

# ADP Portal - Employee Step-by-Step Guide



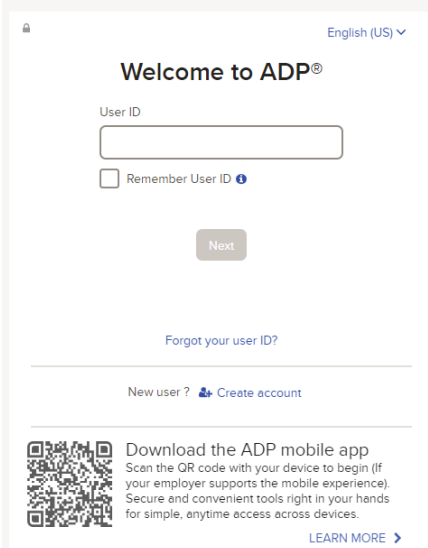
We are excited to announce the start of Open Enrollment on the ADP portal.

This document explains what you need to do to complete your enrollments. The Open Enrollment period will last for fourteen days only, starting April 14, 2025 and ending on April 27, 2025. All changes to your benefits must be completed by 11:59 pm EST **and** on April 27, 2025. The changes that you make to your benefits will take effect as follows:

- All currently enrolled employees will have an option to make plan changes for Health Plans through Anthem BlueCross BlueShield, effective May 01, 2025. For Dental, and Vision Plans through Cigna, effective May 01, 2025. For Voluntary benefits through Principal Financial, effective May 01, 2025.
- All new enrollments for Health Plans through Anthem BlueCross BlueShield, effective May 01, 2025, For Dental, and Vision Plans through Cigna, effective May 01, 2025. For Voluntary benefits through Principal Financial, effective May 01, 2025.
- For new hires – from May 1, 2025, enrolled insurance coverages will be effective from the 1st of the following month upon completion of 30 days from the date of hire.

Log in to Workforce Now to access the ADP portal.

<https://workforcenow.adp.com>



The screenshot shows the ADP login interface. At the top right, there is a language selector set to 'English (US)'. The main heading is 'Welcome to ADP®'. Below this, there is a 'User ID' label and a text input field. Under the input field is a checkbox labeled 'Remember User ID' with an information icon. A 'Next' button is positioned below the checkbox. Further down, there is a link for 'Forgot your user ID?'. Below a horizontal line, there is a link for 'New user ?' followed by a plus icon and 'Create account'. At the bottom, there is a QR code on the left and text on the right encouraging users to download the ADP mobile app. The text states: 'Download the ADP mobile app. Scan the QR code with your device to begin (If your employer supports the mobile experience). Secure and convenient tools right in your hands for simple, anytime access across devices.' A 'LEARN MORE >' link is at the bottom right of the QR code section.

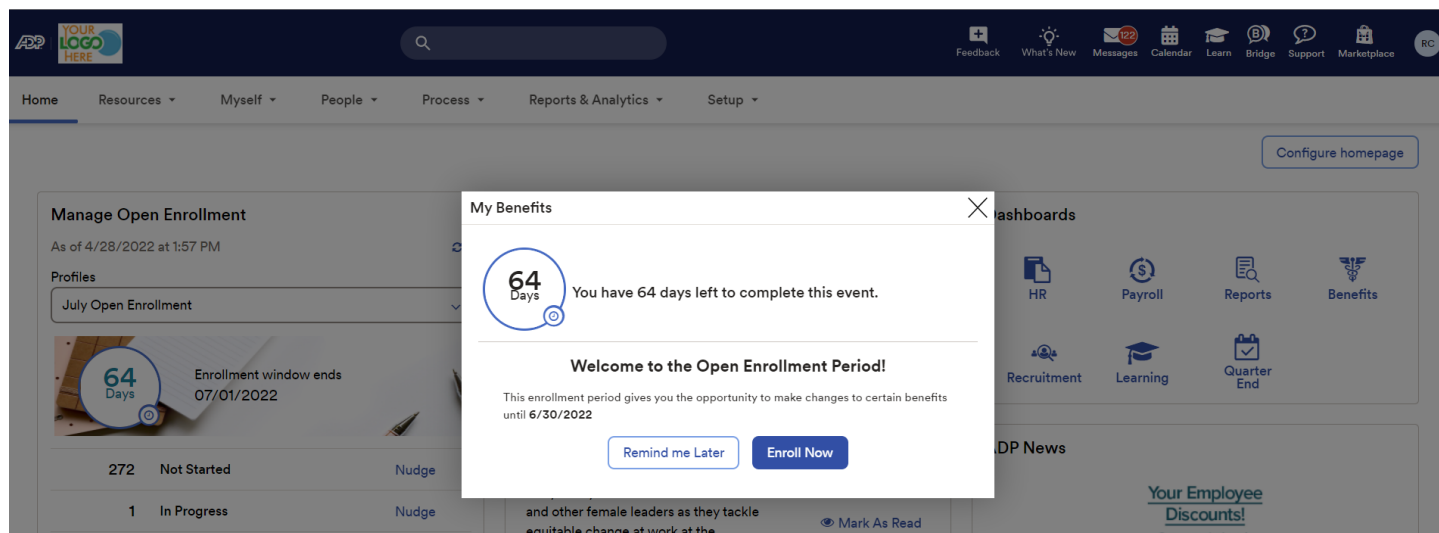
Enter your User ID and password, and then click **Sign In**.

**Note:** If this is your first time logging in, click **Create account**. If you are unsure of the registration code, please contact your Payroll team ([payroll@compunnel.com](mailto:payroll@compunnel.com))

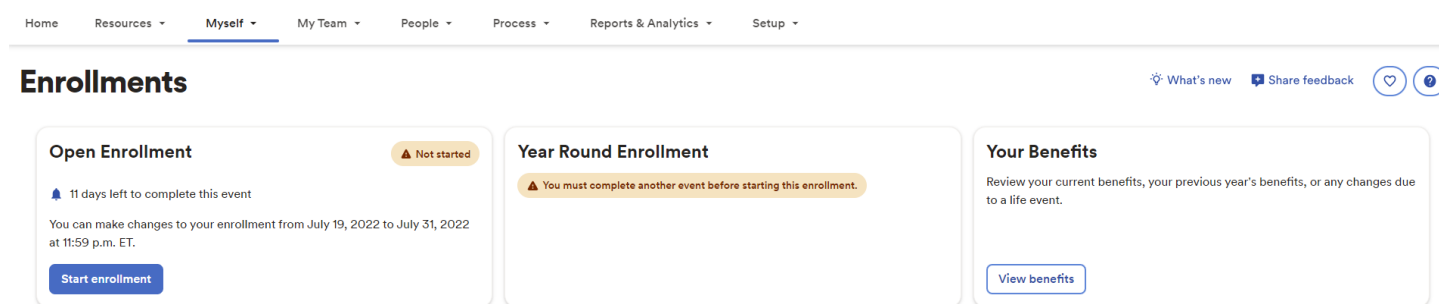
Upon logging in, you will be presented with a pop-up showing important information about

this Open Enrollment period. You can click **Enroll Now** or **Remind Me Later**.

**Note:** This pop-up is displayed each time you log in during the Open Enrollment period. 24-hours after submitting your selections the pop-up will no longer display.



Select **Enroll Now** to bring you to the Myself – Benefits – Enrollments screen where you can click **Start Enrollment**.



You will be taken to the **Welcome Note**. 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**.

## Open Enrollment



Welcome	Welcome
Manage Dependents	Welcome to the Open Enrollment period. This enrollment period gives you the opportunity to make election changes for certain benefits. During this enrollment period you can: <ul style="list-style-type: none"><li>• Make changes to plan contributions, such as health savings account (HSA) or retirement plans</li><li>• Add or change the level of your insurance coverage</li><li>• Add or update Beneficiary assignment</li><li>• Complete Beneficiary assignment</li></ul> 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.
Select Benefits	
Upload Documents	
Review and Submit	

[Back](#) [Next](#)

The **Manage Dependents** page is where you can add/view/edit your dependent and beneficiaries. Select “**Add dependent or beneficiary**” to add a new dependent/beneficiary. You would use the *3-dot* action icon to view/edit an existing dependent/beneficiary.

## Open Enrollment



Welcome	Manage Dependents
Manage Dependents	Review your dependents before you enroll. <a href="#">Add dependent or beneficiary</a>
Select Benefits	
Upload Documents	
Review and Submit	

Sally Snow

Type  
Dependent  
Relationship  
Spouse

[Finish later](#) [Back](#) [Next](#)

Employee Self Service is split up into three sections: Action Required, Selected Plans and Eligible Benefits.

- **Action Required** –*These are items that need to be reviewed to move forward. These plans could require a beneficiary to be designated or a waive reason to be provided.*

**Open Enrollment**

Welcome  
Manage Dependents  
Surveys  
**Select Benefits**  
Review and Submit

**Select Benefits**

11 days left to enroll  
Effective: August 1, 2022

Employer cost per paycheck  
**\$141.69**

Your cost per paycheck  
**\$140.31**

[Go to section](#)

**Action Required**

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

**Dental**

[Waive benefit](#) [View all plans](#)

Multiple available options  
You have 3 benefit options available to choose from. See what is right for you!

- **Selected Plans** –*These are benefit plans that you are already enrolled in and can make changes to. This section also displays any enrollments that are pending additional approval.*

**Open Enrollment**

**Selected Plans**

You are enrolled in the following plans. You can make changes until the enrollment period closes.

**Medical**

[Waive benefit](#) [View all plans](#)

**HDHP 2021**  
Effective: July 1, 2022

Who is covered?  
You, Spouse Name, Child Name and Child Name

[Pending Approval](#)

Per Paycheck  
**\$138.00**

**Miscellaneous**

[Waive benefit](#) [View all plans](#)

**Custom Medical 2022**  
Effective: January 1, 2022

Who is covered?  
You, newchildnew test, Child Name, Child Name and Spouse Name

[Selected](#)

Per Paycheck  
**\$2.31**

- **Eligible Benefits** – *These are other benefit plans that are available for you to enroll in. If you select a benefit plan in the eligible benefits section, the enrollment will be moved to the Enrolled Benefits section.*

## Open Enrollment

**Eligible Plans**

You're eligible to enroll in the following plans.

**Vision** [View all plans](#)

Vision, All Employee

You have 1 benefit options available to choose from. See what is right for you!

**Health Savings Account** [View all plans](#)

RC HSA

You have 1 benefit options available to choose from. See what is right for you!

**FSA Health Care** [View all plans](#)

Multiple available options

[Finish later](#) [Back](#) [Next](#)

**Waive benefit** should only display for benefit plan types that require a waive reason. Employees should only select **Waive benefit** if you do not want to continue enrollment in a benefit or are not enrolled currently and a waive reason is required.

If you chose to **waive** a benefit, you will be required to select a **Waive Reason**.

**Waive Benefit**

Are you sure you want to waive Dental benefit?

⚠ Waiving this benefit means you do not require coverage. You can still enroll in the plan while the enrollment period is open.

**Waive Reason**

Select a reason

- Coverage does not meet my needs
- Do not want to be Insured
- Participating in Domestic Partner's Plan
- Participating in Parent's Plan
- Plan to participate in State Exchange Plan
- Participating in Spouse's Plan
- Participating in State Exchange Plan
- Too Expensive

[No, cancel](#) [Yes, waive benefit](#)

Employer cost per paycheck  
\$13.85

**View all plans** will allow the employee to view the plans that are available in that plan grouping.

### Eligible Plans

You're eligible to enroll in the following plans.

🔔 Medical

Waive benefit

View all plans

Multiple available options

You have 3 benefit options available to choose from. See what is right for you!

While enrolling in a plan, please be sure to indicate which dependents should be covered in the **Covered Individuals** section, if applicable. Then proceed with your enrollment.

### Available Plans

#### Medical

Select the plan that meets your needs and add the dependents you want to cover.

🔔 Your company requires you to enter a reason to waive this coverage.

Covered Individuals

☒ John Snow (You) ☐ Sally Snow (Spouse)

4 Plans Available

↔ Plan comparison

Aetna Choice PPO

(1 individual selected)

Provider

Aetna Inc.

Select plan

Employer cost per paycheck

\$245.90

Your cost per paycheck

\$112.52

RC HDHP

(1 individual selected) [Additional details](#)


Waive benefit

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



When you choose to enroll in a plan, it will display the **Per Paycheck** cost for the employee and employer.

RC PPO, Medical PPO (1 individual selected)		
Provider <b>Aetna Inc.</b>	Employer cost per paycheck <b>\$60.00</b>	Your cost per paycheck <b>\$57.00</b>
 Confirm the details for this plan selection or waive this benefit.		<a href="#">Confirm details</a>

**Confirm details** may include some additional information needed (i.e. PCP-ID).

**Confirm Details** ✕

Aetna Inc.: RC PPO  
Medical PPO

Covered Individual  
You

Primary Care Physician Details

John Snow  
Enter Primary Care Physician Details


First Name  Last Name  ID Number

Per Paycheck Costs  
Total Cost Per Paycheck  
**\$57.00**

[Back](#) [Confirm](#)

Review your enrollment, costs, and covered individuals carefully before clicking on **Confirm**. Once confirmed, you will receive a confirmation message that you are now enrolled and the enrollment will be displayed under **Selected Plans**.

#### Select Benefits

You enrolled in RC PPO, Medical PPO.			
 <b>47 days left to enroll</b> Effective: October 1, 2022	Employer cost per paycheck <b>\$60.00</b>	Your cost per paycheck <b>\$57.00</b>	<a href="#">Go to section</a>

#### Selected Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

 Medical	<a href="#">Waive benefit</a> <a href="#">View all plans</a>
<b>RC PPO</b> Effective: October 1, 2022  Who is covered? You	<div>Selected</div>  Per Paycheck <b>\$57.00</b>

## Voluntary Life Elections and Beneficiaries:

When you elect Voluntary Life, you will also need to designate your beneficiaries. Start by clicking **View all plans**, and then choose the amount of coverage you want to elect from the drop down.

Available Plans

Covered Individual

☒ John Snow (You)

1 Plan Available

BT - Voluntary Life

(1 individual selected)

Provider

Guardian Life

Select Coverage Amount

Additional Coverage

\$240,000.00

Total Actual Coverage Amount

\$240,000.00

Evidence of Insurability will be required for this enrollment.

Over The Limit - Approval Required

The Total Actual Coverage Amount is over the guarantee issue amount of \$150,000.00. That amount requires Evidence of Insurability (EOI) and approval from the insurance carrier.

Per Paycheck Costs

Employer cost per paycheck

\$0.00

Your cost per paycheck

\$17.50

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If the amount selected is over the Guarantee Issue amount, additional approval will be required, and you will be asked to complete **Evidence of Insurability** (EOI) and submit it to your employer. Your full election amount will not be approved until this process is completed. Next you will want to enter your beneficiary designation. Including **Primary** and **Secondary**, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary).

Beneficiaries

[Add beneficiary](#)

Allocate the percentages of your benefits payout. You can divide the percent paid to as many beneficiaries as you want, but the total must equal 100%.

Beneficiary	Primary	Secondary
Sally Snow Spouse	100 %	0 %
Total	100.00%	0.00%

Confirm the details for this plan selection.

Confirm details

Click **Confirm details** and review your selection and beneficiary delegations.

Then click **Confirm** to continue with your enrollment elections.

### Confirm Details

#### Guardian Life: BT - Voluntary Life

Covered Individual	
You	
Coverage	
Total Actual Coverage Amount	
\$240,000.00	
Beneficiaries	
Sally Snow (Spouse)	Primary (100.00%)
Per Paycheck Costs	
Employer Cost	Your Cost
\$0.00	\$17.50

[Back](#) [Confirm](#)

Continue through each step until all elections are complete and all tasks under the **Action Required** section are addressed. When ready to proceed to the Summary page, click **Next** to proceed to **Review and Submit** step.

### Open Enrollment

- Welcome
- Manage Dependents
- Surveys
- Select Benefits**
- Review and Submit

#### Select Benefits

46 days left to enroll  
Effective: October 1, 2022

Employer cost per paycheck  
**\$553.26**

Your cost per paycheck  
**\$293.17**

[Go to section](#)

#### Selected Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

Medical	Waive benefit	<a href="#">View all plans</a>
<b>Aetna Choice PPO</b>		
Effective: October 1, 2022		
Who is covered?		
You and Sally Snow		
Per Paycheck		
<b>\$253.17</b>		
<a href="#">View all plans</a>		
Dental	<a href="#">View all plans</a>	

[Finish later](#)

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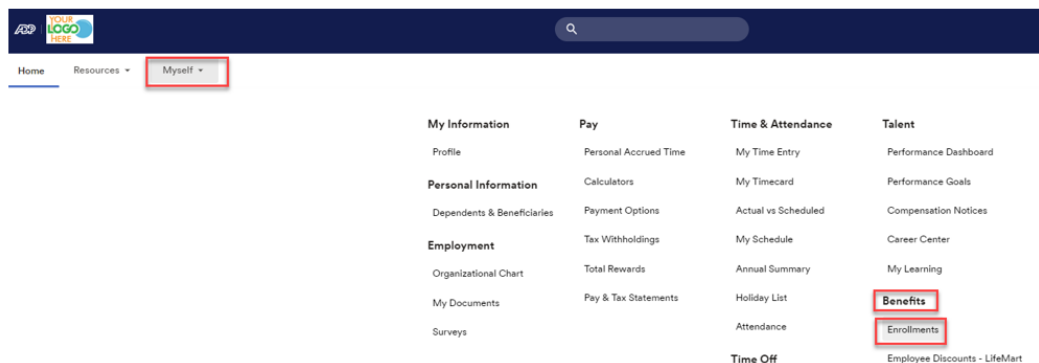
Review all of your selections/changes. When you have confirmed them, click **Submit Enrollment**. Note that your benefit elections will not be processed until you click **Submit Enrollment**. If you click **Save for later** instead, these enrollments will not be submitted to your HR team until you fully submit the enrollment changes.

### Open Enrollment

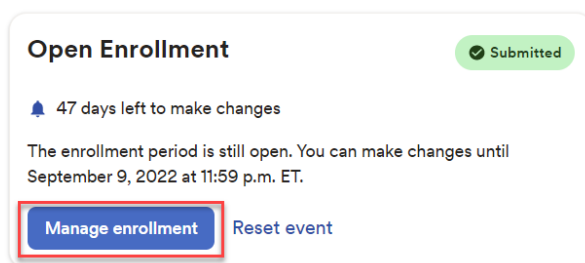
There will be a pop-up confirming your submission notating the date and time of submission. Please ensure you receive the confirmation note indicating your elections have been submitted.

## Enrollments

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 **Manage Enrollment** option in the Open Enrollment box. This will bring you back to the beginning of the profile to make any desired election changes.



## Enrollments



You may also navigate by finding the **My Benefits** tile on the homepage and select **Manage**. The tile will also reflect the “Submitted” status with the date and time of submission.

