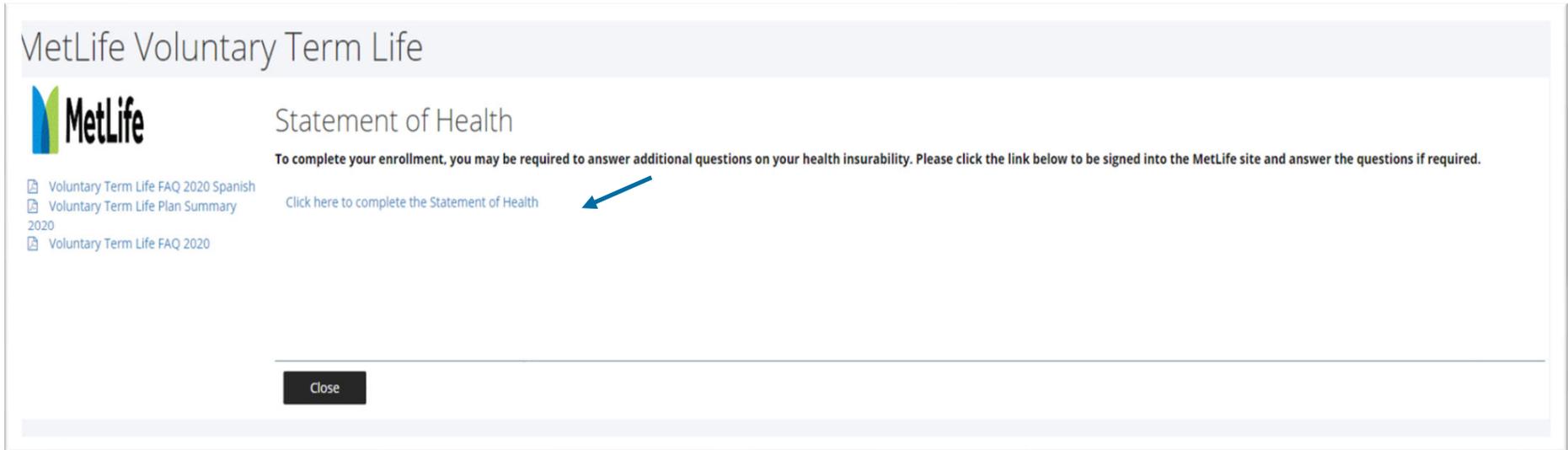
Users will need to review disclaimer, click “Accept” and then “Submit”

- All or part of the information, records and data that MetLife receives pursuant to this authorization from an independent contractor who performs a business service for MetLife on the insurance application will be disclosed as permitted by applicable laws.
- Medical information, records and data that may have been subject to federal and state laws regarding disclosure of such information by health care providers and health plans and records and data obtained by MetLife, may no longer be covered by those laws or regulations.
- Information relating to HIV test results will only be disclosed as permitted by applicable law.
- Information obtained pursuant to this authorization about a proposed insured may be used, in whole or in part, for underwriting, rating, classification, policy issuance, and other purposes.
- A photocopy of this form is as valid as the original form. Each proposed insured (or his/her agent) must sign and submit this form.
- I authorize MetLife, or its reinsurers, to make a brief report of my personal health information to MetLife.

Any person who knowingly and with intent to injure, defraud or deceive any insurance company or its agent in any degree.

Completing a Statement of Health

When electing an amount above the Guarantee Issue amount or as a late entrant, there are a few additional steps.



Users are directed to and automatically logged-in to MetLife Statement of Health site via Single Sign On (SSO). Users will only have access to the Statement of Health application and not any other MetLife benefit by using this link.

Statement of Health

All benefits requiring SOH will appear on the Landing Page.

Statement of Health

Congratulations!

You're one step closer to setting up your insurance policy through MetLife—and ensuring your loved ones are protected.

Now let's complete your Statement of Health. You're being asked to fill out this form out for one (or more) of the following reasons:

- You've applied for additional coverage.
- You've applied for coverage outside of the enrollment period.
- Your employer or group plan requires it.

It's easy. Here's what you need to know:
▼ Read more ▼

You need to complete your Statement of Health application.

MetTest AAAATest

Optional Life

Coverage that requires proof of good health: ? \$50,000.00

Complete Online Now

Your dependent needs to complete a Statement of Health application. Please pre-register them today!

Spouse AAAATest

Dependent Life

Coverage that requires proof of good health: ? \$30,000.00

Please provide your dependent's email address so we can email your dependent a link to the online Statement of Health.

Provide Email Address

Prefer to print the Statement of Health and have your

After Clicking Complete Online Now, enrollees can complete the SOH application.

For a SOH application for dependents over the age of 18, enrollees will Provide an Email address. MetLife will then email the dependent that allows access to the website to register, login and complete their SOH online electronically.

Completing a Statement of Health

Demographics and Coverage information is pulled in from the Common Benefits enrollment site. Users will be asked to add any information that isn't pre-filled to complete all the required information.

This screenshot shows the 'Your Information' section of the MetLife Statement of Health form. The user's name is JOHN SMITH. Fields include Gender (M), Date of Birth (05/05/1974), Country of Residence (United States), Address (1234 Test Street, Sample, TX 55555), and Phone Numbers. A 'Next' button is circled in blue at the bottom right.

This collage shows two sections of the form. The top section, 'Primary Care Physician', asks for the doctor's name (John Smith), address, phone numbers, and the reason for the most recent visit. The bottom section, 'Health Questions', asks about medical conditions and treatments. A 'Save' button is circled in red in the bottom right of the collage.

Primary Care Physician
You will be required to enter your Primary Care Physician's address, phone, most recent visit and reason for most recent visit.

Health Questions
If "YES" is selected for any of the medical questions, the section may expand requesting additional information related to a specific condition or the user may be asked to answer additional questions.

Once all information required is complete, the user will click "Save". After all the questions are answered, the user is taken to the review page and/or the eSign page for submission.

Review Page
Applicants review all information entered on prior pages to confirm accuracy.

Submission of Statement of Health

Users will be able to submit an electronic signature or print a copy of their Statement of Health form to be signed and mailed to the address displayed on the form.

Once the enrollee clicks Submit, a decision on the Statement of Health based on answers provided may be automatically generated and status message will be displayed.

The Common Benefits site will be updated once the Statement of Health application is reviewed.

The screenshot displays the 'Statement of Health' form submission interface. At the top, there are three tabs: 'Personal Information', 'Health Questions', and 'Review and Submit', with 'Review and Submit' being the active tab. The main content area is divided into several sections:

- Legal Statements:** A section titled 'Please Provide An Electronic Signature. All fields are required unless noted.' It includes a 'Legal Statements' section with a 'View PDF Document' link.
- MIB PRE-NOTICE:** A section providing information about Metropolitan Life Insurance Company (MetLife) and its relationship to the user's insurance.
- FRAUD WARNINGS:** A section titled 'Read Fraud Warnings' with a 'View the Authorization form' link.
- DECLARATIONS AND SIGNATURES:** A section titled 'Read all Declarations and Signatures' with a 'View the Authorization form' link.
- AUTHORIZATION:** A section titled 'View the Authorization form' with a 'View the Authorization form' link.
- OUR PRIVACY NOTICE:** A section titled 'Read the entire Privacy Notice' with a 'View the Authorization form' link.
- STATEMENT ON CONSUMER CONSENT TO THE USE OF ELECTRONIC TRANSACTIONS, SIGNATURES AND RECORDS ("Consent Statement"):** A section titled 'Read the entire Consent Statement' with a 'View the Authorization form' link.

On the right side of the form, there is a 'Need Help?' section with links for 'Technical Question?', 'Statement of Health', 'Submit a Paper Form', and 'Read our FAQs'. Below this, there is a 'Consent to Transfer Personal Data to the US' section with a 'Read the entire Consent Statement' link. This section includes a 'Read the entire Transfer Personal Data to the US Statement' link and a 'To continue, please check the box(es) to indicate that you have read and understand the following and that you are providing your consent and authorization.' section. This section contains two checkboxes: 'MIB Pre Notice, Fraud Warning, Declarations and Signatures, Privacy Notice, Consent Statement, and if applicable, Consent to Transfer Personal Data to the US' and 'Authorization Statement'. Below these checkboxes, there are dropdown menus for 'Country of Birth' (set to 'United States') and 'State of Birth' (set to 'select').

At the bottom of the form, there is a 'NEW YORK FRAUD WARNING' section, an 'Electronic Signature (eSignature)' section, a 'Password: Enter your DOB (YYYY/MM/DD)' section, and an 'Information: You will be provided an opportunity to print and/or download a copy of your completed Statement of Health for your records upon successful electronic submission.' section. At the very bottom, there are three buttons: 'Back', 'Finish Later', and 'Submit'.

Scheduling a Paramedical Exam

If a paramedical exam applies, the applicant is able to schedule right away.

Paramedical exam can be conducted by an approved MetLife vendor, or at the employee's personal physician.

For any questions on status of enrollment contact 800-638-6420, prompt 1.

Schedule a Paramedical Exam

Thank you for submitting your Statement of Health

To get a better understanding of your health, we need you to have a paramedical exam.

The paramedical exam is simple and can take place in your own home. It takes about 15-30 minutes and is conducted by a licensed health professional. You won't need to disrobe.

Schedule your paramedical exam now with a vendor MetLife has identified, at no cost to you. For your convenience, select a date and time on the calendar and a representative will call you within one to two business days to confirm the time and location.

If you choose to use your own physician for this exam, you may skip this step and we will mail you instructions and an exam form. When a representative calls you within one to two business days, simply advise that you will be using your own physician. Please note, any expenses incurred by using your own physician will be your responsibility.

[Skip this step](#)
A representative will call you within the next 1 to 2 business days to schedule the exam.

Schedule your exam now (optional)

Select a date:

Press the page up key to go to an earlier month.
Press the page down key to go to a later month.

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Select a time: (optional)

Select a time ...

[Schedule Exam](#)

The Company Documents section of the self-service website is located through the "Menu" option at the top of the page:

Click "Menu":

The screenshot shows the ADP Total Source website interface. At the top, the page title is "ADP Total Source". On the right side of the top navigation bar, there is a "Menu" icon (three horizontal lines) and a user profile dropdown labeled "MetTest T. AAAATest". Below the navigation bar, there are tabs for "Start", "Your information", "Dependent(s)", "Your Enrollment", and "Summary". The "Your information" tab is active. Underneath, there are sub-tabs for "Basic Information", "Address", and "Employment". The "Basic Information" sub-tab is selected, displaying a "Personal Information" form. The form contains the following fields: First Name (MetTest), Middle Initial (T), Last Name (AAAATest), Date of Birth (9/13/1983), SSN (000-11-0000), Gender (Male selected, Female unselected), Home Phone, Mobile Phone, and E-Mail. A blue "Save" button is located at the bottom right of the form. A red arrow points from the "Menu" icon in the top right corner to the "Company Documents" link in the second screenshot.

Click "Company Documents":

This screenshot shows the same ADP Total Source website interface as the first screenshot, but with the "Menu" dropdown menu open. The "Menu" dropdown is located in the top right corner and contains two items: "Decision Support" and "Company Documents". A red arrow points from the "Company Documents" link to the "Company Documents" link in the second screenshot. The "Company Documents" link is highlighted with a blue background. The rest of the page, including the "Your information" tab and the "Personal Information" form, remains the same as in the first screenshot.

Available documents are clickable links here:

Resources			← Back To Your Enrollment	Decision Support	Company Documents
#	DOCUMENT NAME	DOCUMENT TYPE			
1	Enrollment Guide	.pdf			
2	Group Accident Plan Summary and FAQ	.pdf			
3	Hospital Indemnity Plan Summary and FAQ	.pdf			
4	Voluntary Short Term Disability Plan Summary and FAQ	.pdf			
5	Voluntary Term Life Plan Summary and FAQ	.pdf			
6	Voluntary AD&D Plan Summary and FAQ	.pdf			
7	Critical Illness Plan Summary and FAQ	.pdf			
8	MetLife Legal Plans Plan Summary and FAQ	.pdf			