Employee Self-Service Walkthrough

Log in to your website:
1) Access the Employee Self-Service* website.  
https://workforcenow.adp.com

2) Enter your User ID and Password, and then click Sign In.

Note: If this is your first time logging in, click the Sign Up button. If you are unsure of the registration code, please contact your HR team.
Upon logging in, you will be presented with a splash page showing important information about this Open Enrollment period. You may click **Start This Enrollment** or **Remind Me Later**. The splash page will continue to be displayed each time you log in for the duration of the Open Enrollment Period until you complete your selections.
You will be routed to the Enrollments page, where you have the option to either start the Open Enrollment process or review your current benefits.

To start, click **Enroll Now** in the Open Enrollment box. You will be brought back to the Welcome Note and Introduction screen. Please review all information on this screen, as there are often important references for your Open Enrollment options.

If any tobacco attestation requirements are in place, you must populate the information as indicated before clicking **Continue**.
Welcome to the Open Enrollment period. The Open Enrollment period gives you the opportunity to make benefit election changes from 09/18/2019 to 06/25/2019, with benefits effective as of 07/01/2019.

During the Open Enrollment period you can:
- Add or opt out of healthcare coverage
- Choose your new Elective plans
- Enroll eligible family members in your plan
- Add or change the level of your insurance coverage
- Add or update Beneficiary assignment
- Complete Beneficiary assignment
- Upload documents
- Enroll in a consumer health and savings account to pay for care or health expenses with pre-tax dollars

Please review your options and costs carefully. Once the enrollment period has ended your choices will be final until the next enrollment period or until you have a qualifying life event. Contact your Human Resources department if you have questions.

Are you a Tobacco User?
- No
- Yes

Is Kate Albright a Tobacco User?
- No
- Yes

Is George Albright a Tobacco User?
- No
- Yes
The left side of the screen will indicate the different plan types that are available to enroll in. When you are viewing the selected plan type, all enrollment options will be displayed on screen.

You may choose to click **Select Plan** for the desired enrollment or **Waive This Benefit**. If you chose to waive a benefit, you may be required to select a waive reason.
When you choose to enroll in a plan, you may review your costs on a **Per Pay Period**, **Monthly**, or **Annual** basis by selecting the desired view in the calculator drop-down. The rate displayed to the left will be updated based on your selection, and it will also be updated if dependents are added for coverage.
While enrolling in a plan, please be sure to indicate which dependents should be covered in Step 2, if applicable. If you need to update or add a dependent, you may click the **Manage Dependents** link in step 2.

*Please note: The coverage level for your enrollment (Employee Only, Employee + Spouse, Employee + Child(ren), Employee + Family) is driven by which dependents you select to enroll.*

Click **Continue to Preview**. Review your enrollment, costs and covered individuals carefully. Then click **Save and Continue to Next Benefit** to continue making your desired selections.
Company-Paid/Voluntary Life Elections and Beneficiaries:
When electing Voluntary Life, you will need to select your beneficiaries as well. Start by clicking Select Plan, and then choose the amount of coverage you would like to elect.

If the amount selected is over the Guarantee Issue amount, an approval will be required and you will be asked to collect an Evidence of Insurability (EOI) and submit it to your employer. Your full election amount will not be approved until this is received.

Next, select your beneficiaries, including Primary and Secondary, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary and Secondary).
Click **Continue to Preview** and review your selection and beneficiary delegations. Then click **Save and Continue to Next Benefit**
In the Open Enrollment flow, the following visual indicators are displayed to show different steps taken, action items, or enrollment statuses.

- 🚨 **Flag icon** – Plans that need your attention
- ✔️ **Green check mark** – Current plans that you have enrolled in
- 🔴 **Gray X** – Plans that are waived
- 📃 **Blank** - Available benefits
- 🕒 **Orange clock** – Pending approval
Continue through each step until all elections are complete and the **Continue to Summary** button is activated.
Review all selections. When you are ready to confirm your selections, click **Submit Enrollment**. Please note that your benefit elections will not be processed until you click **Submit Enrollment**. If **Save for later** is selected, these enrollments will not be submitted to your HR team until you fully submit the enrollment.
Please ensure you receive the confirmation note indicating your elections have been submitted.
If you would like to make additional changes or modifications during the Open Enrollment Period, you may log in and navigate to **Myself > Benefits > Enrollments** and click the **Enroll Now** option again in the Open Enrollment box, which will bring you back to the beginning of the profile to make any desired election changes.