

Employee ONLINE Open Enrollment Instructions

When Open Enrollment opens at the end of business 10/24 you should receive the below email from ADP:

Log In to Your Web Site

1. Access the [Employee Self Service](#) Web site.

Note: If this is your first time logging in, or you need help getting started, click the appropriate link for instructions and assistance.

2. Click **User Login**.

3. Enter your **User ID** and **Password**.

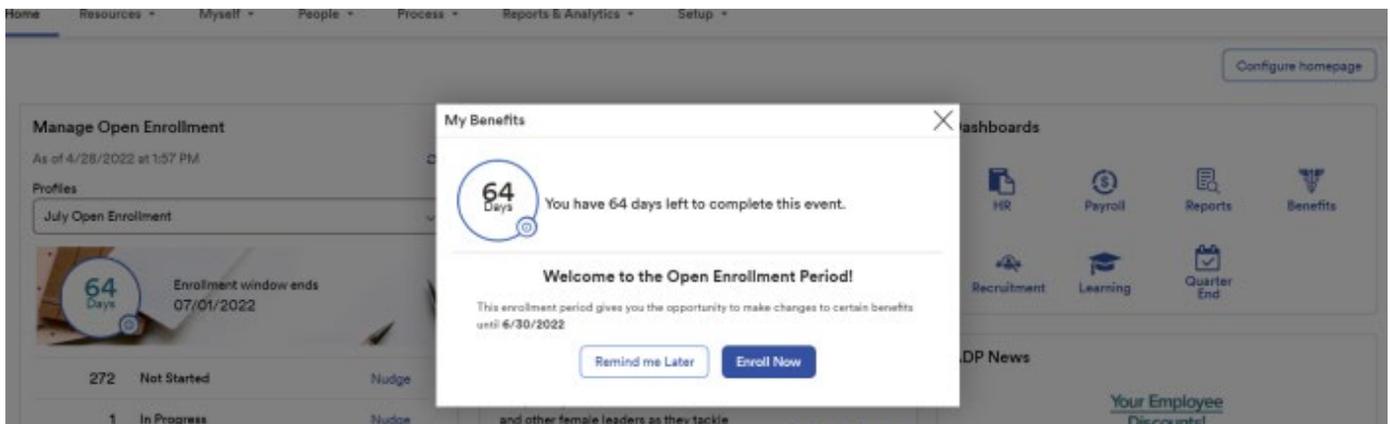
Note: To retrieve a lost User ID or Password, click the appropriate link for online Help.

4. Click **Log In**.

5. Click **Start Enrollment** on Enrollment Splash Page or navigate to Enrollment screen by clicking on **Myself > Benefits > Enrollments**.

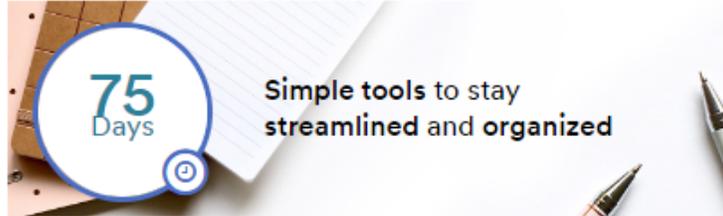
Upon logging in, you will be presented with the below popup letting you know that open enrollment has begun. Note: This pop-up is displayed each time you log in during the Open Enrollment period.

You can also access the Open Enrollment portal from the Home screen within ADP.



Manage Open Enrollment

As of 10/18/2024 at 8:21 AM



Save time right from the start with a streamlined setup process.

Stay on top of the enrollment process with tools that help keep it simple.

Review and double-check your results to make sure everything's in order.

[Get Started](#)

1) Select Start Enrollment to begin enrolling in eligible plans

Open Enrollment - 2025

Not started

22 days left to complete this event

You can make changes to your enrollment from October 24, 2024 to November 8, 2024 at 11:59 p.m. ET.

[Start enrollment](#)

Your Benefits

Review your current benefits, your previous year's benefits, or any changes due to a life event.

[View benefits](#)

Report a Life Change

Qualifying Events, like a marriage or losing coverage, allows you to request changes to benefits outside of Open Enrollment.

[Report a change](#)

Dependents and Beneficiaries

View or edit dependent and beneficiary information, or add a new dependent or beneficiary

[Manage](#)

Wisely®

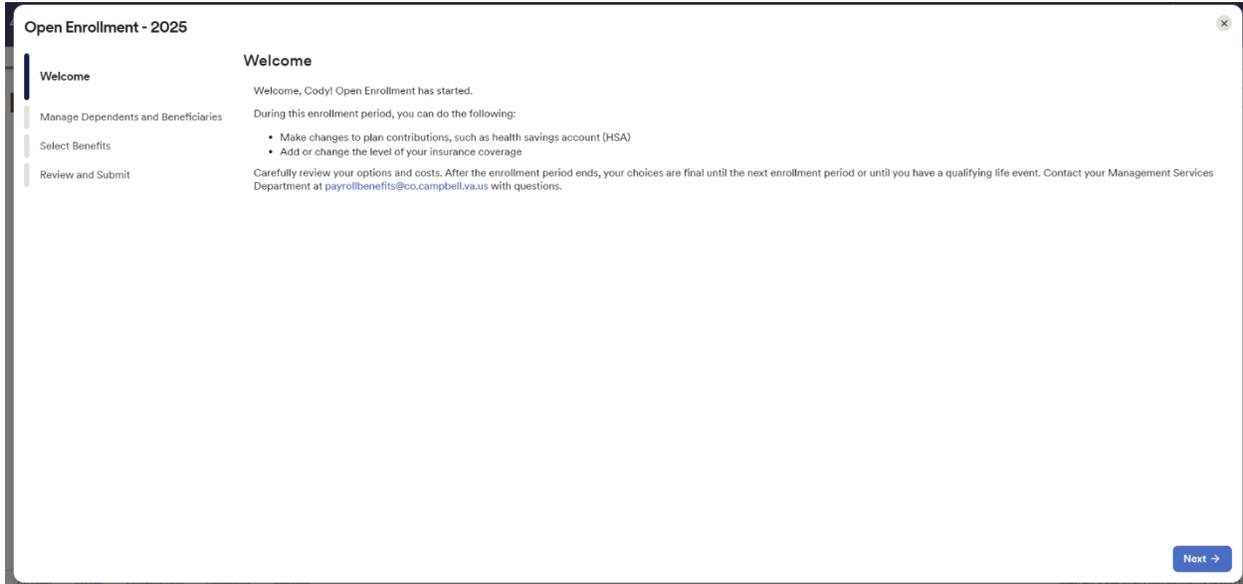
See beyond payday with a Wisely prepaid debit card.

- Secure transactions and debit card fraud protection
- No credit checks needed
- No hidden fees

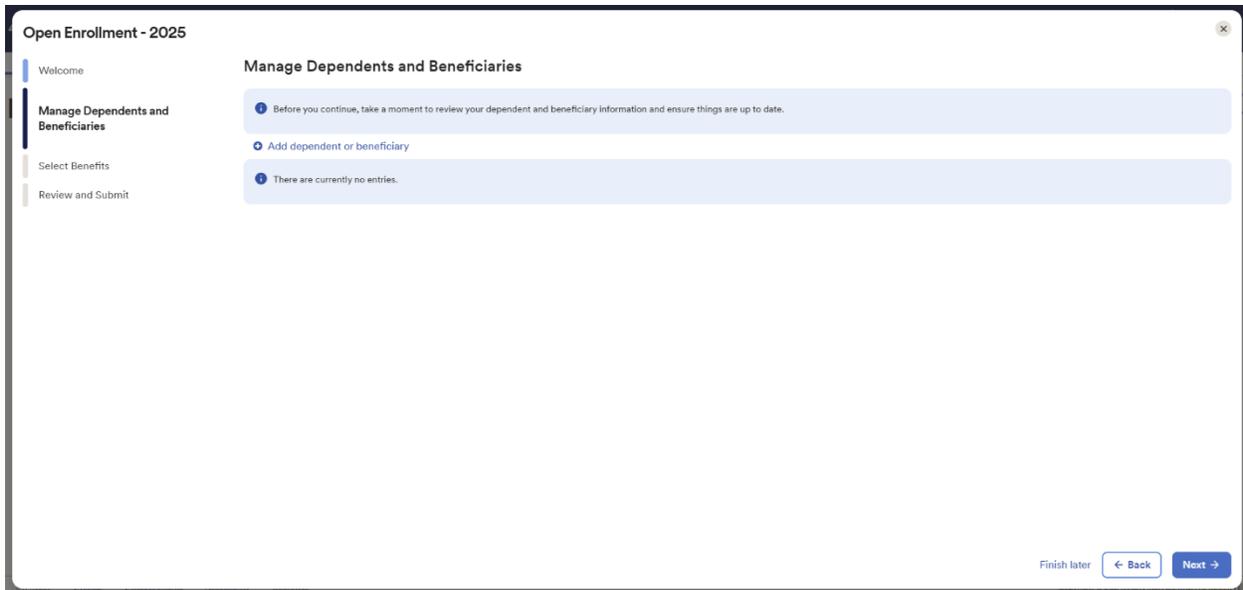


[Learn more](#)

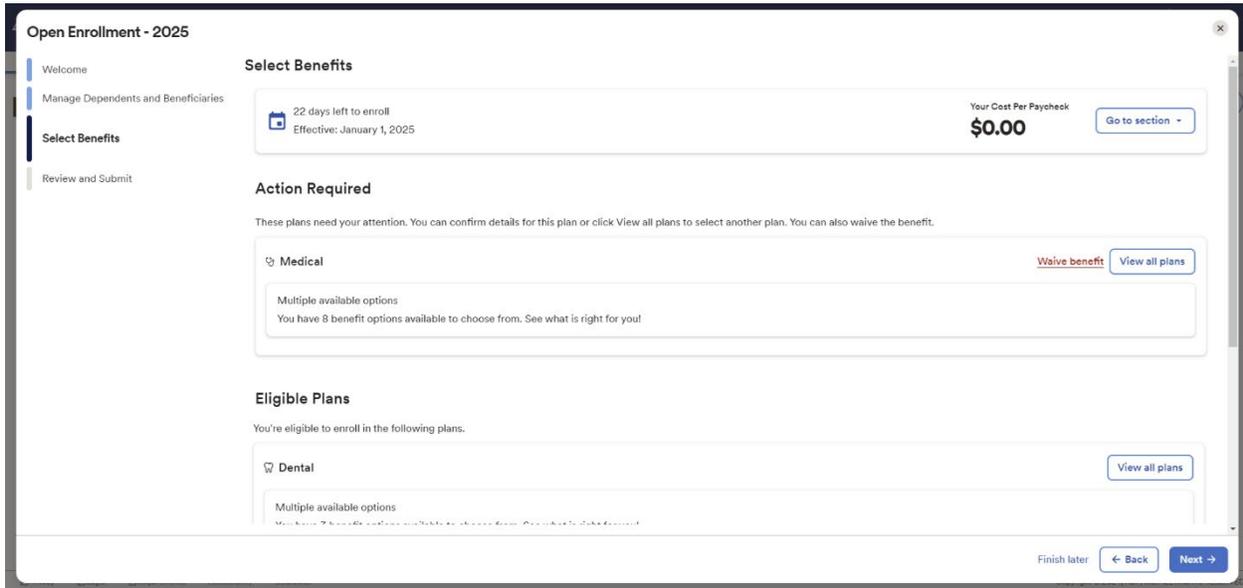
You will be taken to the Welcome Note for Open Enrollment 2025. Please review all information on this page, as there are often important details regarding your Open Enrollment options. Click Next after reviewing the Welcome Note to move to Manage Dependents.



From here you can verify the information for your current dependents or add new ones as well. Click Next once you are finished.



You will now be taken to the screen where you enroll or waive your Medical, Dental, and HSA Benefits. Be sure to scroll down to see all Benefits



Go through and select the appropriate plan that you wish to enroll in. The available plans and pricing will change based on how many dependents you have

- 2025 HD - HealthKeepers, Benefits Eligible - Pretax** ⓘ
(1 individual selected)
Provider: **Anthem**
Your Cost: **\$83.00**
[Select plan](#)
- 2025 Medical, Benefits Eligible - Post tax** ⓘ
(1 individual selected)
Provider: **Anthem**
Your Cost: **\$87.00**
[Select plan](#)
- 2025 Medical, Benefits Eligible - Pretax** ⓘ
(1 individual selected)
Provider: **Anthem**
Your Cost: **\$87.00**

Any Benefit that needs action by you will go to the top for your attention

Action Required

These plans need your attention. You can confirm details for this plan or click View all plans to select another plan.

Health Savings Account [View all plans](#)

2025 HSA-Benefits Eligible (Benefits Eligible) Selected
Effective: January 1, 2025

Who is Covered?
You Your Cost: **\$0.00**

For HSA benefits, you can set either a yearly goal or a custom amount to be taken out each paycheck. Note, any custom amounts must be under the maximum employee contribution range to be accepted

1 Plan Available

2025 HSA-Benefits Eligible, Benefits Eligible ✔ Selected

Effective: ---

Provider
McGriff Insurance Services

Contributions
Enter contribution amount to view your estimated cost.
Your estimated annual contribution can be any amount from \$0.00 up to \$3,299.92.
For the entire year, I want to contribute:

Maximum Yearly Goal

Per Paycheck	\$274.99
Payments	× 12
Annual Contribution	\$3,299.92

Your Contribution	Total Contribution
\$3,299.92	\$3,299.92

Custom Amount

Per Paycheck Costs Your Cost
\$274.99

! The value is not within the minimum and maximum employee contribution range. ×

Consumer Health and Savings Accounts - Health Savings Account

Select the plan that meets your needs.

1 Plan Available

2025 HSA-Benefits Eligible, Benefits Eligible ✔ Selected

Effective: ---

Provider
McGriff Insurance Services

Contributions
Enter contribution amount to view your estimated cost.
Your estimated annual contribution can be any amount from \$0.00 up to \$3,299.92.
For the entire year, I want to contribute:

Maximum Yearly Goal

Custom Amount

Frequency	Contribution
Annual	6000

Total Contribution
\$6,000.00

Per Paycheck Costs Your Cost
\$500.00

Once you have set your desired contribution amount, select confirm details

2025 HSA-Benefits Eligible, Benefits Eligible

Effective: --- ✔ Selected

Provider
McGriff Insurance Services

Contributions
Enter contribution amount to view your estimated cost.
Your estimated annual contribution can be any amount from \$0.00 up to \$3,299.92.
For the entire year, I want to contribute:

Maximum Yearly Goal

Custom Amount

Frequency: Per Pay Period Contribution:

Payments: **x 12**
Annual Contribution: **\$0.00**

Total Contribution: **\$0.00**

Per Paycheck Costs Your Cost **\$0.00**

✕ Unenroll

⚠ Confirm the details for this plan selection. Confirm details

You will be taken to a screen where you can review and confirm you HSA Contributions. Hit confirm when you are finished.

Confirm Details

⚠ Test as an employee
Open Enrollment - 2025 is set up as a test enrollment event. After you finish testing the event for (Cody Everett), go to Setup > Benefits > Enrollment Events> Actions and click Convert to an active event to allow employees to make enrollment changes. Click Back to enrollment events to exit testing mode at any time.
[Back to enrollment events](#)

McGriff Insurance Services: 2025 HSA-
Benefits Eligible

Coverage

Your Contribution: **\$0.00**

Employer Contribution: **\$1,000.08**

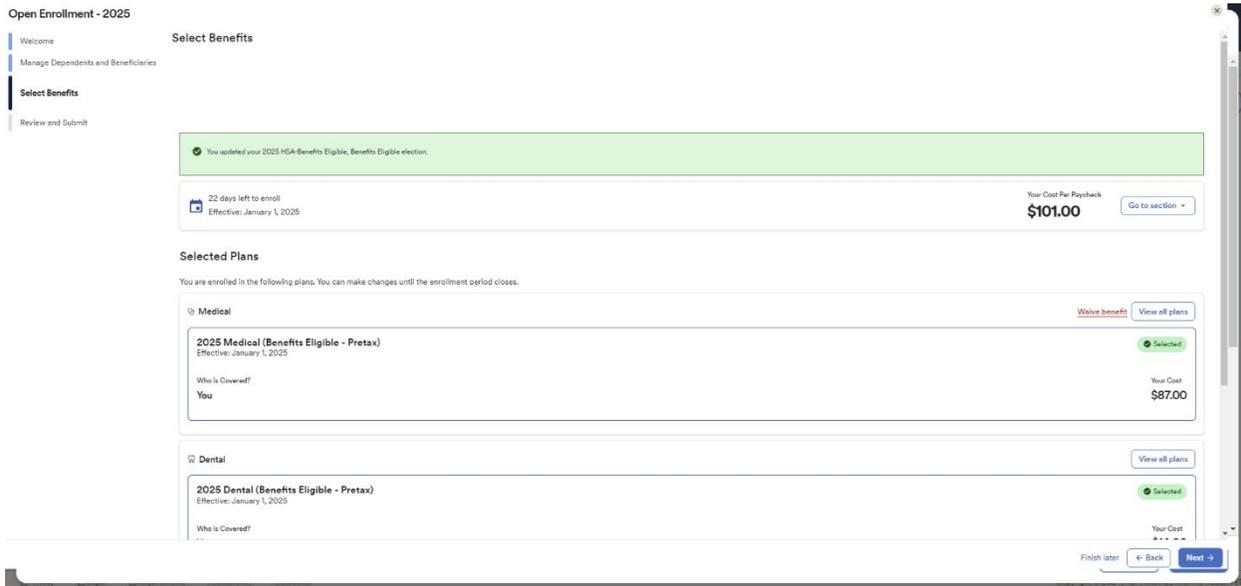
Total Contribution: **\$1,000.08**

Per Paycheck Costs

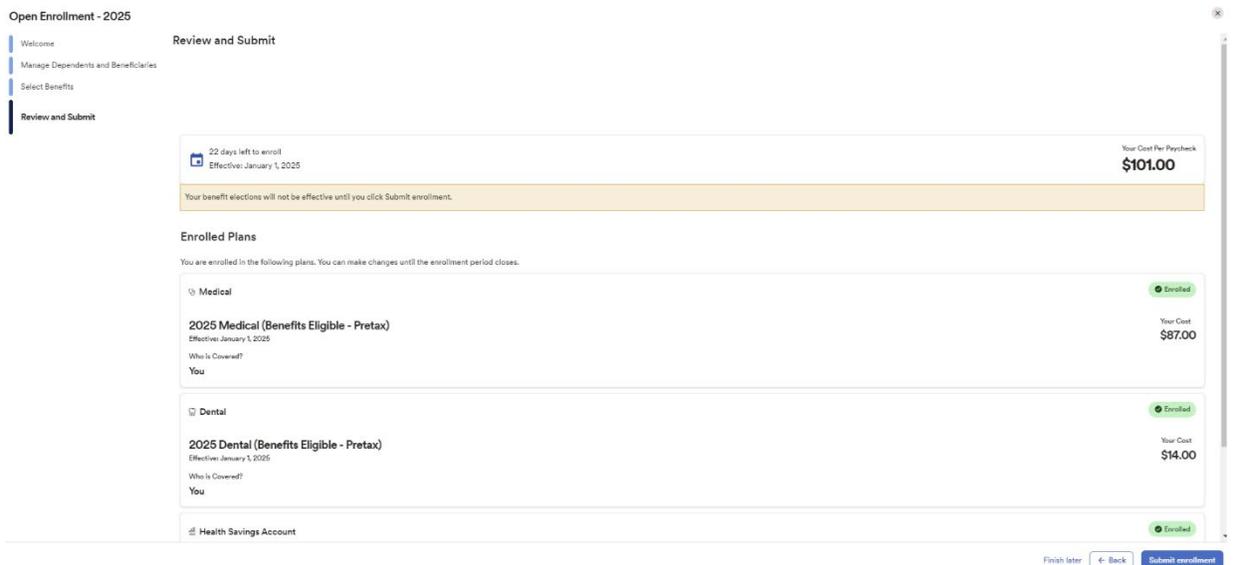
Employer Cost	Employee Cost	Payments
\$0.00	\$0.00	x 12

Back Confirm

Once you have enrolled or waived each of the plans, you will be able to review your cost for each individual plan and your total monthly cost per paycheck. Hit next when you are ready



You will be able to review your plans one last time. When you are ready to submit your enrollment, click Submit Enrollment button



Congratulations! You have successfully completed your Open Enrollment.

Please note, you can always hit the Finish Later button at any time during Open Enrollment if you wish to take a break and come back later

