

Benefit Enrollment Self Service through ADP





Access your company website, 24 hours a day, 7 days a week.

Please make your Benefit selections online through ADP's website – link below.

<https://workforcenow.adp.com>

Registration code: NKC-7P246j



Overview

In this presentation, we will discuss the following:

- Viewing your benefit enrollments
- Viewing or printing a benefits statement
- Comparing benefit plans
- Reviewing benefit compensation
- Enrolling in benefits
- Adding and editing beneficiaries

By selecting Myself > Benefits, you can do the following:

- View your current compensation and benefits.
- View your benefits statement.
- Compare benefit plans.
- Enroll in benefits.
- Waive enrollment.

You must enroll or waive



- You must enroll or waive benefits. Per Diem, On Call and non Benefits Eligible employees are excluded from this requirement.
- If you do not enroll in a Medical plan or waive coverage, you will be defaulted into the Kaiser HMO plan except for Port Angeles employees.
- You can both waive or enroll through the ADP system.
- You cannot enroll in 401k through the online system this year, it is still a paper process to enroll. You will need to fill out the paper enrollment forms available on K-Net or the ADP self-service home page.

Enrolling in Benefits



When you first log into ADP Workforce Now, you will see the pop up window to take you to the Open Enrollment Wizard.

A screenshot of a web browser window showing a 'What's New' pop-up. The pop-up has a title bar with a close button (X). Inside, there's a green circle with the number '26' and the text 'Day(s)' below it, followed by 'LEFT TO COMPLETE YOUR ENROLLMENT'. To the right, it says 'Questions?' and 'Sherie Chipperfield' with contact information: an email 'sherie.chipperfield@nwkidney.org' and a phone number '206-720-3742'. The main heading is 'Open Enrollment' with the dates 'November 21, 2016 - December 16, 2016'. Below this is a 'Welcome' message: 'Welcome to the benefits enrollment period! Enrollment is your opportunity to make changes to certain benefits, effective January 1, 2017.' A section titled 'During enrollment you can:' lists five bullet points: 'Add or opt out of health plan coverage', 'Choose your new plan option', 'Enroll eligible family members in your plans', 'Add, drop or change the level of your insurance coverage', and 'Enroll or re-enroll in a flexible spending account to pay for day care or health expenses with pre-tax dollars'. A paragraph follows: '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.' At the bottom, there are three buttons: 'START THIS ENROLLMENT' (highlighted with a red rectangle), 'REMIND ME LATER', and 'DON'T SHOW THIS AGAIN'. Below the buttons is a link 'PROVIDE FEEDBACK ON THIS WHAT'S NEW' with a dropdown arrow, and a checkbox labeled 'Do not show this window until next update'.



If you accidentally click Don't Show Me Again or exit out of the wizard before finishing, you can find your enrollment profile by navigating to **Myself>Benefits>Enrollments** or clicking on the Heart icon under Banners.

The screenshot shows the ADP Home Page interface. The top navigation bar includes links for HOME, RESOURCES, MYSELF, MY TEAM, PEOPLE, PROCESS, REPORTS, and SETUP. A search bar is located on the right. The user's name, SHERIE LYNN CHIPPERFIELD, is displayed in the top right corner. The MYSELF dropdown menu is open, showing options for Personal Information, Employment, and Benefits. The Enrollments link under Benefits is highlighted with a red box. Below the navigation bar, the main content area is divided into two sections. The left section, titled 'Company News', contains a table of upcoming events. The right section, titled 'Company Events', features a banner for the 'DISCOVERY GALA' on Saturday, October 29, 2016, at the Bellevue Hyatt Regency. Below the banner, there are lists of 2016 Event Sponsors and 2016 Discovery Gala Sponsors.

Unit (Location)	Date	Start Time	Start Time
Leadership Team (SeaTac Pavilion, SeaTac Classrooms) ONLY FOR LEADERSHIP TEAM	7/19/16 Tuesday	2:30 PM	
SRKC	8/17/16 Wednesday	1:30 PM	
KLKC	8/19/16 Friday	2:15 PM	3:00 PM
Nurse Care Managers (By K View in the Melang Conference Room at Haviland Pavilion)	8/22/16 Monday	10:00 AM	
Social Work (Turner Conference Room, Haviland Pavilion)	8/22/16 Monday	3:30 PM	
Materials and Tech Services (DC Employee Lounge)	8/29/16 Monday	7:30 AM	
EBKC	8/30/16 Tuesday	2:15 PM	3:00PM
PAKC	9/01/16 Thursday	11:30 AM	
EKC	9/09/16 Friday	2:00 PM	
Security (Anderson Conference Room, Haviland Pavilion)	9/12/16 Monday	10:00 AM	
LCKC	9/21/16 Wednesday	2:15 PM	3:00 PM
PD (4 th Floor Conference Room, SeaKC)	9/22/16 Thursday	11:30 AM	
LWKC	9/23/16 Friday	2:30 PM	3:15 PM
SKC (SKC Conference Room)	9/29/16 Thursday	2:30 PM	3:15 PM
RKC(RKC Conference Room)	9/30/16 Friday	2:30 PM	3:15 PM

Enrolling in Benefits (Continued)



First, we will add in your Dependents and Beneficiaries. If you do not have dependents or beneficiaries to add you can skip this step and move to Step 2.

Enrollments

New Hire Full Benefits

Review Information

Choose Plans

Submit

FINISH LATER

REVIEW & COMPLETE

1. Review Dependents and Beneficiaries

Review your dependents and beneficiaries and make any additions. Only those people and organizations listed can be included in your benefits elections.

ADD DEPENDENT/BENEFICIARY

NAME	DEPENDENT	BENEFICIARY	RELATIONSHIP
There are no records.			

Newly Added

Pending Approval

2. Status

Tell us how you want to proceed through this enrollment.

Walk Me Through My Benefit Options

Take me through each available benefit option in the order that my administrator designated. I can review each option so that I can make any new selections or make changes to my existing enrollments.

I Know What I Want To Change

Choose one or more benefit options that you want to review. You will only be able to make changes or new selections for the options that you select.

CANCEL

CONTINUE

Northwest Kidney Centers

7

Adding a Beneficiary



Make sure to fill out all fields with a Red Asterisk. When finished, click done at the bottom left of the page. You may need to scroll down to see the Done button.

Dependent/Beneficiary

Personal Information

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Generation Suffix	Professional Suffix	Birth Date *
<input type="text" value="v"/>	<input type="text" value="v"/>	<input data-bbox="785 727 939 759" type="text" value="mm/dd/yyyy"/>
Gender *	Age XX Years XX Months	
<input type="text" value="v"/>		

Check All That Apply

☐ Fulltime Student

Relationship Information

Relationship *

Enrolling in Benefits (Continued)



Be sure to use the Walk Me Through My Benefit Options.

Enrollments

New Hire Full Benefits

Review Information

Choose Plans

Submit

FINISH LATER

✓ REVIEW & COMPLETE

1. Review Dependents and Beneficiaries

Review your dependents and beneficiaries and make any additions. Only those people and organizations listed can be included in your benefits elections.

ADD DEPENDENT/BENEFICIARY ▼

NAME	DEPENDENT	BENEFICIARY	RELATIONSHIP
There are no records.			

Newly Added

Pending Approval

2. Status

Tell us how you want to proceed through this enrollment.

☒ **Walk Me Through My Benefit Options**
Take me through each available benefit option in the order that my administrator designated. I can review each option so that I can make any new selections or make changes to my existing enrollments.

☐ **I Know What I Want To Change**
Choose one or more benefit options that you want to review. You will only be able to make changes or new selections for the options that you select.

CANCEL

✓ CONTINUE

Enrolling in Benefits (Continued)



You can navigate back and forth at the top right to go to different Benefit Offerings.

Enrollments ? ▶ ↗

Open Enrollment

Review Information Choose Plans Submit

FINISH LATER REVIEW & COMPLETE

PRINT

Forward To Health and Welfare - Medical ▶

Welcome

Health and Welfare - Medical
2 plan(s)

HSA
Acknowledgment
1 plan(s)

HSA v FSA
3 plan(s)

NKC Pharmacy
1 plan(s)

Health and Welfare - Dental
1 plan(s), 1 enrolled

Health and Welfare - Vision
1 plan(s)

Flexible Spending Account - Dependent Care
1 plan(s)

Retirement and Savings - 401(k) plan
2 plan(s), 1 enrolled

Insurance - Employee Life
1 plan(s), 1 enrolled

Welcome to the benefits enrollment period! Enrollment is your opportunity to make changes to certain benefits, effective January 1, 2017.

During enrollment you can:

- Add or opt out of health plan coverage
- Choose your new plan option
- Enroll eligible family members in your plans
- 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.



Choose:

1. Kaiser HMO

with FSA

OR

2. Kaiser HDHP PPO

with HSA

- You must choose between the HMO or the HDHP for your medical plan.
- Both plans come with VSP. You must enroll in a Medical Plan before you can enroll in VSP.
- You cannot enroll in the Flexible Spending Account (FSA) if you are enrolled in the GHC HDHP PPO plan and opt to participate in the Health Savings Account (HSA.)
- You cannot enroll in the Health Savings Account (HSA) if you are enrolled in the GHC HMO plan.



- Compare Medical Plans by viewing the Overview and Services You May Need tabs.

Welcome

Back To Welcome

Show Plan Cost Each: ☒ Month ☐ Pay Period

Health and Welfare - Medical
2 plan(s), 1 enrolled

HSA
Acknowledgment
1 plan(s)

HSA v FSA
1 plan(s)

NKC Pharmacy
1 plan(s), 1 enrolled

Health and Welfare - Dental
1 plan(s), 1 enrolled

Health and Welfare - Vision
1 plan(s)

ALREADY ENROLLED
Effective January 1, 2017

Kaiser Access PPO HDHP, GHC HDHP PPO
Kaiser Permanente Washington

YOUR PLAN COST
\$0.00 /month

UNENROLL FROM PLAN

EDIT PLAN/MORE INFO ▼

Kaiser HMO, 2017 HMO
Kaiser Permanente Washington

ESTIMATED PLAN COST
\$0.00 /month

ENROLL IN THIS PLAN

MORE INFO ▼

Showing Plans 1-2 of 2

Overview

Does this plan use a network of providers?	Access PPO	Group Health Providers Only
What is the overall deductible?	\$2,000 single/\$4,000 family	\$1,000 single/\$3,000 family
Out-of-pocket maximum	\$3,500 single/\$7,000 family	\$2,200 single/\$6,600 family
Generic drugs	20% [10% at GHC] after deductible	\$20 GHC, Bartells or Pharmacies with Optum Rx contract/\$40 Mail Order [90 day supply]
Preferred brand drugs	20% [10% at GHC] after deductible	\$40 GHC, Bartells or Pharmacies with Optum Rx contract/\$80 Mail Order [90 day supply]
Non-preferred brand drugs	20% [10% at GHC] after deductible	\$60 GHC, Bartells or Pharmacies with Optum Rx contract/\$120 Mail Order [90 day supply]
Preventive care/screening/immunizati...	Paid in full	Paid in full
Other practitioner office visit	20% [10% at GHC] after deductible	\$30 copay, deductible waived



- Compare Medical Plans by viewing the Overview and Services You May Need tabs.

Welcome

Back To Welcome

Show Plan Cost Each: ☒ Month ☐ Pay Period [PRINT](#)

Health and Welfare - Medical
2 plan(s), 1 enrolled

HSA
Acknowledgment
1 plan(s)

HSA v FSA
1 plan(s)

NKC Pharmacy
1 plan(s), 1 enrolled

Health and Welfare - Dental
1 plan(s), 1 enrolled

Health and Welfare - Vision
1 plan(s)

ALREADY ENROLLED
Effective January 1, 2017

Kaiser Access PPO HDHP, GHC HDHP PPO
Kaiser Permanente Washington

YOUR PLAN COST
\$0.00 /month

UNENROLL FROM PLAN

EDIT PLAN/MORE INFO ▼

Kaiser HMO, 2017 HMO
Kaiser Permanente Washington

ESTIMATED PLAN COST
\$0.00 /month

ENROLL IN THIS PLAN

MORE INFO ▼

Showing Plans 1-2 of 2

► Overview

▼ Services You May Need

Chiropractic Visit	20% after deductible, 15 visits	\$30 copay, up to 10 visits
Mental Health Office Visits	20% after deductible	\$30 copay
Diagnostic test (x-ray, blood work)	20% after deductible	Paid in full
Inpatient Facility	20% after deductible	20% after deductible
Emergency room services	20% after deductible	\$150 copay then 20% after deductible
Outpatient Rehabilitation	20% after deductible, up to 45 visits per year	\$30 copay, up to 45 visits

Medical Plans - More Info



- Clicking on More Info will give you a link to the Kaiser Provider Directory to look up Physicians & Hospitals covered in the Kaiser Network.

The screenshot displays the Kaiser Medical Plans portal. On the left, a sidebar lists various health and welfare plans, including HSA, HSA v FSA, NKC Pharmacy, and Vision. The main content area shows two plans: Kaiser Access PPO HDHP, GHC HDHP PPO and Kaiser HMO, 2017 HMO. Both plans have an estimated cost of \$0.00/month. A red box highlights the 'EDIT PLAN/MORE INFO' dropdown menu, which includes options like 'Show Costs For All Coverage Levels', 'Edit Plan', and 'Access PPO'. Below the plans, a table lists various services and their costs, such as Chiropractic Visit, Mental Health Office Visits, and Diagnostic test (x-ray, blood work).

Service	Kaiser Access PPO HDHP, GHC HDHP PPO	Kaiser HMO, 2017 HMO
Chiropractic Visit	20% after deductible, up to 15 visits	\$30 copay, up to 10 visits
Mental Health Office Visits	20% after deductible	\$30 copay
Diagnostic test (x-ray, blood work)	20% after deductible	Paid in full
Inpatient Facility	20% after deductible	20% after deductible
Emergency room services	20% after deductible	\$150 copay then 20% after deductible
Outpatient Rehabilitation	20% after deductible, up to 45 visits per year	\$30 copay, up to 45 visits

Medical Plans - Making Selections



- Click on Enroll In This Plan for the Option you choose.

Welcome [Back To Welcome](#) Show Plan Cost Each: ☒ Month ☐ Pay Period [PRINT](#) HSA

Health and Welfare - Medical
2 plan(s), 1 enrolled

HSA
[Acknowledgment](#)
1 plan(s), 1 enrolled

NKC Pharmacy
1 plan(s), 1 enrolled

Health and Welfare - Dental
1 plan(s), 1 enrolled

Health and Welfare - Vision
1 plan(s), 1 enrolled

Consumer Health and Savings Accounts - Health Savings Account
2 plan(s), 1 enrolled

ALREADY ENROLLED
Effective January 1, 2017

Kaiser Access PPO HDHP, Kaiser Access PPO HDHP
Kaiser Permanente Washington

YOUR PLAN COST
\$0.00 /month

UNENROLL FROM PLAN

EDIT PLAN/MORE INFO ▼

Kaiser HMO, Kaiser HMO
Kaiser Permanente Washington

ESTIMATED PLAN COST
\$0.00 /month

ENROLL IN THIS PLAN

MORE INFO ▼

Showing Plans 1-2 of 2

[Overview](#)

[Services You May Need](#)

Chiropractic Visit	20% after deductible, 15 visits	\$30 copay, up to 10 visits
Mental Health Office Visits	20% after deductible	\$30 copay
Diagnostic test (x-ray, blood work)	20% after deductible	Paid in full
Inpatient Facility	20% after deductible	20% after deductible
Emergency room services	20% after deductible	\$150 copay then 20% after deductible
Outpatient Rehabilitation	20% after deductible, up to 45 visits per year	\$30 copay, up to 45 visits

Medical Plan - Coverage Level









- Click on the Option you choose and then Click Enroll on the bottom right of the page. Make sure you also check the dependents you want to enroll in Step 2. You may need to scroll down to see the blue “Enroll” button.

Kaiser HMO, 2017 HMO
Kaiser Permanente Washington

YOUR PLAN COST \$0.00 /month	DEDUCTION INFORMATION ⓘ	EMPLOYER PAYS \$585.97/month	COVERAGE STARTS February 1, 2018
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1 Choose a Coverage Level

Choose the level of coverage that meets your needs and budget.

Coverage Level	Your Plan Cost	Employer Pays
<input checked="" type="radio"/>  EMPLOYEE	\$0.00	\$585.97
<input type="radio"/>  EMPLOYEE + 2	\$641.17	\$961.75
<input type="radio"/>  EMPLOYEE + SPOUSE	\$499.05	\$748.57
<input type="radio"/>  EMPLOYEE + CHILD	\$187.56	\$750.26
<input type="radio"/>  EMPLOYEE + CHILDREN	\$280.65	\$1,122.60
<input type="radio"/>  EMPLOYEE + FAMILY	\$827.22	\$1,240.84

2 Choose Dependents

Review or select who will be covered under this plan. Some may be unavailable or pre-selected for you based on your choice of coverage level.

Enroll	Name	Relationship
<input type="checkbox"/>	Cecilia Chipperfield	Child

CANCEL **ENROLL**

Health Savings Account - Acknowledge



- If you selected the HDHP as your Medical Plan, you can be eligible for the HSA. You must “Enroll” in the HSA Acknowledgment in order to enroll in the HSA. If you do not do this step you will not be able to open or contribute to an HSA account.

Health and Welfare - Medical
2 plan(s), 1 enrolled ✓

HSA Acknowledgment
1 plan(s) ✓

HSA v FSA
3 plan(s) ✓

NKC Pharmacy
1 plan(s)

Health and Welfare - Dental
1 plan(s), 1 enrolled

Health and Welfare - Vision
1 plan(s)

Flexible Spending Account -

HSA Acknowledgment 2017, HSA Acknowledgment 2017
Optum

YOUR PLAN COST
\$- /month

Showing Plans 1-1 of 1

ENROLL IN THIS PLAN

▼ HSA

Disclaimer
You MUST enroll in this Acknowledgment BEFORE you can enroll in the Health Savings Account.

HSA Acknowledgment
I must be covered by a federally qualified HDHP for which Northwest Kidney Centers' GHC Access PPO HDHP & HSA plan qualifies.

HSA Acknowledgment
I cannot have any other medical coverage, unless it is also a

Health Savings Account - Enroll



- You will only be allowed to enroll in the HSA if you have already enrolled in the Kaiser HDHP PPO Medical Plan and the HSA Acknowledgment.

The screenshot displays a web interface for enrolling in a Health Savings Account (HSA). On the left, a sidebar lists various plan categories: 'Health and Welfare - Medical' (2 plan(s), 1 enrolled), 'HSA Acknowledgment' (1 plan(s)), 'HSA v FSA' (1 plan(s)), 'NKC Pharmacy' (1 plan(s), 1 enrolled), 'Health and Welfare - Dental' (1 plan(s), 1 enrolled), and 'Health and Welfare - Vision' (1 plan(s)). The 'HSA v FSA' option is highlighted with a blue arrow. The main content area shows the 'Optum HSA 2018, Eligible Employees' plan by Optum. Below the plan name, there is a purple box labeled 'HEALTH SAVINGS ACCOUNT FOR HDHP'. Underneath, the 'Your Contribution Amount' is listed as '\$- /month'. A red rectangular box highlights the 'ENROLL IN THIS PLAN' button. At the bottom, an 'Overview' section contains a question 'Does this plan use a network of providers?' and a detailed enrollment requirement: 'You MUST be enrolled in the Kaiser Access PPO HDHP and the HSA Acknowledgment BEFORE you can enroll in this plan. Maximum Contribution: Employee Only = \$2,950 for employees under 55 years of age; \$3,950 for over 55. Family = \$6,400 for employees under 55 years of age; \$7,400 for over 55'.

Pharmacy Payroll Deduction



- By enrolling in this benefit you authorize the NKC Pharmacy to deduct your prescription cost from your paycheck. Make sure to enroll any dependents that also use the NKC Pharmacy.

Health and Welfare - Medical
2 plan(s) ✓

HSA
Acknowledgment
1 plan(s) ✓

HSA v FSA
3 plan(s) ✓

NKC Pharmacy ✓
1 plan(s)

Health and Welfare - Dental
1 plan(s), 1 enrolled ✓

Health and Welfare - Vision
1 plan(s) ✓

Flexible Spending Account - Dependent Care
1 plan(s) ✓

Retirement and Savings - 401(k) plan
2 plan(s), 1 enrolled ✓

Insurance - Employee Life ✓

Showing Plans 1-1 of 1

NKC Pharmacy Payroll Deduction Authorization, NKC Pharmacy Payroll Deduction Authorization
NKC Pharmacy

ESTIMATED PLAN COST
\$0.00 /month

ENROLL IN THIS PLAN

MORE INFO

Authorization

I authorize Northwest Kidney Centers to deduct the copays for prescriptions that I fill or fill for my covered dependents at Northwest Kidney Centers Pharmacy from my paycheck. I understand that if my paycheck is not able to cover the amount owed, the remainder will be deducted from my check the next pay period and so on until NKC has been reimbursed the full amount. I understand that I may revoke this authorization at any time by providing a written, signed, and dated statement.

NKC Pharmacy Payroll Deduction Authorization, NKC Pharmacy Payroll Deduction Authorization
NKC Pharmacy

YOUR PLAN COST
\$0.00 /month

COVERAGE STARTS
January 1, 2017

1 Choose A Coverage Level
Choose the level of coverage that meets your needs and budget.

Coverage Level	Your Plan Cost
<input type="radio"/> EMPLOYEE	\$0.00
<input type="radio"/> EMPLOYEE + SPOUSE	\$0.00
<input checked="" type="radio"/> EMPLOYEE + CHILD	\$0.00
<input type="radio"/> EMPLOYEE + CHILDREN	\$0.00
<input type="radio"/> EMPLOYEE + FAMILY	\$0.00

2 Choose Dependents
Review or select who will be covered under this plan. Some may be unavailable or pre-selected for you based on your choice of coverage level.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	Cecilia Chipperfield	Child

Editing Enrollments



Already Enrolled in a Plan and want to Add or Remove Dependents?
Click Edit Plan/More Info and then make your selection.

The screenshot displays the ADP Enrollments portal for 'Open Enrollment 2017'. The user, Shere Lynn Chaffey, is in the 'Choose Plan' step. The main content area shows the 'Delta Dental, Standard' plan, which is already enrolled and effective February 1, 2018. The plan cost is \$0.00/month. A red box highlights the 'EDIT PLAN/MORE INFO' button, which leads to options to 'Show Costs For All Coverage Levels' and 'Edit Plan'. The left sidebar lists various enrollment categories, including 'Health and Welfare - Medical', 'Flexible Spending Account - Health Savings Account', 'Flexible Spending Account - Health Care', 'Health and Welfare - Dental', 'Health and Welfare - Vision', and 'Flexible Spending Account - Dependent Care'. The top navigation bar includes links for HOME, RESOURCES, MYSELF, MY TEAM, PEOPLE, PROCESS, REPORTS, and SETUP.



- You **MUST** enroll in a Medical Plan to enroll in VSP. Once you enroll in a Medical Plan, the button to enroll in VSP will appear.

Enrollments ? ▶ ↗

Open Enrollment

Review Information Choose Plans Submit

Welcome ✓ Back To Health and Welfare - Dental Show Plan Cost Each: ☒ Month ☐ Pay Period

Health and Welfare - Medical 2 plan(s) ✓

HSA Acknowledgment 1 plan(s) ✓

HSA v FSA 3 plan(s) ✓

NKC Pharmacy 1 plan(s) ✓

Health and Welfare - Dental 1 plan(s), 1 enrolled ✓

Health and Welfare - Vision 1 plan(s) ✓

Flexible Spending Account -

Vision Service Plan, Standard
Vision Service Plan

ESTIMATED PLAN COST
\$0.00 /month

Requires enrollment in other plan(s)

MORE INFO

Showing Plans 1-1 of 1

▼ Disclaimer

Disclaimer

You **MUST** enroll in a Medical Plan to enroll in VSP. Once you enroll in a Medical Plan, the button to enroll in VSP will appear. Also, you can only enroll dependents in VSP if you have also enrolled them under your Medical Coverage.



- You can only enroll dependents in VSP if they are already enrolled in a medical plan.
- To enroll dependents in plans, under each selection click Enroll Now and it will give you options (i.e. Employee Only, Employee + Spouse, etc.)
- You will see all options possible but you will not be able to actually enroll in a plan or a plan level if it violates the plan policy (i.e. enrolling your Spouse in VSP if they are not enrolled in Medical, etc.)

Add Beneficiaries to Life Insurance



- Designate your beneficiaries by clicking Edit Plan. You can have more than one beneficiary but the total percentage split between beneficiaries must add up to 100 percent. If you do not see your Beneficiary listed you can exit the Enrollment wizard and start over at Step1 to enter Beneficiaries/Dependents or go to the Myself tab and under Personal Information select Dependents & Beneficiaries.

The screenshot displays the Northwest Kidney Centers enrollment interface. On the left, a sidebar lists various plan categories with checkmarks indicating enrollment status: Health and Welfare - Medical (2 plan(s)), HSA Acknowledgment (1 plan(s)), HSA v FSA (3 plan(s)), NKC Pharmacy (1 plan(s)), Health and Welfare - Dental (1 plan(s), 1 enrolled), Health and Welfare - Vision (1 plan(s)), Flexible Spending Account - Dependent Care (1 plan(s)), Retirement and Savings - 401(k) plan (2 plan(s), 1 enrolled), and Insurance - Employee Life (1 plan(s), 1 enrolled). The main content area shows a plan summary for 'Basic Life/AD&D, Standard' with a plan cost of \$0.00/month. A red box highlights the 'EDIT PLAN' button. Below this, a modal window titled '2 Choose Beneficiaries' is open, showing a table with one beneficiary: Cecelia Chipperfield, Child, Primary, 100%. The 'Primary' and '100' fields are also highlighted with a red box. The modal includes 'CANCEL' and 'DONE' buttons at the bottom right.

Health and Welfare - Medical
2 plan(s) ✓

HSA Acknowledgment
1 plan(s) ✓

HSA v FSA
3 plan(s) ✓

NKC Pharmacy
1 plan(s) ✓

Health and Welfare - Dental
1 plan(s), 1 enrolled ✓

Health and Welfare - Vision
1 plan(s) ✓

Flexible Spending Account - Dependent Care
1 plan(s) ✓

Retirement and Savings - 401(k) plan
2 plan(s), 1 enrolled ✓

Insurance - Employee Life
1 plan(s), 1 enrolled

Showing Plans 1-1 of 1

ENROLLED
Effective January 1, 2017

Basic Life/AD&D, Standard
Cigna

YOUR PLAN COST
\$0.00 /month

TOTAL ELECTED COVERAGE

TOTAL ACTUAL COVERAGE

EDIT PLAN

2 Choose Beneficiaries

Select who will receive the proceeds of your insurance. If you fail to designate a beneficiary the group life insurance proceeds will be paid according to the provisions of the policy and insurance carrier.

NAME	RELATIONSHIP	BENEFICIARY DESIGNATION	PERCENTAGE
✓ Cecelia Chipperfield	Child	Primary	100

CANCEL DONE

Enrolling in Benefits (Continued)



Once you are finished with your enrollments, click Complete Enrollment at the bottom right of the Welcome Page and you will see your choices and cost.

ADP

User ID: null [icon] [icon] [icon] [icon] [icon] [icon] JB JEANE BAGUINON [dropdown]

HOME RESOURCES MYSELF Search [icon]

Enrollments

New Hire Full Benefits

Review Information Choose Plans **Submit**

FINISH LATER **COMPLETE ENROLLMENT**

Show Plan Cost Each: ☒ Month ☐ Pay Period [icon] PRINT

1 Review Your Benefits Elections

Please review your benefits elections below. Your choices will not be processed until you click Complete Enrollment.

PLAN	COVERAGE LEVEL	YOUR COST	EFFECTIVE DA...
		TOTAL \$0.00/month	

[icon] Newly Added [icon] Change To Current Enrollment [icon] Removed From Enrollment [icon] Pending Approval

2 Choose Waive Reasons

You elected to not enroll in one or more plan types listed below. Please choose a reason below to waive coverage.

PLAN TYPE	WAIVE REASON
Health and Welfare - Dental	[dropdown]
Flexible Spending Account - Health Savings Account	[dropdown]
Health and Welfare - Medical	[dropdown]

3 Complete Your Enrollment

You can complete this enrollment, finish later by saving your progress or return to your plan choices.

< RETURN TO CHOOSE PLANS FINISH LATER **COMPLETE ENROLLMENT**

[icon] Privacy Legal [icon] Requirements [icon] Product Feedback About

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Enrolling in Benefits (Continued)



If you want to waive enrollment, you would do so on this page. Using the drop down, select the reason that best matches your situation.

ADP User ID: null JB JEANE BAGUINON

HOME RESOURCES MYSELF Search

Enrollments

New Hire Full Benefits

Review Information Choose Plans Submit

FINISH LATER COMPLETE ENROLLMENT

Show Plan Cost Each: ☒ Month ☐ Pay Period PRINT

1 Review Your Benefits Elections

Please review your benefits elections below. Your choices will not be processed until you click Complete Enrollment.

PLAN	COVERAGE LEVEL	YOUR COST	EFFECTIVE DA...
TOTAL		\$0.00/month	

Newly Added Change To Current Enrollment Removed From Enrollment Pending Approval

2 Choose Waive Reasons

You elected to not enroll in one or more plan types listed below. Please choose a reason below to waive coverage.

PLAN TYPE	WAIVE REASON
Health and Welfare - Dental	
Flexible Spending Account - Health Savings Account	
Health and Welfare - Medical	

3 Complete Your Enrollment

You can complete this enrollment, finish later by saving your progress or return to your plan choices.

< RETURN TO CHOOSE PLANS FINISH LATER COMPLETE ENROLLMENT

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Enrolling in Benefits (Continued)



You can make changes to your selections up until the last day of the enrollment period by navigating to Myself >Benefits> Enrollments.

Enrollments

✔ Your changes have been saved successfully.

[VIEW WAIVED PLANS](#) [VIEW/PRINT BENEFITS STATEMENT](#)

Change Your Enrollments

NAME	START DATE	END DATE	ACTION
Open Enrollment			
Open Enrollment 2017	11/13/2016	11/13/2016	<div>START</div>
✔ Submitted to Administrator ✎ Changed, Not Submitted			

Your Benefits As Of 11/13/2016

Click on the plan name to view details of the enrollment and to edit beneficiary assignments.

PLAN	EFFECTIVE DATE	COVERAGE LEVEL	YOUR COST
Health and Welfare - Medical			
GHC Access PPO, Standard Group Health Options, Inc.	05/01/2016	Employee + Child	\$124.0 Month
Flexible Spending Account - Health Care			
Health Flex Spending, Standard Flex-Plan Services, Inc.	01/01/2016	\$106.25 Per Pay Period	\$106.2 Per Pay Period
Health and Welfare - Dental			
Delta Dental, Standard Delta Dental of Washington	02/01/2013	Employee	\$0.0 Month
Retirement and Savings - 401(k) plan			
401 K Plan, Percentage Prudential Financial	07/01/2015	4% of Employee Salary	



- If you are interested in enrolling in 401k, Flexible Spending Accounts and/or Voluntary Life Insurance you will need to fill out the paper enrollments form and submit those to Human Resources.
- The forms are available on K-Net, ADP's home page for NKC Self-Service (workforcenow.adp.com) or in the new hire Benefits packet you received from Human Resources during orientation.



Questions? Call Human Resources

Main Line – 206-720-3745

Email – HR@nwkidney.org