

ADP Home Page



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**.

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 'MYSELF' dropdown menu is open, showing options for Personal Information, Employment, and Enrollments. The 'Enrollments' option is highlighted with a red box. Below the navigation bar, the 'Company Events' section is visible, featuring a 'DISCOVERY GALA' event on Saturday, October 29, 2016. The main content area displays a table of enrollment events for various units.

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)



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	11/13/2015	11/13/2016	<div>START</div>
<input checked="" type="checkbox"/> Submitted to Administrator <input type="checkbox"/> 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	

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 JB JEANIE 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)



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 JEANIE 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

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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	<input type="text"/>
Flexible Spending Account - Health Savings Account	<input type="text"/>
Health and Welfare - Medical	<input type="text"/>

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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