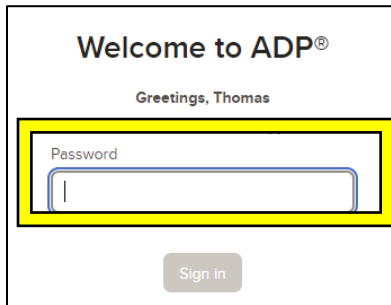


How to Complete Open Enrollment in ADP

This is the time to elect benefits for Open Enrollment! Information on our benefits for the new year can be found on our Open Enrollment Resource Center: <https://mybenefitseducation.com/Knapp/>

Web Browser (desktop computer or laptop. DO NOT use this option on your phone or tablet)

- Go to <https://workforcenow.adp.com>
- Enter your ADP User ID and Password then click **Sign In**



- Once you are logged into ADP, click **Myself > Enrollments** (under **Benefits**)

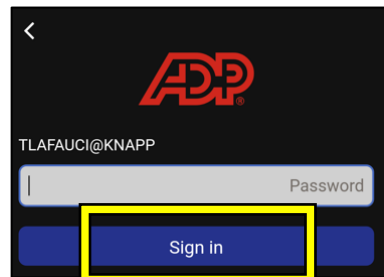


Mobile App (available for Android and Apple devices. This is your ONLY mobile option)

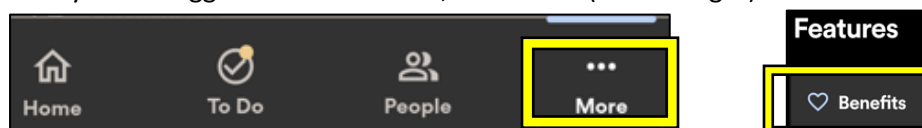
- Download or go to the **ADPMobile** app on your mobile phone (QR code below)



- Enter your ADP User ID and Password then click **Sign In**

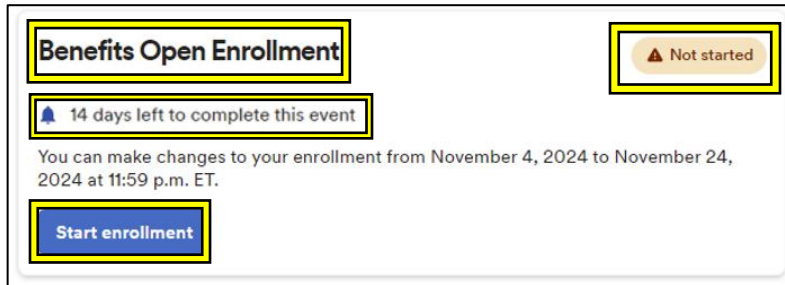


- Once you are logged into ADPMobile, click **More** (bottom right) > **Benefits**

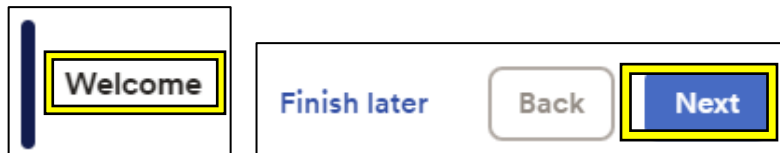


Using either ADP method, you will follow these steps to complete your Open Enrollment elections:

- On the **Enrollments** screen, under the **Open Enrollment** section, click **Manage/Start Enrollment**
 - **Deadline:** You can view your Status and the number of days remaining to enroll. If you miss the enrollment window, you cannot add or change benefits until the next Open Enrollment
 - **New Hires:** If you were hired within the past 30-days, you must complete your **New Hire** enrollment first. Once submitted, you must also complete your **Open Enrollment** elections.



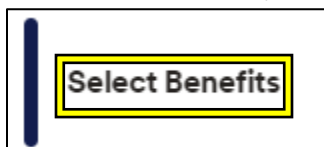
- Under **Welcome**, Review the message screen and click **Next** or **Continue**



- Under **Manage my Dependents** will show your current Dependents and Beneficiaries. Once completed, click **Next**
 - Click **+ Add Dependent** if you wish to add a new Spouse/Domestic Partner or Child(ren) to our benefit plans for the new year.
 - You must enter your Dependent's legal name, social security number (SSN), date of birth and gender.
 - If the Dependent does not have a SSN yet, click the **Applied For** box. The SSN will be required to be added prior to the end of calendar year
 - Your Dependents will automatically be Beneficiaries (for life insurance). If you wish to have a different Beneficiary, you can select **Person** or **Organization** under **Relationship**
 - If you need to change a Beneficiary into a Dependent, exit back to **Enrollments**, click **Manage** under **Dependents & Beneficiaries**. Click the **three dots** and select **Convert**



- Under **Select Benefits**, this is where you can review and elect the benefits.



- **Medical** requires an enrollment or waiver. If you do not want medical coverage, click **Waive** benefit. Otherwise, click **View all plans**
 - Click **Select Plan** for the medical plan

HDHP 3000 Plan
(1 individual selected)

Provider
Cigna

[Select plan](#)

- If you wish to add dependents to the plan, click the box next to their name. The cost of the plan will update based on the chosen dependents

Covered Individuals

Thomas (You) Rebekah (Spouse)

- Under the plan you want to select, click **Confirm Details**
- **Tobacco Status Survey:** You are required to attest your Tobacco Status to add Medical. A tobacco-user is considered to be any tobacco-related product within the last six (6) months.

Surveys

[Tobacco Status](#)

I attest that I am a tobacco user.*

No
 Yes

- If you are a tobacco-user, a **Surcharge** will be added to your **Cost Per Paycheck**. Click **Confirm** to continue the benefit enrollment process.

Surcharges: **\$15.00** Total Cost Per Paycheck

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

- **Eligible Plans** are additional benefits we offer that you are not required to elect or waive coverage
 - Click **View All Plans** to select coverage under each benefit (e.g., Dental, Vision, etc.)
 - **Note:** Each year you are required to select a new FSA and/or HSA amount for the new year

Eligible Plans

You're eligible to enroll in the following plans.

Dental [View all plans](#)

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

- **Employer Life, Short-Term, Long-Term Disability, Telemedicine** are company paid and auto-enrolled
 - For **Employer Life** (and **Employee Life** if elected), you must add/designate at least one (1) **Beneficiary**. You can add more than one, but the total for Primary must equal 100%
 - A SSN is required for each Beneficiary for verification purposes, but if you do not have it, you may enter “000-00-0000”
 - Click **Confirm Details** once completed

Beneficiary	Primary	Secondary
Rebekah LaFauci Spouse	100 %	0 %
Total	100.00%	0.00%

Confirm the details for this plan selection. [Confirm details](#)

- When you have completed selecting benefits and designated a Beneficiary for Life Insurance, scroll down to bottom, and click **Next > Submit Enrollments**
 - If you are unable to submit enrollment, it is likely because you did not complete selecting a Medical Plan and/or have not designated a beneficiary to Life Insurance



Common Asked Questions:

1. **I submitted my Enrollment, but why do I receive notifications that my benefits are still pending?**
 You benefit elections are not completed until you click **Submit Enrollment** at the bottom of the enrollment page in ADP.

 Another reason may be that you submitted your enrollment but reopened your Enrollment page. When you do this, ADP shifts your enrollment status from Completed to In-Progress, which enables the reminder notifications. You must click Submit Enrollment again to Complete Open Enrollment.
2. **When will my Insurance Card arrive? How do I order a new benefit card?**
 Many carriers have opted to digital-only cards, such as medical, dental and vision. You will have access to register your online account 7-14 business days after January 1.
 Please reference our Carrier Contact List: [https://flimp.live/6bocytg5q](https://flimp.live/BenVendor>Contact-Employee

3. I do not see 401k in ADP. How do I enroll or make changes in 401k?

 Our 401k is managed and elected through our 401k vendor. You can elect or change your contributions in the Empower portal after two weeks from your date of hire.

 Instructions are here: <a href=)

For additional information on Open Enrollment, including an FAQ, Registration for Webinars, View Benefit Summaries, and more, visit our Open Enrollment Resource Center:
<https://mybenefitseducation.com/Knapp/>