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Open Enrollment through ADP Mobile

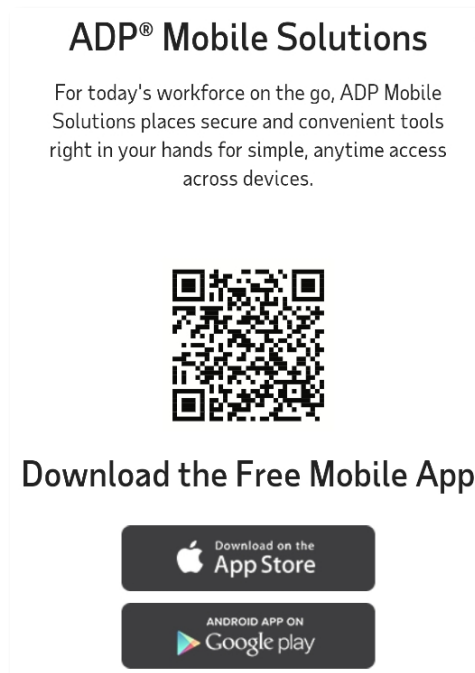
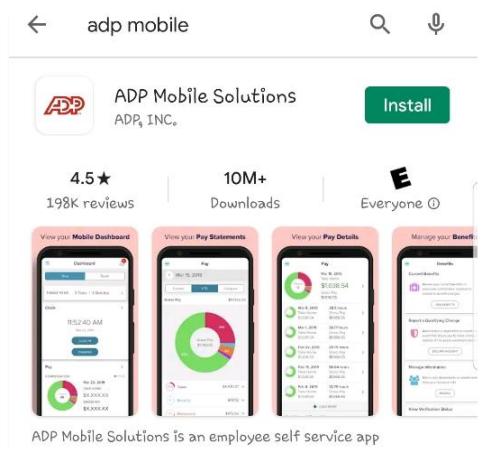
ADP Benefits & Talent Solutions



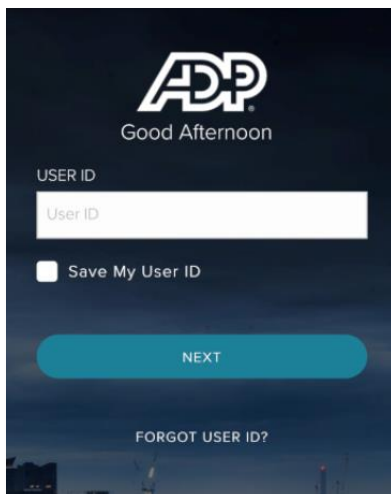
Open Enrollment through ADP Mobile

This guide will assist users with how to download ADP Mobile Solutions and to use the mobile app to make their open enrollment benefit elections.

1. Download ADP Mobile Solutions



2. Enter your User ID and password, and then click **Sign In**.

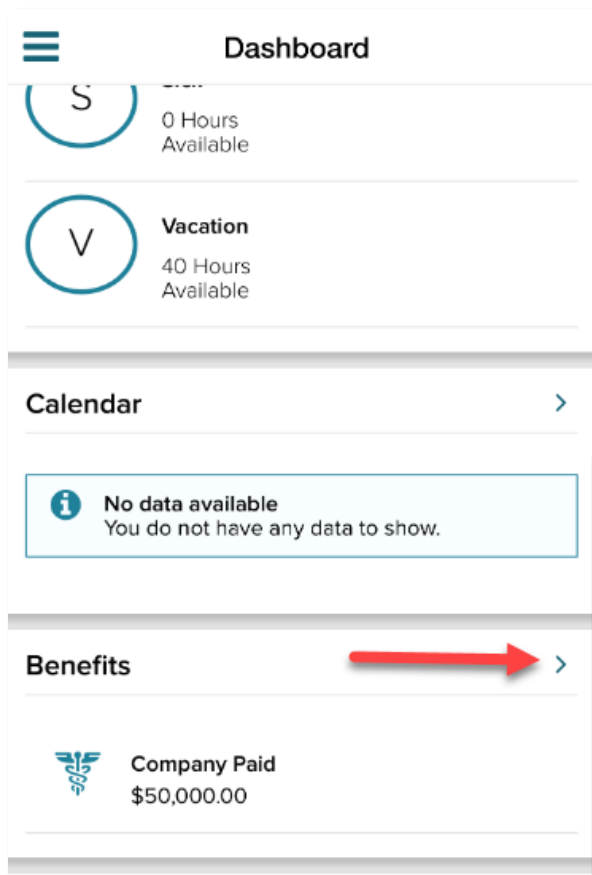


Note: If this is your first time logging in, **New? Get Started**

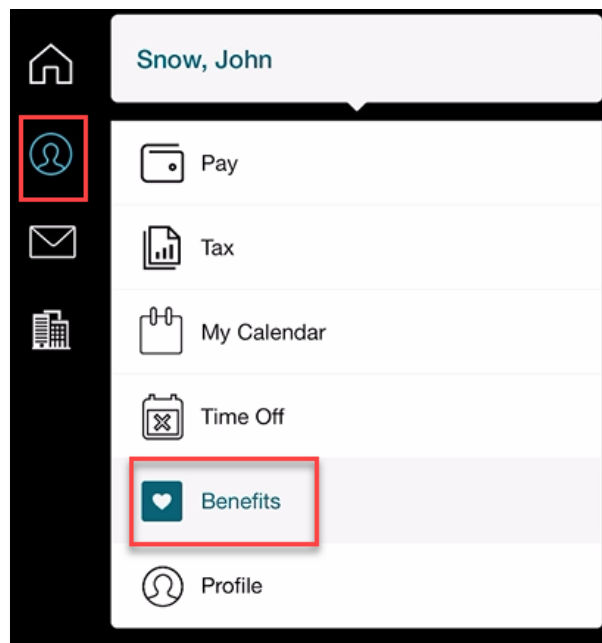
If you are unsure of the registration code, please contact your HR team.



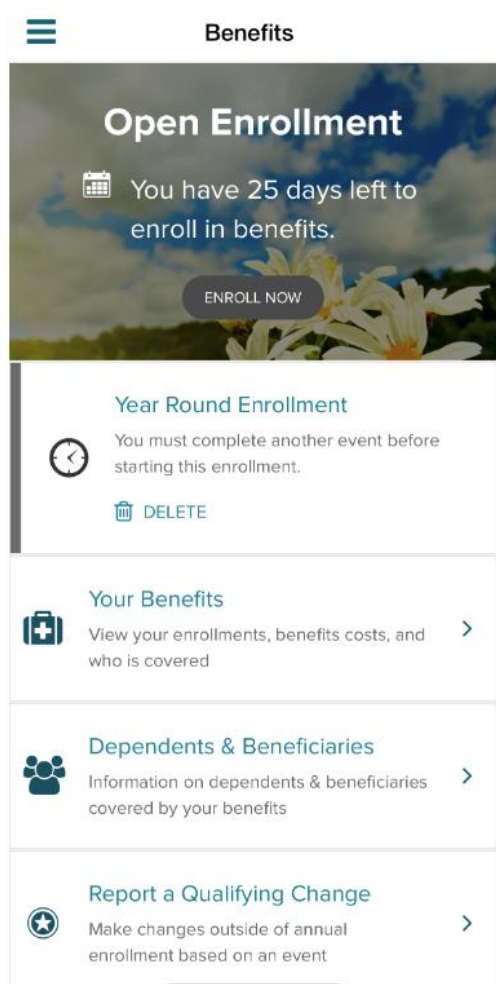
Upon logging in, you will be presented with a Dashboard. You can scroll down to **Benefits** and *click >*



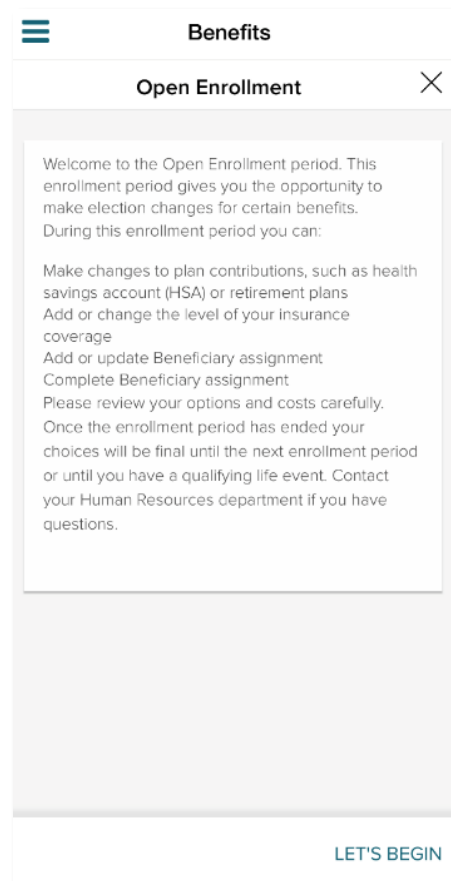
or go to  **Myself – Benefits**



To start, click **Enroll Now**.

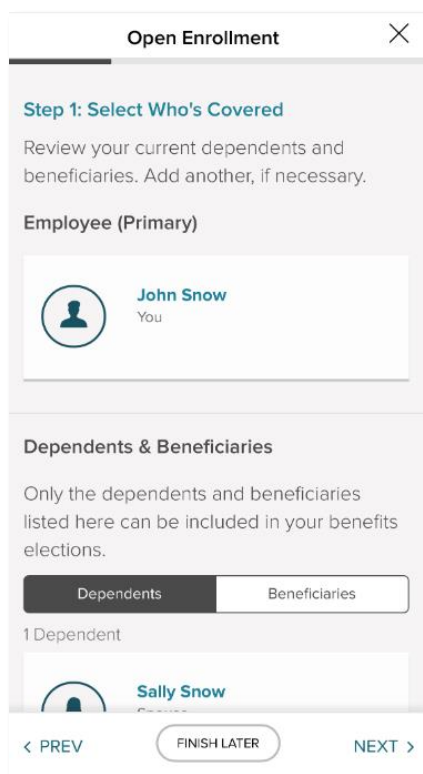


You will be brought back to the Welcome Note and Introduction page. Please review all information on this page, as there are often important references for your Open Enrollment options. Click ***Let's Begin***.



Step 1. *Select Who's Covered*

Review your current dependents and beneficiaries. You may add another, if necessary: + **Add Dependent**



Open Enrollment

Step 1: Select Who's Covered

Review your current dependents and beneficiaries. Add another, if necessary.

Employee (Primary)

 **John Snow**
You

Dependents & Beneficiaries

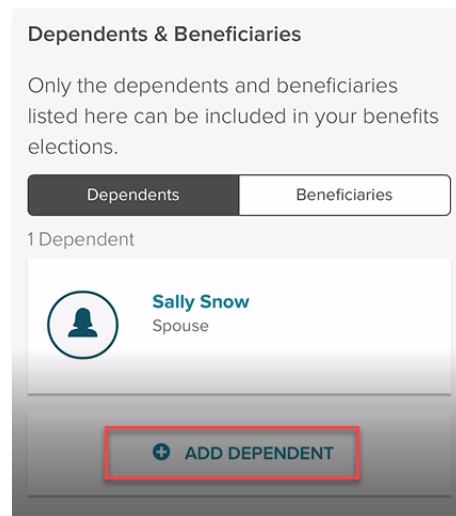
Only the dependents and beneficiaries listed here can be included in your benefits elections.

☒ Dependents ☐ Beneficiaries

1 Dependent

 **Sally Snow**
Spouse

< PREV FINISH LATER NEXT >



Dependents & Beneficiaries

Only the dependents and beneficiaries listed here can be included in your benefits elections.

☒ Dependents ☐ Beneficiaries

1 Dependent

 **Sally Snow**
Spouse

+ ADD DEPENDENT

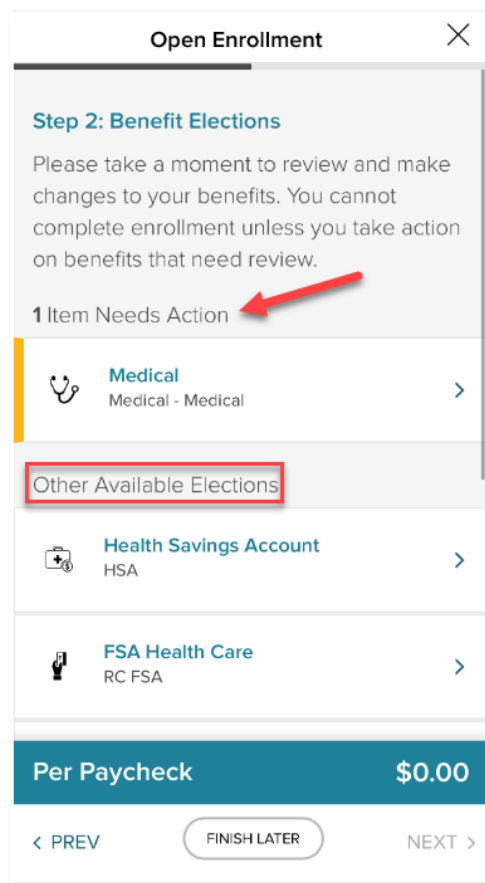
Important Note: Only the dependents and beneficiaries listed here can be included in your benefit elections. So, it's important to add your dependents now before you get to the enrollment screen.



Step 2: Benefit Elections

Please take a moment to review and make changes to your benefits as needed. You cannot complete enrollment unless you take action on any benefits that are listed under **Needs Action**.

When you are viewing the selected plan type, all enrollment options will be displayed on the screen.



Open Enrollment

Step 2: Benefit Elections

Please take a moment to review and make changes to your benefits. You cannot complete enrollment unless you take action on benefits that need review.

1 Item Needs Action

Medical
Medical - Medical

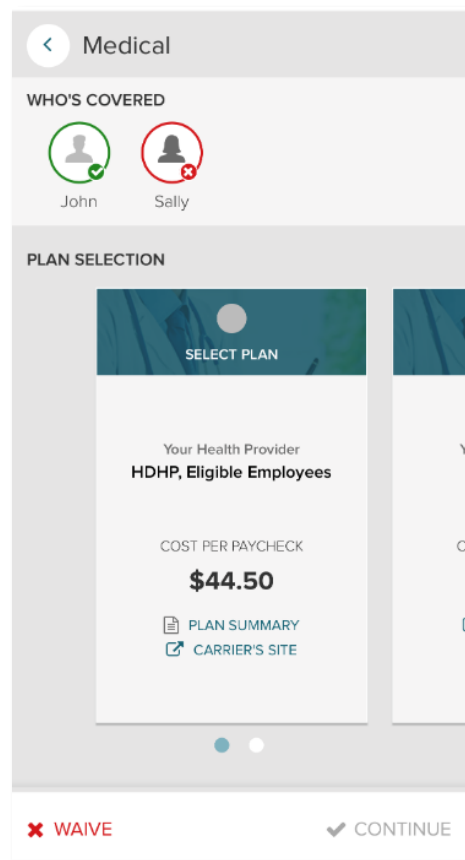
Other Available Elections

Health Savings Account
HSA

FSA Health Care
RC FSA

Per Paycheck **\$0.00**

[PREV](#) [FINISH LATER](#) [NEXT](#)



[Medical](#)

WHO'S COVERED

John Sally

PLAN SELECTION

SELECT PLAN

Your Health Provider
HDHP, Eligible Employees

COST PER PAYCHECK
\$44.50

[PLAN SUMMARY](#)
[CARRIER'S SITE](#)

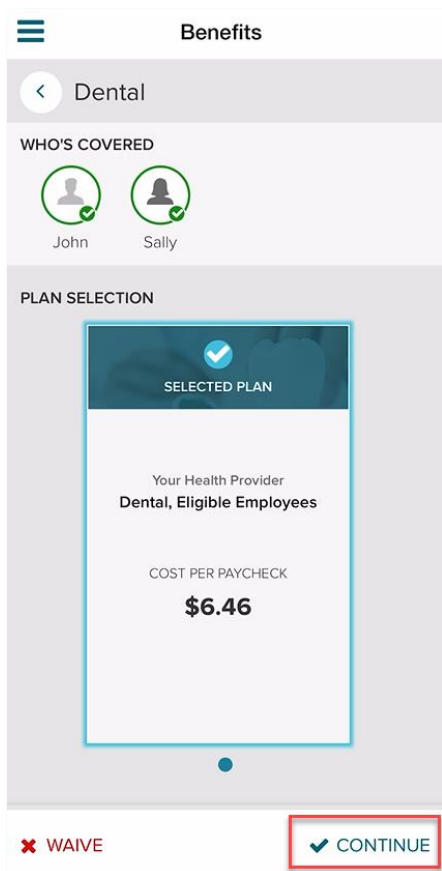
[WAIVE](#) [CONTINUE](#)



You need to designate **who is to be covered** in this plan by **clicking** on the dependents names as needed. You may then choose to click **Select Plan** for the desired enrollment or **Waive**. If you chose to waive a benefit, you may be required to select a waive reason.

- 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**. You will then be presented a screen to confirm your costs as **Per Pay Period**, as well as the **Covered Individuals** in this plan. Click **Save and Continue**, to confirm enrollment.



Benefits

< Dental

WHO'S COVERED

John Sally

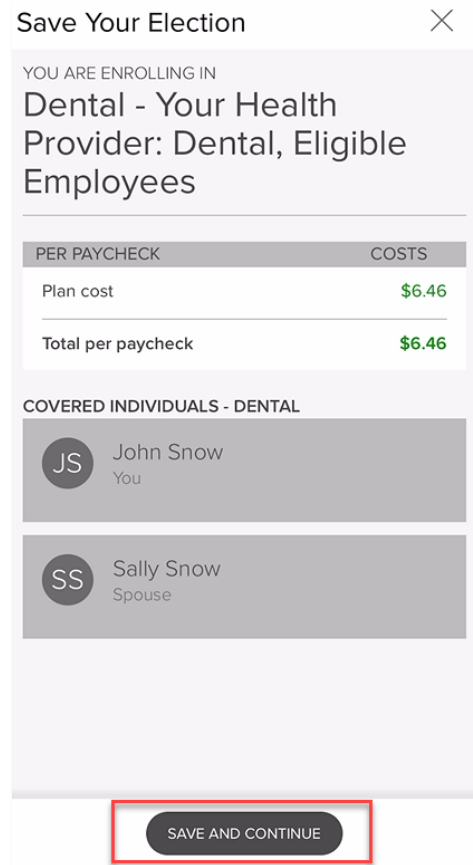
PLAN SELECTION

SELECTED PLAN

Your Health Provider
Dental, Eligible Employees

COST PER PAYCHECK
\$6.46

✕ WAIVE **✓ CONTINUE**



Save Your Election

YOU ARE ENROLLING IN
Dental - Your Health Provider: Dental, Eligible Employees

PER PAYCHECK	COSTS
Plan cost	\$6.46
Total per paycheck	\$6.46

COVERED INDIVIDUALS - DENTAL

JS John Snow
You

SS Sally Snow
Spouse

SAVE AND CONTINUE



Life Insurance and Beneficiaries:

Full time employees are covered under a life insurance plan that is paid for by Hope. To take advantage of this benefit you will need to select your beneficiaries.

Select Beneficiaries (OPTIONAL)

Divide the proceeds of your benefits between as many beneficiaries as you like.

Primary and **secondary** beneficiaries are optional. The total proceeds must equal either 0% or 100%.

Sally Snow
Spouse

	PRIMARY	SECONDARY
	0 %	0 %
TOTAL	0.00%	0.00%

✓ CONTINUE

Next, select your **beneficiaries**, including **Primary** and **Secondary**, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary). Click **Continue**.



Review and then confirm by clicking **Save and Continue**.

\$50,000.00

Total Coverage

PER PAYCHECK	COSTS
Employer Pays	\$0.46
You Pay	\$0.00

COVERED INDIVIDUALS

JS

John Snow

You

PRIMARY BENEFICIARIES

Sally Snow

Spouse

100.00%

SAVE AND CONTINUE

Completed Elections will display and show what you have elected to enroll in, **not yet submitted** for approval, and those you have elected to **waive**.

Benefits

Open Enrollment

Completed Elections

Medical

Not yet submitted

Your Health Provider: HMO, HMO

\$24.46 Per Paycheck

Dental

Not yet submitted

Your Health Provider: Dental, Eligible Employees

\$6.46 Per Paycheck

Health Savings Account

Not yet submitted

Coverage Waived

Employee Life

Not yet submitted

ADP Services: RC Employee Basic Life,

Per Paycheck \$30.92

< PREV

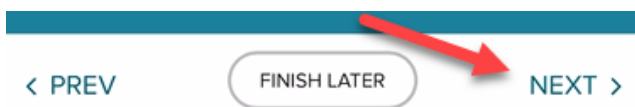
FINISH LATER

NEXT >



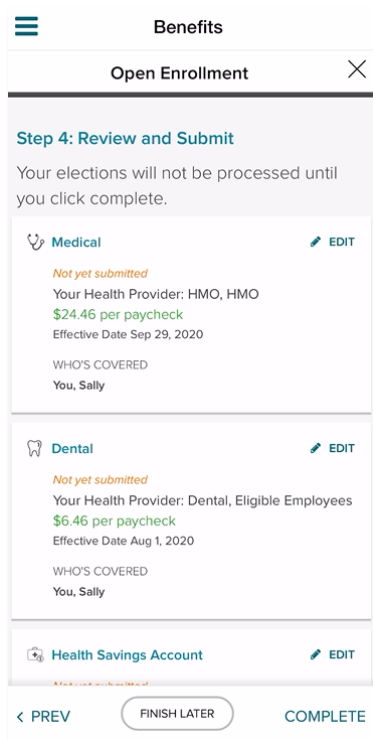
Note: At any time you can click “**Finish Later**” to save your enrollment information. If you start the enrollment process on mobile, and then move to the self service on your computer/desktop the information you saved on mobile will sync to desktop.

Continue through each plan type as applicable for your open enrollment period. Once you are ready to submit you will click **Next**.



Step 4: Review and Submit

Review all of your elections. When you have confirmed them, click **Complete**. Note that your benefit elections will not be processed until you click **Complete**. If you click **Finish Later** instead, these enrollments will not be submitted to your HR team until you fully submit the enrollment, but will be saved for a later time.



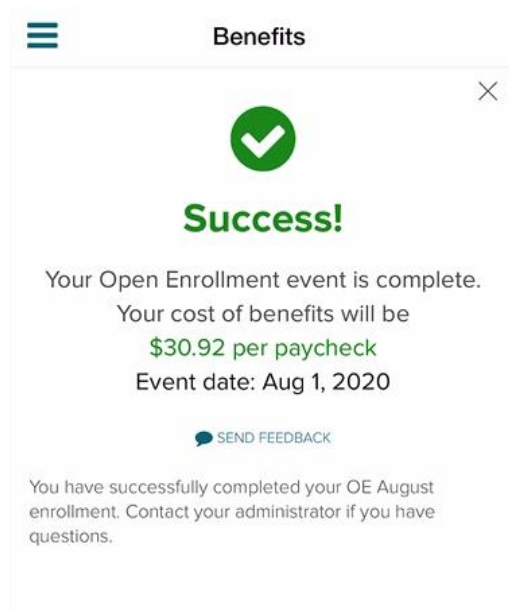
The screenshot shows a mobile app interface for "Benefits" with a sub-header "Open Enrollment". The main section is titled "Step 4: Review and Submit" and includes a warning: "Your elections will not be processed until you click complete." Below this, there are three sections for different benefit types, each with an "EDIT" link:

- Medical**: "Not yet submitted", "Your Health Provider: HMO, HMO", "\$24.46 per paycheck", "Effective Date Sep 29, 2020", "WHO'S COVERED: You, Sally".
- Dental**: "Not yet submitted", "Your Health Provider: Dental, Eligible Employees", "\$6.46 per paycheck", "Effective Date Aug 1, 2020", "WHO'S COVERED: You, Sally".
- Health Savings Account**: (Details are partially obscured).

At the bottom of the screen, there are three buttons: "< PREV", "FINISH LATER", and "COMPLETE".



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**.

