



# Navigating the enrollment wizard

How to enroll from your computer



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for People®

# Your 4 to-dos ...

1. **Review your benefits** – in your personalized enrollment video, on My TotalSource®.
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** through MyTotalSource.com by your deadline.

# Log in 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](#)

Reset your password here.

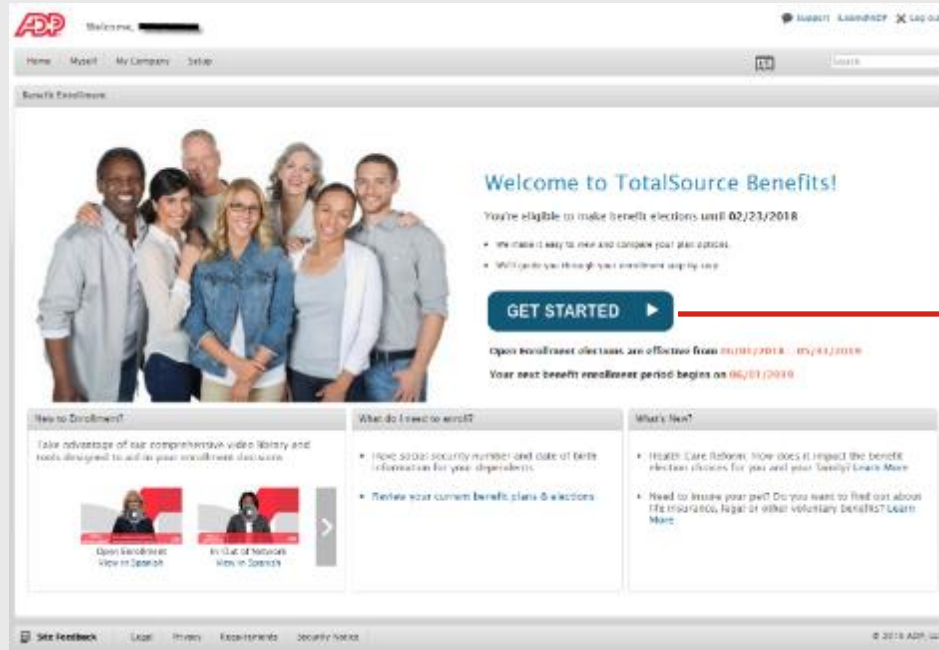
# Plan enrollment

## Myself > Benefit Enrollment



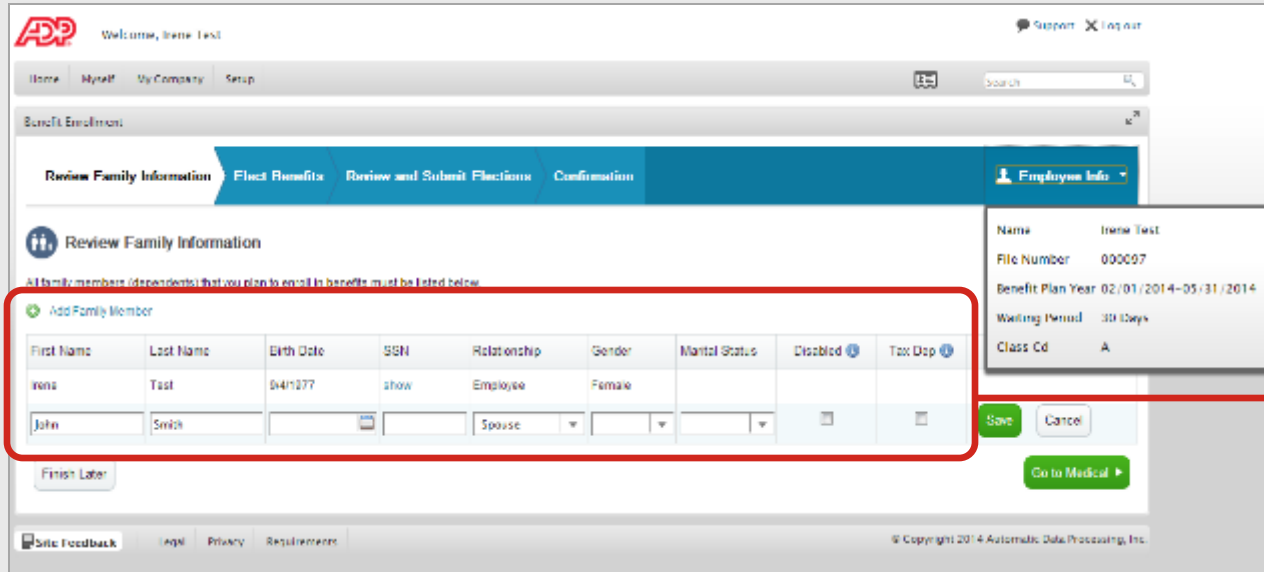
Select  
**Benefit Enrollment** under  
the **Myself**  
pull-down menu.

# Plan enrollment (cont.)



Click here.

# Review your family information



ADP Welcome, Irene Test

Home Myself My Company Setup

Support Logout

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	04/13/77	show	Employee	Female			
John	Smith			Spouse				

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

Site Feedback | ADP | Privacy | Requirements

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Add, delete and  
modify dependents.

# Compare and choose your benefits

Sort plan options by deductible or cost.

The screenshot displays the 'Benefits Enrollment' interface. At the top, there are tabs for 'Review Family Information', 'Select Benefits', 'Review and Select Plan Options', and 'Confirmation'. Below these, there are filters for 'Medical', 'Dental', 'Vision', 'Life & Disability', and 'Flexible Spending Account (FSA)'. A 'Choose a Coverage Level' section shows options for 'Employee Only', 'Employee and Spouse', 'Employee and Children', 'Employee and Family', and 'Spouse Coverage'. A red box highlights the 'Select an option' dropdown menu. Another red box highlights the 'Compare 3 plans' button. Below these, three plan options are displayed side-by-side, each with a table of details including Plan Overview, Deductible, Primary Care Visit, Specialist Visit, Calendar Year Out-of-Pocket Maximum, Hospitalization Inpatient/Outpatient, and Prescription Copays. The plans are sorted by cost, with the first plan at \$300.00, the second at \$457.00, and the third at \$513.00. A red line connects the 'Sort plan options by deductible or cost' text to the 'Select an option' dropdown menu.

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 Benefits Enrollment interface. At the top, there are tabs for 'Review Family Information', 'Select Benefits', 'Review and Submit Elections', and 'Confirmation'. Below these are links for 'Medical', 'Dental', 'Vision', 'Life & Disability', and 'Flexible Spending Account (FSA)'. A shopping cart icon shows a total of \$522.43. A yellow banner states: 'You are automatically enrolled in the plan and/or disability plan; your employer offers, the elections have been added to your cost.'

The main section is titled 'Choose a Coverage Level'. It has five options: 'Employee Only', 'Employee and Spouse', 'Employee and Children', 'Employee and Family', and 'None Coverage'. The 'Employee and Family' option is selected.

A red box highlights the 'United Health' plan details and the 'Who to Enroll' section.

**United Health** \$300.00 monthly  
A.C. level 4.0 \$500.

**Who to Enroll**

Based on the coverage you select, 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.

[Add a new family member](#)

Name	DOB	Relationship	Birth Date	Sex	PCP's Number
Mr. [Name]	[DOB]	Employee	[Birth Date]	[Sex]	[PCP's Number]
Ms. [Name]	[DOB]	Spouse	[Birth Date]	[Sex]	[PCP's Number]

**Coverage Breakdown (Monthly)**

\$0.00 \$300.00 \$275.00 \$485.00



# Select your medical plan (continued)

Review Family Information | Select Benefits | Review and Select Your Plan | Confirmation

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

Choose a Coverage Level

☐ Employee Only ☒ Employee and Spouse ☐ Employee and Children ☐ Employee and Family

Wife's Coverage  
☐ Use other coverage ☐ Add new coverage

4 Available Plans 2 for Comparison Cost: Monthly Cost

**Kaiser Permanente \$197.00 Monthly**  
K9 HMO 100% Family  
HMO | Kaiser Permanente (K9HMO)

Plan Overview | In 10/20/21 | Add

Benefit: Individual/Family \$1,000,000,000

Primary care visit: \$40  
Specialist Visit: \$50

Calendar Year Out-of-Pocket Max: \$2,000/\$5,000

Hospitalization: 90% after day 70%  
Inpatient/Outpatient: \$100/day

Prescription: \$10 copay/\$10 off  
Co-pay: \$10 off/Over-the-counter

View summary of benefits and coverage

Coverage breakdown (monthly)

Employee Only	Employee and Spouse	Employee and Children	Employee and Family
\$46.00	\$197.00	\$162.00	\$257.40

Compare Cancel

Back to Review Family Information Finish Later

**Plan Selection Complete**

You have chosen to enroll:

- Irona Test
- John Smith

To continue, choose Go to Dental below.

Change Dependents Change Plan

Go to Dental

Shopping Cart Summary

Medical	\$197.00
Life	\$0.00
Long Term Disability	\$0.00
WHEELER COST	\$197.00
FSA Contribution	\$0.00
<b>YOUR TOTAL COST</b>	<b>\$0.00</b>
Monthly	\$197.00
Per Pay Period	\$78.80

You are automatically enrolled in the Irona Test and John Smith's plan. The selected plan has 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

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

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

**Life & Disability**

Please review your life and disability benefits.

Plan	Cost
Aetna Life Insurance... Basic TX ADP	\$0.00
Aetna Life Insurance... LTDI 6% \$5,800/mo-15%	\$0.00

**Life Beneficiaries**

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

Go to Flexible Spending Account (FSA)

View life and disability insurance offerings.

Select and modify beneficiaries.

# Enroll in other benefits

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

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 ⓘ
<b>My Annual Contribution</b> \$ 0 Max. \$2,550 You will receive a Health Care FSA debit card to use for your eligible health care expenses.	<b>My Annual Contribution</b> \$ 0 Max. \$2,550 You will receive a Health Care FSA debit card to use for your eligible health care expenses.	<b>My Annual Contribution</b> \$ 0 Max. \$5,000

Back to Life & Disability and Submit Elections

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 childcare costs.

## Review and submit your elections

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

Click once to  
modify selections.

[illegible]

# Review and print your confirmation

## Important!

Your enrollment is **not complete** until you reach this screen.

You will receive an email notification indicating which benefits you elected.

Secure enrollment

Review Family Information | Enrollment | Review and Submit Elections | **Confirmation** | 00 | Account Details | Employee Info

**Confirmation**

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

**Medical**  
Adults (Individual) \$154.00  
Employee Only  
[View summary of benefits and coverage](#)

**Dental**  
Individual  
[View summary of benefits and coverage](#)

**Vision**  
VSP \$0.00  
Employee and Spouse  
[View summary of benefits and coverage](#)

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

**Flexible Spending Account (FSA)**

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

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

[Print](#)

**Who's Covered**

Name	Relationship	Enr. Medical	Dental	Vision
John Doe	Employee	✓	✓	✓
Jane Doe	Spouse	✓	✓	✓
Henry Doe	Spouse	✓	✓	✓

**Life Event Reasons**

Reason	Effective Date
Married	01/01/2025
Divorced	01/01/2025
Widowed	01/01/2025

Click here to view and print your Temporary Insurance Card.

[View 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 or 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.

# Enroll in your HSA

ADP Enrollment

General Enroll Information | **Enroll Enrollment** | General Enroll Confirmation | 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 edit your Temporary Insurance Card.

**Medical**  
Advent (National) \$134.00

Employee Only  
View summary of benefits and coverage

**Dental**  
Vision \$50.00

Employee and Spouse  
View summary of benefits and coverage

**LIFE & DISABILITY**  
Advent Life Insurance \$6.00  
View summary of benefits and coverage  
Advent Life Insurance Long Term Disability \$6.00  
View summary of benefits and coverage

**Flexible Spending Account (FSA)**

Monthly Totals

Benefits Cost	\$127.00
FSA Contribution	\$5.00

You Pay

Annually	\$1,687.00
Monthly	\$137.00
Monthly Net	\$55.05

Click

Medical Coverage	
Name	Relationship
John Doe	Employee

Dental Coverage	
Name	Relationship
John Doe	Employee

Vision Coverage	
Name	Relationship
John Doe	Employee

Life & Disability Coverage	
Name	Relationship
John Doe	Employee
John Doe	Spouse
John Doe	Child

Flexible Spending Account (FSA)	
Name	Relationship
John Doe	Employee
John Doe	Spouse
John Doe	Child

Confirmation Page

HSA Enrollment

# Complete HSA enrollment (if applicable)

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

The screenshot shows the ADP Benefit Enrollment Confirmation page. At the top, there's a navigation bar with 'Home', 'Myself', 'My Company', and 'Setup'. Below it, a 'Benefit Enrollment' section contains a progress bar with four steps: 'Review Family Information', 'Elect Benefits', 'Review and Submit Elections', and 'Confirmation'. The 'Confirmation' step is currently active. A red box highlights the 'Confirmation' section, which includes a green checkmark icon, the heading 'Confirmation', and the text 'Complete the steps below to finalize your elections.' Below this, there are two links: 'Select paperless enrollment' and 'Contribute to a Health Savings Account'. A red line points from the text box on the left to the 'Contribute to a Health Savings Account' link. Below the links, there's a message: 'You are eligible to contribute to a Health Savings Account (HSA). Enroll now in'. At the bottom of the page, there's a summary section with the text 'You have successfully completed the enrollment process. Please print this confirmation for your records.' and a table with columns for 'Medical' and 'Who's Covered', showing 'Oxford Health Plans' and '\$0.00' respectively.

## Important!

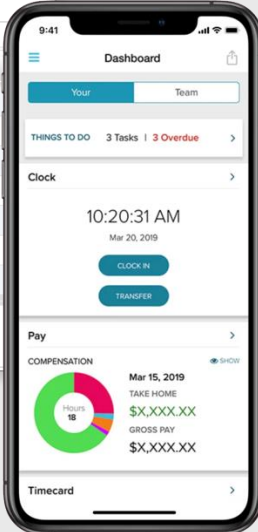
When contributing to an HSA, you are responsible for ensuring your contributions don't exceed the annual limits. If your employer contributes to your HSA, you **MUST** ensure the total employer contribution + your total personal contribution doesn't exceed the limit.

# View elections on My TotalSource® and ADP mobile app

Current and future elections displayed

Future Benefits

	Coverage Dates	Provider	Current Plan	Coverage level	Dependent/Beneficiary	Monthly Cost	Plan Information
Medical (Pre-Tax)	02/01/2014 - 05/31/2014	Aetna (National)	AETNTL	Employee		\$134.80	>
Dental (Pre-Tax)	02/01/2014 - 05/31/2014		Waived Due to Other Cover...				
Vision (Pre-Tax)	02/01/2014 - 05/31/2014	VSP	VSP-	Employee+Spo...	>	\$2.50	>
Life	02/01/2014 - 05/31/2014	Aetna Life Insurance	Basic	Employee	>	\$0.00	>
Long-Term Disability	02/01/2014 - 05/31/2014	Aetna Life Insurance	LTD1			\$0.00	>
FSA Health Care	02/01/2014 - 05/31/2014		Waived				
FSA Dependent Care	02/01/2014 - 05/31/2014		Waived				



The image shows a screenshot of the ADP mobile app dashboard. At the top, it displays the time 9:41 and battery status. The dashboard includes sections for 'THINGS TO DO' (3 Tasks, 3 Overdue), a 'Clock' section showing the time 10:20:31 AM on Mar 20, 2019, with buttons for 'CLOCK IN' and 'TRANSFER', a 'Pay' section showing a compensation breakdown for Mar 15, 2019, with a 'SHOW' link, and a 'Timecard' section at the bottom. The compensation breakdown shows a donut chart for hours (18) and a table for TAKE HOME (\$X,XXX.XX), GROSS PAY (\$X,XXX.XX), and a net pay amount (\$X,XXX.XX).



Thank you!