Employee Benefits Enrollment Guide

ADP Workforce Now – Employee Self Service
for New Hires and Life Events

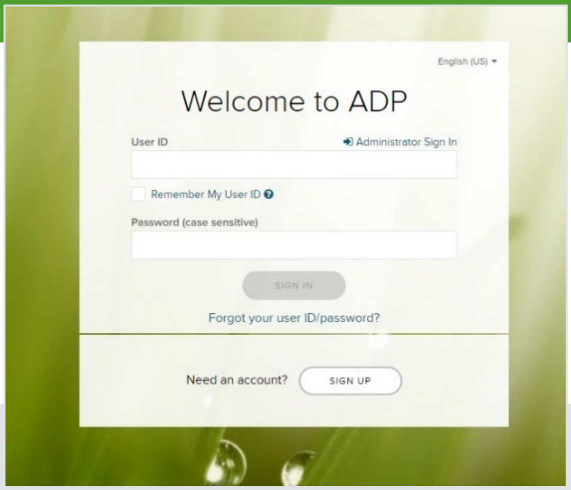
This document will guide you through the steps required to complete your benefit enrollments in ADP.

CONTENTS

1 ACCESSING YOUR ACCOUNT

Enter the ADP Employee Self Service website either by clicking the ADP logo on Benesch Connect or visit the ADP site directly at: **workforcenow.adp.com**.

Enter your User ID and password, and then click **Sign In**.



FIRST TIME LOGGING IN

If this is your first time logging in, click *Sign Up*.
Click on ***Find Me*** to locate your account and then provide the following:

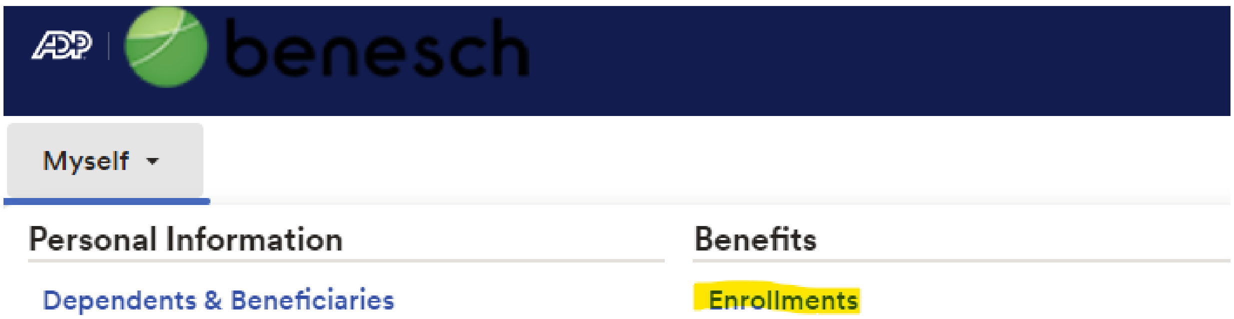
- Email address or mobile number that you have shared with Benesch
- Personal identity information such as Name, DOB and/or your Employee Number

Setting Up Your New Account
When logging in for the first time, make sure you also include primary contact information, such as a frequently used email address and mobile phone number. This contact information will be used to verify your identity and send other notifications, when required.

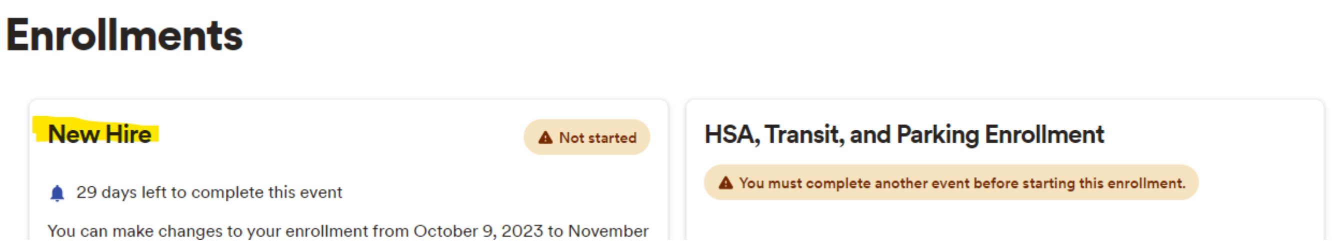
Need help with your account? Reach out to **hr@benesch.com** or **payroll@benesch.com**

2 STARTING THE ENROLLMENT PROCESS

Upon logging in, you will see a pop-up page showing important information about your enrollment period. Click **Start enrollment**. If you do not see the pop-up page about your enrollment, you can access the enrollment by clicking on **Myself**. Under Benefits, click **Enrollments** to open the profile.



There, you'll see the New Hire enrollment box:

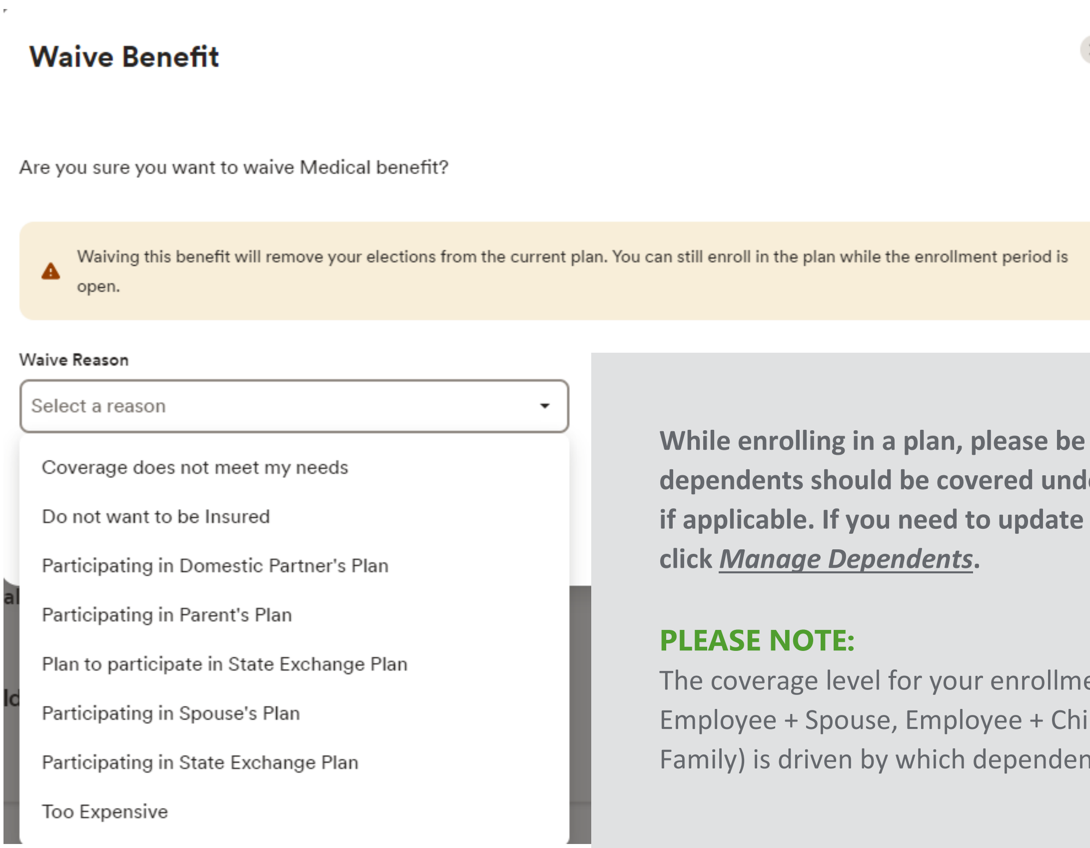


After clicking **Start** enrollment, will be brought to the Manage Dependents page. Here is where you will Add your Beneficiaries and/or Dependents. Only people listed as Dependents can be added to your benefit elections. When adding a Beneficiary for your Life insurance or 401k, be sure to select either **Organization** or **Person** under the Beneficiary section for the Relationship. When you are done adding your dependents and beneficiaries, click **Next**.

3 SELECTING YOUR BENEFIT PLANS

You can scroll through your benefit options and click on **View all plans** to see the options under each plan. When you are viewing the selected plan type, all enrollment options will be displayed on screen.

If you chose to waive Medical coverage, you will be required to select a waive reason.



While enrolling in a plan, please be sure to indicate which dependents should be covered under Covered Individuals, if applicable. If you need to update or add a dependent, click *Manage Dependents*.

PLEASE NOTE:

The coverage level for your enrollment (Employee Only, Employee + Spouse, Employee + Child(ren), Employee + Family) is driven by which dependents you select to enroll.

New Hires need to complete the following items, even if they are not enrolling in any optional benefits:

1. **Basic Life and AD&D**
   Under the first Employee Life section, click on **View all plans**, there you'll see the 2 options of Company paid Basic Life: You have the choice between 2X your salary (where you will be paying some imputed income on each paycheck) or the flat $50,000 in coverage. There you will select your plan and Add Beneficiary for that plan.

2. **Long Term Disability**
   Under the Long Term Disability section, click on **View all plans**. There you can select either the Employer

Paid Long Term Disability option or you can elect the Voluntary LTD Buy-up option, if you'd like more coverage.

3. **401k Beneficiary**
   Under the 401(k) section, click on **View all plans**. There you will enter 0% under Contribution Details, because you will make your actual 401k deferral elections directly on Voya's website. ADP is just for storing your 401k Beneficiary information. Click on **Add Beneficiary** to add your Beneficiary for your 401k.

Company-Paid/Voluntary Life Elections and Beneficiaries

For Voluntary Life options, approval will be required if the amount selected is over the Guarantee Issue amount. You will be asked to collect an Evidence of Insurability (EOI) and submit it to your employer. Your full election amount will not be approved until this is received.

Next, select your beneficiaries, including Primary and Secondary, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary and Secondary). Click **Confirm.**

Once all your elections are complete, the **Next** button on the bottom right to review your benefits.

4 REVIEWING AND SUBMITTING YOUR ENROLLMENTS

Review all selections.

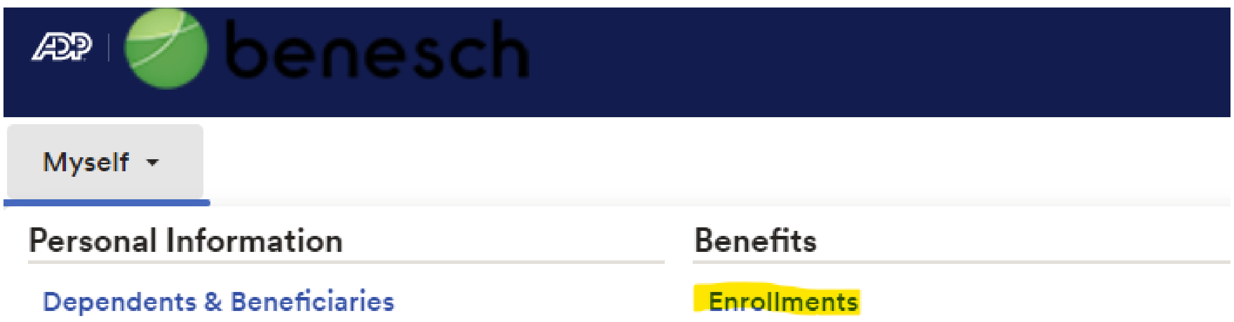
When you are ready to confirm your selections, click **Submit enrollment**.

Your benefit elections will not be processed until you click Submit enrollment.
If you select **Finish later**, these enrollments will not be submitted**.**

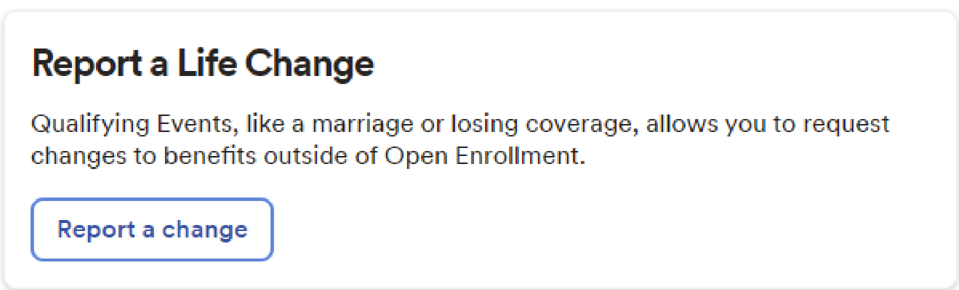
If you have questions about enrollment, contact Benefits@benesch.com.

5 REPORTING A LIFE EVENT

If you need to make Benefit changes due to a Life Event, you can access the enrollment profile by clicking on **Myself** and then under Benefits Click on **Enrollments**, to open the profile:



There, you'll see the Report a Life Change box:



Click on the **Report a change** box and select the life event that applies to you. Enter the corresponding information about the Life Event and go through the prompts to complete the Life Event. You will also need to upload documentation to confirm the life event.

If you do not see an option for the type of Qualified Life Event you are experiencing, contact Benefits@benesch.com to request them to open a Miscellaneous Life Event for you.

Reminder: You have up to 30 days from the date of the Life Event to make your benefit changes in ADP.

If you have questions about enrollment, contact Benefits@benesch.com.