



Log into workforcenow.adp.com. Navigate to **Myself > Personal Information > Dependents & Beneficiaries**

ADP

HOME RESOURCES MYSELF

Search

Company Events

- Personal Information
- Employment
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- Benefits

Dependents & Beneficiaries

Company News and Announcements

OPEN ENROLLMENT 2017
It's Open Enrollment at Northwest Kidney Centers! Changes are here in our health plans. Please read and review all information carefully, especially the 2017 Open Enrollment Action Items and the 2017 Benefit Guide. We completed substantial research to find comprehensive medical choices to reach our goals: (1) for staff to continue to see their current medical providers and (2) to keep the cost as affordable as possible for those with families. While we can't promise that 100% of all current PPO doctors are on our new High Deductible Health plan (HDHP), the network is very similar to our current one.

ALL ENROLLMENT MUST BE DONE VIA:
<https://WORKFORCENOW/ADP> and must be completed online by December 16th at 5 PM.

Northwest Kidney Centers will continue to pay the full cost of medical and dental for employees. NKC will also contribute an additional \$150 per month toward medical coverage for your dependents. If you select the HMO Plan you will receive a taxable contribution of up to \$900 (\$38 for each of 24 pay periods). If you select the High Deductible Health Plan Northwest Kidney Centers will contribute a total of \$500 to your HSA, if you qualify for HSA contributions. Northwest Kidney Centers has made the decision to add Vision Service Plan (VSP) coverage to both the HMO and HDHP plans. You have the choice of two medical plans. **GHC HMO This**

Company Mission

Our Mission

To promote the optimal health, quality of life and independence of people with kidney disease through patient care, education and research.

Northwest Kidney Centers
Live. Learn. Hope.


Forms





- Medical/Dental Benefits Waiver
- Voluntary Life Insurance Form
- 401k Enrollment Forms
- 401k Contribution Change Form

Dropping Dependent coverage






First, you will need to drop your dependent from Dependents and Beneficiaries. Click the Action button, then select Child Loses Eligibility.












HOME RESOURCES MYSELF

Search 

Dependents & Beneficiaries  

[ADD](#) | [OTHER ACTIONS](#) 

NAME	TYPE	RELATIONSHIP	GENDER	ELIGIBILITY END DATE	ACTION
	Dependent & Beneficiary	Child	Female		 
	Dependent & Beneficiary	Child	Female		 

Key:  Pending Approval  Changed, Not Submitted

Child Loses Eligibility

Delete

Dependent Loses Eligibility



Make sure to fill out all fields with a Red Asterisk. When finished, click continue at the bottom. You cannot enter a future date so you must enter a date of today or earlier. Note – no matter the day within the month that the dependent loses coverage, they will be covered until the last day of that month. Example: child turns 26 years of age on May 16th but still has coverage until May 31st.

Child Loses Eligibility

Removes a child from eligibility.

Child

Enter date the child will no longer be eligible for coverage*

1/10/2017

Select additional child(ren) who will also no longer be eligible for benefits coverage:

☒

CANCEL

> CONTINUE

Dependent Loses Eligibility (Continued)



Confirm the details of who you dropping. Click Continue to Enrollment to go to the Enrollment Profile to make your selections.

Tax ID Type
SSN

Tax ID
xxxxxxxxx [REVEAL](#)

National Identifier

Email

Home Phone

Personal Cell

Date of Birth

Age

Gender

Relationship
Child

Child Classification

Tax ID Type
SSN

Tax ID
xxxxxxxxx [Reveal](#)

National Identifier

Fulltime Student

Disabled

Medicare

Tobacco User

Medicaid

CANCEL

» CONTINUE TO ENROLLMENT

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Drop Dependents Enrollment Profile



This is the Enrollment Profile to drop coverage. It looks just like the New Hire and Open Enrollment profiles. Click Continue to make your selections.

The screenshot shows the ADP web interface for the 'Dependents & Beneficiaries' enrollment profile. The header includes the ADP logo, navigation links (HOME, RESOURCES, MYSELF), and a search bar. The main heading is 'Dependents & Beneficiaries' with a help icon and a share icon. Below this is the 'Drop Child' section, which includes a progress bar with three steps: 'Review Information' (current), 'Choose Plans', and 'Submit'. To the right of the progress bar are two buttons: 'FINISH LATER' and 'REVIEW & COMPLETE'. The 'Status' section asks the user to tell us how they want to proceed through this enrollment. There are two radio button options: 'Walk Me Through My Benefit Options' (selected) and 'I Know What I Want To Change'. The 'Walk Me Through My Benefit Options' option includes a description: '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.' The 'I Know What I Want To Change' option includes a description: '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.' At the bottom right, there are two buttons: 'CANCEL' and 'CONTINUE'.

ADP

HOME RESOURCES MYSELF

Search

Dependents & Beneficiaries ? ↗

Drop Child

Review Information Choose Plans Submit

FINISH LATER REVIEW & COMPLETE

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

Drop Dependents Enrollment Profile



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

The screenshot shows the ADP web interface for the 'Dependents & Beneficiaries' section. The user is in the 'Drop Child' process. The top navigation bar includes 'HOME', 'RESOURCES', and 'MYSELF', along with a search bar and icons for email, calendar, help, and share. The main heading is 'Dependents & Beneficiaries' with a progress bar showing 'Review Information', 'Choose Plans' (current step), and 'Submit'. There are buttons for 'FINISH LATER' and 'REVIEW & COMPLETE'. A red box highlights a button labeled 'Forward To Health and Welfare - Medical'. On the left, a 'Welcome' section lists various benefit categories: 'Health and Welfare - Medical' (2 plan(s), 1 enrolled), 'HSA v FSA' (2 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), 1 enrolled). The main content area provides instructions on how to drop coverage for a child, including a warning that medical plans cannot be changed mid-year and that users must remain with their selected medical plan. It also lists steps to remove coverage by clicking 'Edit Plan' on individual benefit tabs, with specific instructions for HSA and medical coverage. A 'PRINT' button is also visible.

ADP

HOME RESOURCES MYSELF Search

Dependents & Beneficiaries

Drop Child

Review Information Choose Plans Submit

FINISH LATER REVIEW & COMPLETE

PRINT

Forward To Health and Welfare - Medical

Welcome

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

If your child has lost eligibility for benefit coverage or you would like to remove them from coverage, please do so by moving through the individual tabs on the left.

You cannot change Medical plans mid-year. After you drop coverage for your child, you must remain with the Medical Plan you selected during Open Enrollment or New Hire Enrollment.

To remove coverage, go to each individual Benefit tab and click Edit Plan:

- If you are removing all dependents from coverage and you have the HSA plan, remember to unenroll from the Family HSA plan and enroll in the Employee Only HSA plan.
- If you are dropping medical coverage you will need to drop them from VSP coverage first.

Please review your options and costs carefully. You can make any changes for 30 days from the date of the Life Event. 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 Human Resources if you have questions.

Medical Plans – Edit Plan



To drop dependents from your Medical Plan, click Edit Plan.

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HOME RESOURCES MYSELF Search

Dependents & Beneficiaries

Drop Child

Review Information Choose Plans Submit SAVING... FINISH LATER REVIEW & COMPLETE

Welcome Back To Welcome Show Plan Cost Each: Month Pay Period PRINT Forward To HSA v FSA

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

HSA v FSA
2 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), 1 enrolled

ALREADY ENROLLED
Effective January 1, 2017

Plan Name	Plan Cost	Action
GHC HMO, 2017 HMO Group Health Options, Inc.	YOUR PLAN COST \$0.00 /month	UNENROLL FROM PLAN EDIT PLAN/MORE INFO
GHC HDHP PPO, GHC HDHP PPO Group Health Options, Inc.	ESTIMATED PLAN COST \$0.00 /month	MORE INFO

Showing Plans 1-2

Overview

Question	Group Health Providers Only	Access PPO
Does this plan use a network of providers?	Group Health Providers Only	Access PPO
What is the overall deductible?	\$1,000 single/\$3,000 family	\$2,000 single/\$4,000 family
Out-of-pocket maximum	\$2,200 single/\$6,600 family	\$3,500 single/\$7,000 family
Generic drugs	\$20 GHC, Bartells or Pharmacies with Optum Rx contract/\$40 Mail Order [90 day supply]	20% [10% at GHC] after deductible
Preferred brand drugs	\$40 GHC, Bartells or Pharmacies	20% [10% at GHC] after deductible

Medical Plan - Coverage Level








Click on the new Option you choose and then Click Enroll on the bottom right of the page. You may need to scroll down to see the blue “Enroll” button. If you have more than one child, deselect the child that is losing coverage under Step 2 – Choose Dependents.

GHC HDHP PPO, GHC HDHP PPO
Group Health Options, Inc.

YOUR PLAN COST \$193.02 /month	DEDUCTION INFORMATION ⓘ \$96.51 Biweekly	COVERAGE STARTS January 1, 2017
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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
<input type="radio"/>  EMPLOYEE	\$0.00
<input type="radio"/>  EMPLOYEE + SPOUSE	\$499.92
<input checked="" type="radio"/>  EMPLOYEE + CHILD	\$193.02
<input type="radio"/>  EMPLOYEE + CHILDREN	\$652.73
<input type="radio"/>  EMPLOYEE + FAMILY	\$1,301.92

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 Chippenfield	Child

Health Savings Account – Family or Employee Only



Your HSA Plan must match your Medical Coverage level. If you are no longer covering ANY dependents on your medical plan, you must un-enroll from the HSA Family Plan and then enroll in the Employee Only plan.

Drop Child

Review Information Choose Plans Submit

SAVED FINISH LATER REVIEW & COMPLETE

Welcome

Back To Health and Welfare - Medical

Show Plan Cost Each: ☒ Month ☐ Pay Period

PRINT Forward To NKC Pharmacy

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

HSA v FSA
2 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

You cannot create a new enrollment in a plan in this category.

ALREADY ENROLLED Effective January 1, 2017	
HSA, Employee Only 2017 Optum	HSA, Family 2017 Optum
HEALTH SAVINGS ACCOUNT FOR HDHP	HEALTH SAVINGS ACCOUNT FOR HDHP
YOUR CONTRIBUTION AMOUNT \$- /month	YOUR CONTRIBUTION AMOUNT \$- /month
UNENROLL FROM PLAN	ENROLL IN THIS PLAN
EDIT PLAN	

Showing Plans 1-2 of 2

Disclaimer

Disclaimer		
	Maximum Contribution for Employees under 55 in 2017: \$2,900 Maximum Contribution for Employees 55+ in 2017: \$3,900 You MUST be enrolled in the GHC Access PPO HDHP and the HSA Acknowledgment 2017 BEFORE you can enroll in this plan.	Maximum Contribution for Employees under 55 in 2017: \$6,250 Maximum Contribution for Employees 55+ in 2017: \$7,250 You MUST be enrolled in the GHC Access PPO HDHP and the HSA Acknowledgment 2017 BEFORE you can enroll in this plan.

Dental Plans – Edit Plan



To drop dependents from your Dental Plan is a similar process to dropping dependents from the Medical Plans. Click Edit Plan and then choose your new coverage level.

The screenshot shows the ADP web portal interface. At the top, there's a navigation bar with 'HOME', 'RESOURCES', and 'MYSELF'. A search bar is on the right. Below the navigation bar, the page title is 'Dependents & Beneficiaries'. The main heading is 'Drop Child'. A progress bar shows 'Review Information', 'Choose Plans' (current step), and 'Submit'. There are buttons for 'SAVED', 'FINISH LATER', and 'REVIEW & COMPLETE'. A message states: 'You cannot create a new enrollment in a plan in this category.' The left sidebar lists categories: 'Health and Welfare - Medical' (2 plan(s), 1 enrolled), 'HSA v FSA' (2 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), 1 enrolled). The 'Health and Welfare - Dental' category is selected. The main content area shows 'Showing Plans 1-1 of 1'. A plan card for 'Delta Dental, Standard' is displayed, indicating 'ALREADY ENROLLED Effective April 1, 2014'. The plan cost is '\$66.83 /month'. There are buttons for 'UNENROLL FROM PLAN' and 'EDIT PLAN/MORE INFO'. A dropdown menu is open under 'EDIT PLAN/MORE INFO', showing 'Show Costs For All Coverage Levels' and 'Edit Plan' (which is circled in red). The footer contains links for 'Privacy', 'Legal', 'Requirements', 'Product Feedback', and 'About', along with a copyright notice for ADP, LLC.



Your VSP Plan must match your Medical Coverage level. If you are no longer covering a dependent on your medical plan, you must un-enroll them from the VSP Plan. This is a similar process to the Medical un-enrollment. Click Edit Plan and then choose your new coverage level.

Drop Child

Review Information Choose Plans Submit

SAVED FINISH LATER REVIEW & COMPLETE

Welcome

Back To Health and Welfare - Dental

Show Plan Cost Each: ☒ Month ☐ Pay Period PRINT

You cannot create a new enrollment in a plan in this category.

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

HSA v FSA
2 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

ALREADY ENROLLED
Effective January 1, 2017

Vision Service Plan,
Standard 2017
Vision Service Plan

YOUR PLAN COST
\$0.00 /month

UNENROLL FROM PLAN

EDIT PLAN/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.

Submit Selections to HR



Once you are finished with your enrollments, click Review and Complete on the choices page. On the third and final page, click Complete Enrollment at the top or bottom right. If you do not click Complete Enrollment, no changes will be made to your benefits.





Enrollments   





Drop Child 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...
Health and Welfare - Medical			
GHC HDHP PPO, GHC HDHP PPO Group Health Options, Inc	 EMPLOYEE + CHILD	\$197.79/month	1/1/2017
HSA v FSA			
HSA, Employee Only 2017 Optum	\$0.00/pay period	\$0.00/month	1/1/2017
NKC Pharmacy			
NKC Pharmacy Payroll Deduction Authorization, NKC Pharmacy Payroll Deduction Authorization NKC Pharmacy	 EMPLOYEE	\$0.00/month	1/1/2017
Health and Welfare - Dental			
Delta Dental, Standard Delta Dental of Washington	 EMPLOYEE	\$0.00/month	2/1/2013
Health and Welfare - Vision			
Vision Service Plan, Standard 2017 Vision Service Plan	 EMPLOYEE + CHILD	\$0.00/month	1/1/2017
TOTAL		\$197.79/month	

 Newly Added  Change To Current Enrollment  Removed From Enrollment  Pending Approval

2 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

Drop Dependents Enrollment Profile




If you are logged out due to inactivity or if you do not select Complete Enrollment on the last page of the Enrollment profile, you can find it by navigating to Myself >Benefits> Enrollments.

Enrollments

 VIEW WAIVED PLANS  VIEW/PRINT BENEFITS STATEMENT

Change Your Enrollments

NAME	START DATE	END DATE	ACTION
Life Event			
Drop Child	01/01/2017	01/30/2017	<div>RESUME</div>
Year Round Enrollment			
HSA Changes	01/01/2017		<div>START</div>

✓ Submitted to Administrator  Changed, Not Submitted



Questions? Call Human Resources

Main Line – 206-720-3745

Email – HR@nwkidney.org