



ADP Mobile Open Enrollment



The ADP® Mobile Solutions app not only helps keep you connected - it makes Open Enrollment even easier!

To get started, download the app by scanning the QR code or searching for it in your app store:



Getting started

- To use the ADP Mobile app in your preferred language, switch the language in your device settings, and the app will adapt to it automatically.
Note: *If your language is not supported, it will default to English.*
- To start enrolling in benefits, log in to the app using your existing credentials for ADP Workforce Now®.
- If you haven't created an account yet, follow the step-by-step instructions below to get registered.

Register using a registration code

- On your ADP Mobile App, click NEW? GET STARTED.
- Click YES if you have a registration code.
- Enter the personal or organizational registration code shared by your administrator.
- Enter your identity information, such as First and Last name, Birth date, Associate ID or Last 4 Digits of SSN, EIN or ITIN. *Note: these options may vary.*
- You may be asked to verify additional identity information. To continue, answer security questions or enter the verification code sent to your email or mobile number.
- Enter your primary contact information—this will be a frequently used email address and mobile number and will be used to receive account notifications and to verify your identity when needed.
- Set up your user ID and a strong password to complete the registration process for your ADP service account.



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Register with your identity information

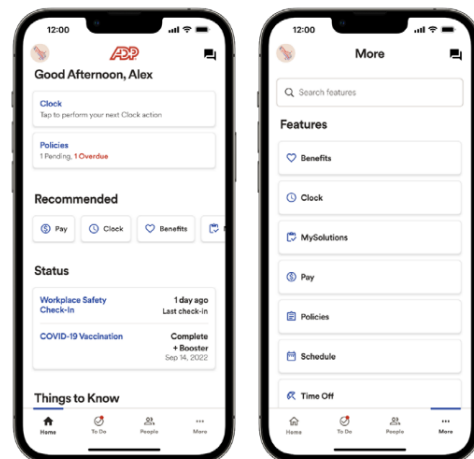
- On your ADP mobile app, click NEW? GET STARTED.
- Click NO if you do not have a registration code.
- Select your Location (US or Canada).
- Enter your identity information, such as First and Last name, Birth date, Employee/Associate ID or SSN, EIN, ITIN. Note: these options may vary.
- You may be asked to verify additional identity information. To continue, answer security questions or enter the verification code sent to your email or mobile number.
- Enter your primary contact information—this will be a frequently used email address and mobile number and will be used to receive account notifications and to verify your identity, when needed.
- Set up your user ID and a strong password to complete the registration process for your ADP service account.

Accessing the Benefits feature

From the **Home** screen, you may find **Benefits** beneath the *Recommended* section.

OR

From the **More** screen, you may find **Benefits** listed under the *Features* section.





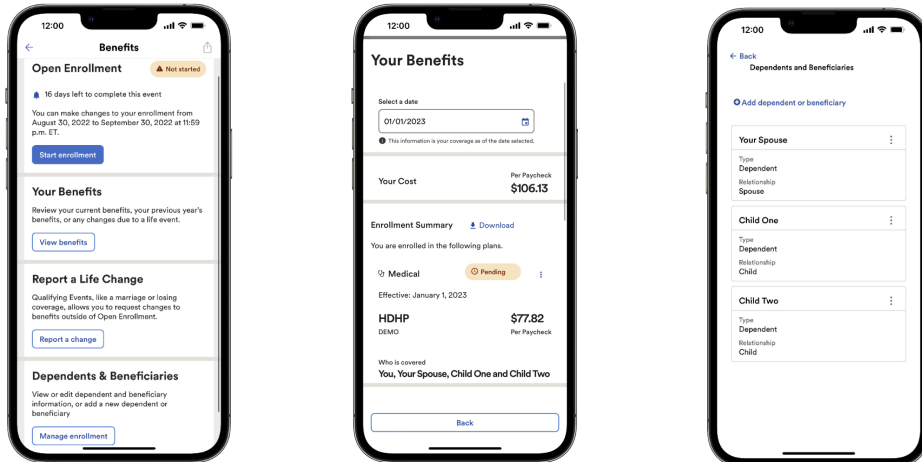
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The Benefits screen

The Benefits screen contains several benefit-related cards, such as:

- **Open Enrollment:** where you can start your enrollment and view enrollment status
- **Your Benefits:** where you can view your past, current, and future (pending) benefits
- **Dependents & Beneficiaries:** where you can review and edit your dependent/beneficiary info

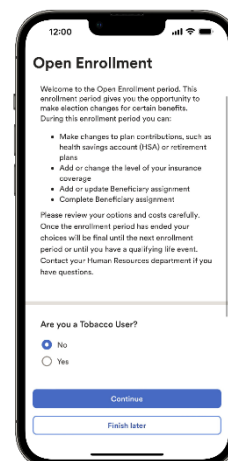
Note: It's recommended that you add new dependents/ beneficiaries within the Open Enrollment card



Navigation - welcome note and surveys

Once you've started your enrollment, the **Welcome** screen, which may include a customized message from your employer, includes important benefit information.

This screen will also display any required **Surveys**. For example, if your employer requires a tobacco attestation for yourself and your dependents (over age 18), simply answer **Yes** or **No** before proceeding.





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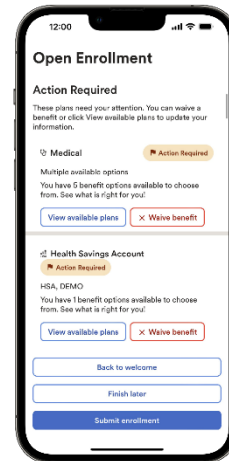
Navigation - Select Benefits

The Select Benefits screen will group your benefits into different sections and categorize them by plan type, such as Medical, Dental, Vision, etc.

As you scroll down, you'll see the following sections:

- **Action Required:** plans you'll waive or enroll into
- **Enrolled Plans:** benefits you've enrolled into
- **Eligible Plans:** optional plans you can enroll into

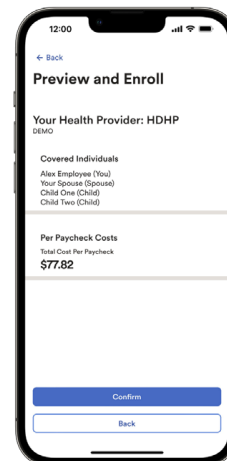
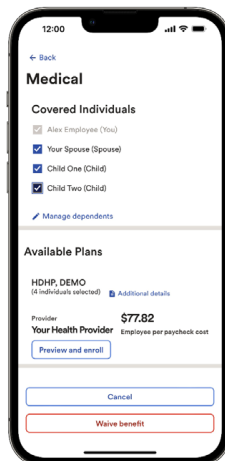
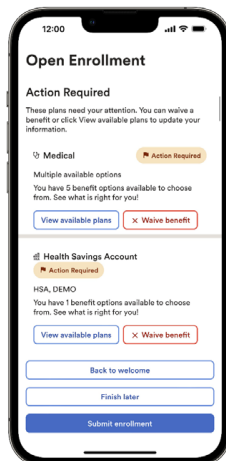
Note: You may also see an **Upload Documents** section should your employer require it.



To see all benefit options for a plan category, tap **view available plans**. When viewing all available plans, select who you'd like to cover and which plan you'd like to enroll in. To view plan details and compare coverage differences, tap **additional details**.

As you select or deselect your dependents, the plan costs will update automatically. If you need to take a moment to review your dependents and beneficiaries, tap **manage dependents**.

When you're ready to enroll, tap **preview and enroll** and **confirm** your selection.



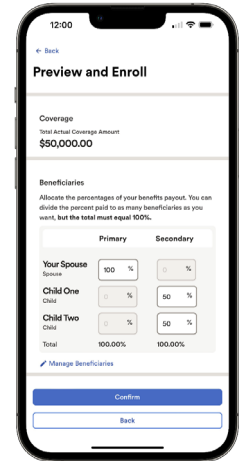
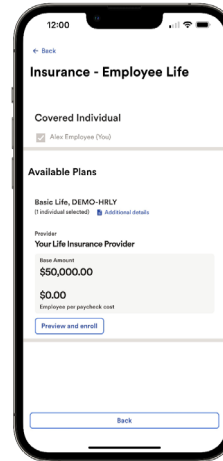


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Select Benefits *(continued from prior page)*

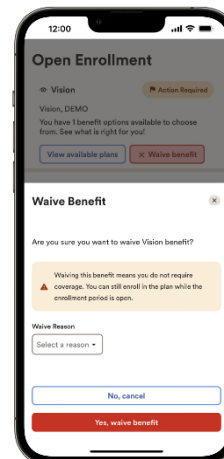
For life insurance benefits, it is critical that you assign your beneficiaries to the plan. When enrolling, you may divide percentages to **Primary Beneficiaries** (individuals who will receive the payout) and **Secondary Beneficiaries** (individuals next in line should the primary be ineligible for payout). If you need to add more, tap **manage beneficiaries**.

Note: Some voluntary insurance plans may require that you complete an Evidence of Insurability (EOI) form online or by paper to be approved for additional coverage. It is also recommended that you speak to your legal counsel should you have questions about adding an organization or person under age 18.



Waive Benefits

If you do not wish to enroll into a plan, tap **waive benefit** (if available) and select a **waive reason**.





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Submit Enrollment

Take a moment to review all your elections and plan costs.

If you still need time to make decisions, tap **Finish Later**. Be sure to come back before the enrollment period ends and tap **Manage Enrollment** to continue finalizing your changes.

Once you're ready to finalize your elections, tap **Submit Enrollment**.

Note: you'll receive a confirmation message after submitting.

