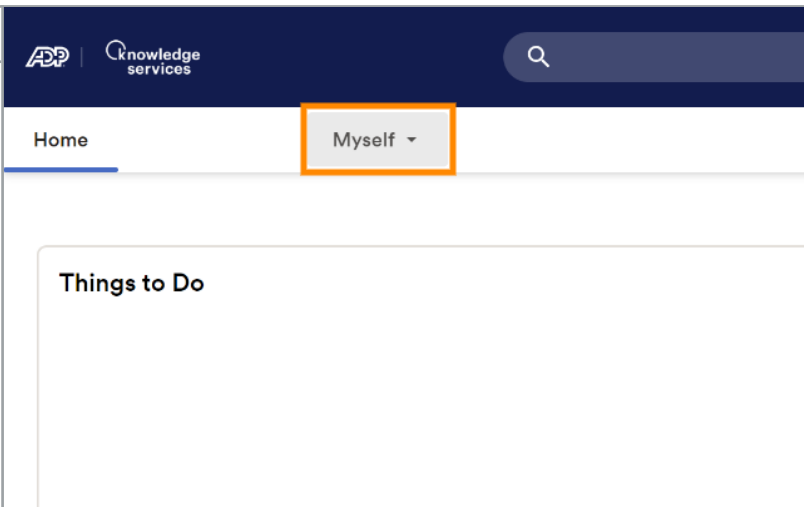
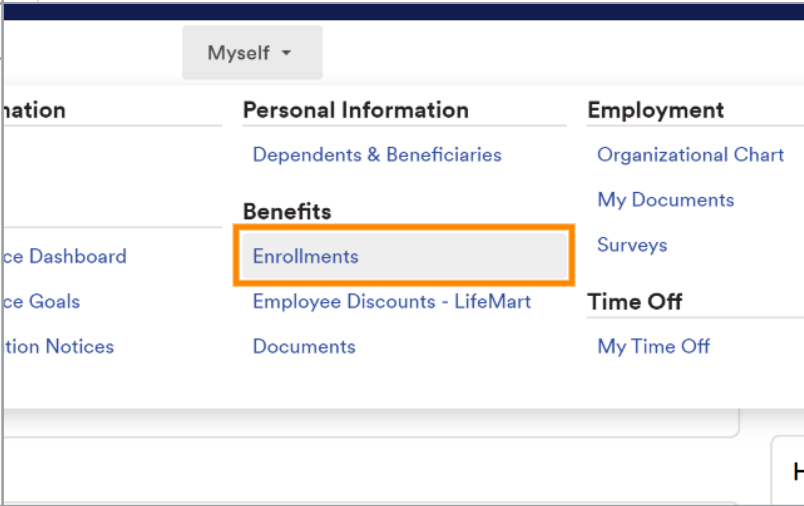


| ADP - View & Manage Benefits

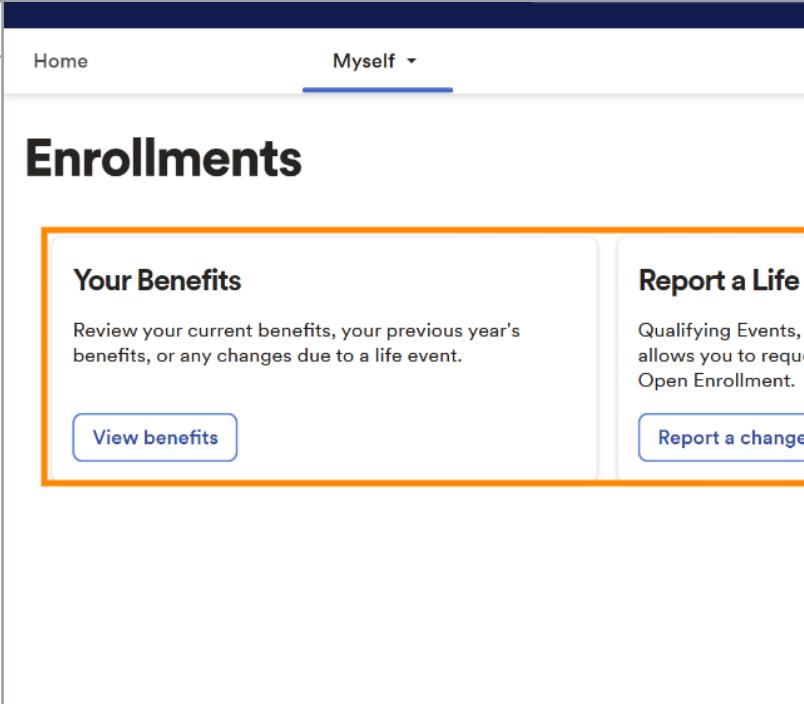
1 To Access and Manage Your Benefits in ADP, first click the **Myself** tab on the top toolbar.



2 Click **Enrollments**.









3 Here you will see three tiles from which action can be taken, **Your Benefits**, **Report a Life Change**, and **Dependents and Beneficiaries**.



The image shows a three-step guide for navigating to the ADP benefits management page. Step 1 shows the 'Myself' tab highlighted in the top navigation bar. Step 2 shows the 'Enrollments' link highlighted in the 'Benefits' section of the navigation menu. Step 3 shows the 'Enrollments' page with three main tiles highlighted: 'Your Benefits', 'Report a Life Change', and 'Dependents and Beneficiaries'.

| ADP - View & Manage Benefits

<p>4</p> <p> To view your benefits, click View Benefits on the Your Benefits tile.</p>	<p>Your Benefits</p> <p>Review your current benefits, your previous year's benefits, or any changes due to a life event.</p> <p>View benefits</p> <p>Report a Life</p> <p>Qualifying Events, allows you to request changes to benefits outside of Open Enrollment.</p> <p>Report a change</p>
<p>5</p> <p> Here you will see a breakdown of your benefits, including Medical, Dental, Vision, and your other benefits. Additionally you can download this information by clicking the Download option near the top of the page.</p>	<p>Select a Date Employer Cost Per Paycheck</p> <p>09/10/2024 </p> <p> This information is your coverage as of the date selected.</p> <p>Enrollment Summary Download</p> <p>You are enrolled in the following plans.</p> <p> Medical</p>
<p>6</p> <p> To report a life change, click Report a change.</p>	<p>, your previous year's to a life event.</p> <p>Report a Life Change</p> <p>Qualifying Events, like a marriage or losing coverage, allows you to request changes to benefits outside of Open Enrollment.</p> <p>Report a change</p>

| ADP - View & Manage Benefits

7

Here you can report life events, including adding a new child, adoption, or marriage, by following the prompts on screen.

ADP

← Back **Report a Life Event**

Select a life event

- Add New Child
- Adoption
- Marriage
- Child Gains Eligibility

Add New Child

Enroll your child or children in your benefits.
For example, you have recently had a baby and need to add coverage for you.
After specifying when coverage should begin, you will be able to update you

Cancel Continue

8

Finally, you can view or edit dependents and beneficiaries by clicking **Manage**.


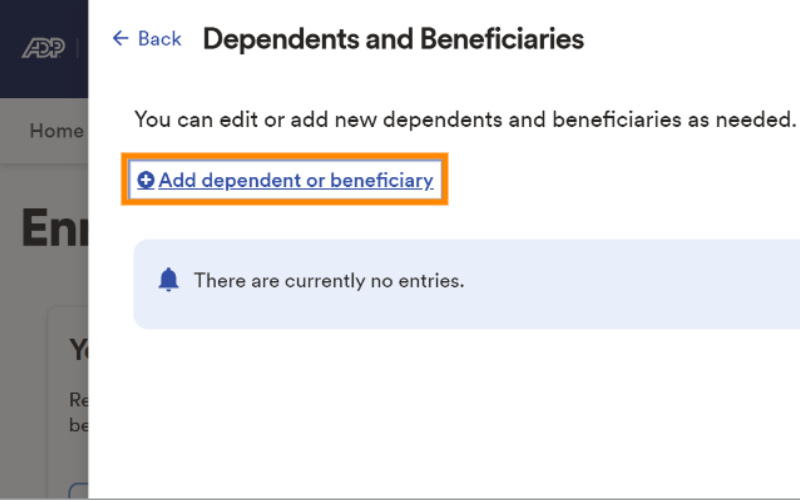

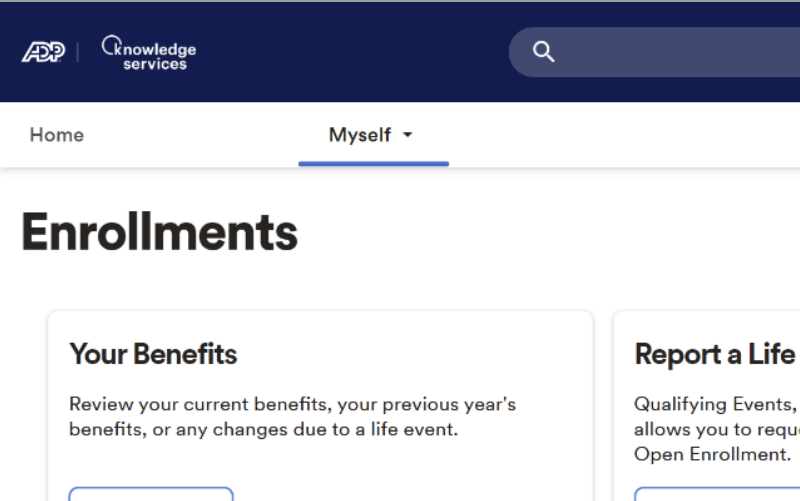
Manage

Dependents and Beneficiaries

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

Manage

| ADP - View & Manage Benefits

<p>9</p> <p> Here you have the option to Add or Edit dependents or beneficiaries depending on what is loaded on your profile.</p>	 <p>The screenshot shows the 'Dependents and Beneficiaries' page in the ADP system. At the top, there is a 'Back' button and the page title. Below the title, a message states: 'You can edit or add new dependents and beneficiaries as needed.' A blue button with a plus icon and the text 'Add dependent or beneficiary' is highlighted with an orange box. Below this, a light blue notification box with a bell icon says 'There are currently no entries.' The left sidebar shows 'Home' and 'Enrollments'.</p>
<p>10</p> <p> And that's it! You've Viewed and Managed Your Benefits in ADP.</p>	 <p>The screenshot shows the 'Enrollments' page in the ADP system. The top navigation bar includes the ADP logo, 'knowledge services', and a search bar. Below the navigation, there are tabs for 'Home' and 'Myself'. The main heading is 'Enrollments'. There are two main sections: 'Your Benefits' and 'Report a Life'. 'Your Benefits' includes the text: 'Review your current benefits, your previous year's benefits, or any changes due to a life event.' 'Report a Life' includes the text: 'Qualifying Events, allows you to request Open Enrollment.' The left sidebar shows 'Home' and 'Myself'.</p>



Scan to go to the interactive player