HOW TO ACCESS THE ADP EMPLOYEE SELF-SERVICE WEB SITE

1. Access the ADP Employee Self Service Web site. If the link does not work, please copy/paste this url into your browser:


   Note: If this is your first time logging in, or you need help getting started, click the appropriate link for instructions and assistance. The Registration code is CRTG-1847

2. Click User Login.

   Note: If you have used the ADP iPay feature in the past, you may be rerouted for the employee self service and then receive an error message. If this happens, use this url:

   workforcenow.adp.com

   Then you may want to bookmark this location for future use.

3. Select Myself > Benefits > Enrollments

4. On the Enrollments page, click Start or Resume next to your Open Enrollment profile. (Resume is available when you are returning to complete your enrollment.)
5. At Section 1, add a new dependent or beneficiary or update a newly added dependent or beneficiary. You can click a dependent’s or beneficiary’s name to view their information.
   a. On the Enrollments page, in the Add a Dependent/Beneficiary field, select Dependent/Beneficiary.
   b. Enter the new dependent’s information and, when complete, click Done.

6. To review or change dependents and beneficiaries.

   **Note:** You can edit newly added dependents by clicking on their name.

   To edit a previously entered dependent, you must select Myself > Personal Information > Dependents & Beneficiaries. You can click a dependent’s or beneficiary’s name to view their information.

7. Move to Section 2 Status. Start your enrollment by selecting Walk Me Through My Benefit Options

   **Note:** While there is an option to select I Know What I Want to Change, because all of our benefit options are new this year, selecting the Walk Me Through My Benefit Options will ensure that you have enrolled completely.
a. When you select **Walk Me Through My Benefit Options**, the system will guide you through each benefit plan.

![Open Enrollment](image)

**Welcome** to the benefits enrollment period. Enrollment is your opportunity to make changes to certain benefits, effective June 1st, 2016.

During enrollment you can:

- Add or opt out of health plan coverage
- Choose your new plan option
- Enroll eligible family members in your plan
- Add, drop or change the level of your insurance coverage
- Enroll or re-enroll in a flexible spending account to pay for day care or health expenses with pre-tax dollars

Please review your options and costs carefully. You can make any changes you like at home or at work until the end of the enrollment period. 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 administrator if you have questions.

b. After you make your selections to move to the next enrollment option, click on the **Forward To** icon.

![Forward To](image)

8. To enroll in a plan, click **Enroll in This Plan** for the appropriate benefit plan. Although the plan benefits are the same, please note the Health Plan networks for each plan option are separate for Wisconsin residents and non-Wisconsin residents.

![Enrollment](image)

9. Choose a **Coverage Level** for the selected plan.
10. Choose **(Enroll) Dependents** (if applicable)

11. After reviewing all plans and making your selections, click **Review & Complete**.

   **Note:** You cannot select Review & Complete until all plans have been reviewed.

12. Review your benefits elections:
   a. Click **Return to Choose Plan** if you want to make changes now.
   b. Click **Finish Later** to make changes later.

   **Note:** If the **Choose Waive Reasons** section displays, you have not enrolled in the plan types listed. If this is correct, select a **Waive Reason**, for each plan type. If this is not correct, click **Return to Choose Plans** and enroll in the appropriate plans.

13. After reviewing your benefits election selections, do one of the following:
   a. Click **Return to Choose Plan** to make changes now.
   b. Click **Finish Later** to make changes later.
   c. Click **Complete Enrollment** to finish your enrollment.

   **Tip:** See Step 9 &10 for information on changing your enrollment coverage or dependent enrollments.

14. To change your coverage level or enrollment information for a dependent, return to the plan selection page and do the following:

   a. Select the **Plan Type**, then **Edit Plan/More Info**, and then select **Edit Plan**.
   b. Change enrollment information as needed and click **Done**.
**Important:** Ensure that you have correctly selected the eligible dependents that should be covered under this plan.

15. After reviewing all plans and making your selections, click **Review & Complete**.

16. Then do one of the following:

   a. Click **Return to Choose Plan** to make changes now or
   b. Click **Finish Later** to make changes later or
   c. Click **Complete Enrollment** to finish your enrollment.

**Things to remember:**

If you enroll in a Qualified High Deductible Health Plan and would like to enroll in a Flexible Spending Account (FSA), you must select the Limited Flexible Spending (this does not affect dependent care FSA’s).

At this time, you will be able to view the accurate monthly cost in the **Review & Complete** Section. Please note the per pay period cost will be inaccurate until the 2018 payroll schedule is finalized.

**Tip:** The Help icon and the Full Screen icon display on the top of the page (following the name of the page):

- Click the Help icon to find additional assistance and information.
- Click the Full Screen icon to expand the page you are viewing, click the Restore icon to return to the normal view.

If you have any questions using the ADP Employee Self Service web site, or if you make an enrollment error, please contact:

Human Resources
humanresources@carthage.edu