



Employee Benefits Enrollment Guide

ADP Workforce Now – Employee Self Service for Open Enrollment



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

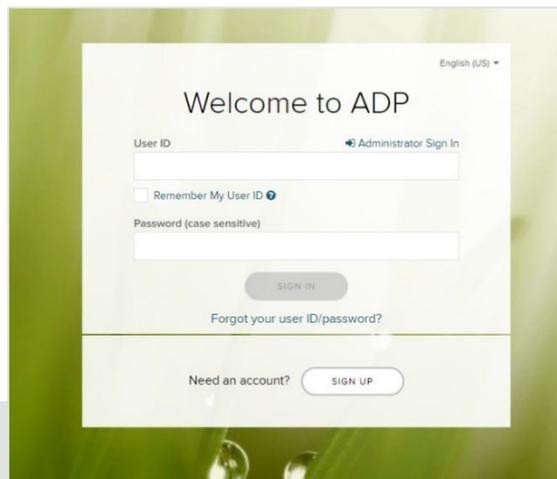
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1 ACCESSING YOUR ACCOUNT

Enter the ADP Employee Self Service website by either clicking the ADP logo on Benesch Connect or visiting 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

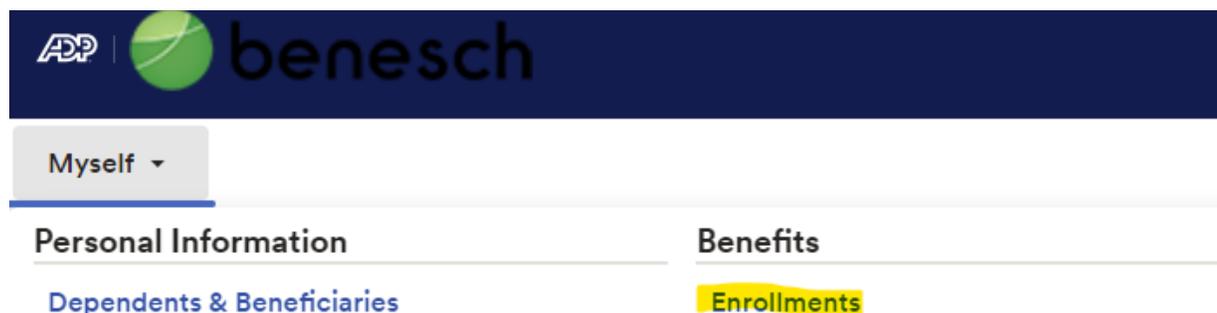
Setting Up Your New Account

When logging in for the first time, make sure you also include your 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.

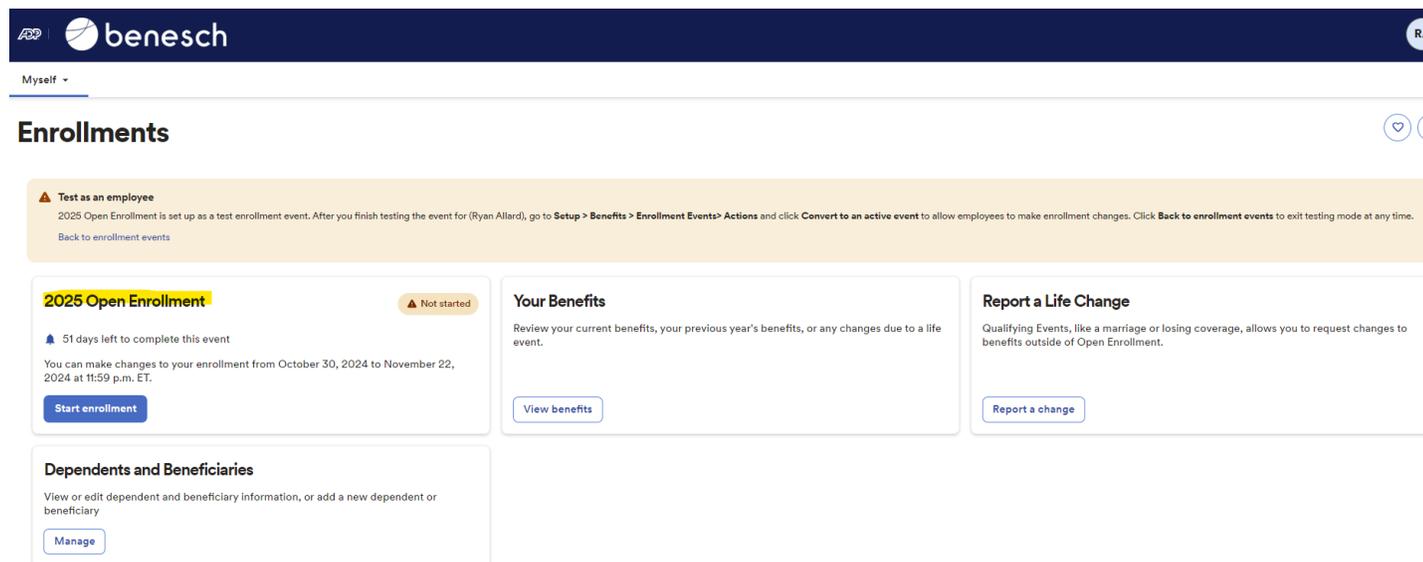
Need help with your account? Reach out to hr@benesch.com or payroll@benesch.com

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 will see 2025 Open Enrollment tile.



After clicking **Start enrollment**, you will be brought to the Manage Dependents page. Here, you can Add or Remove beneficiaries and dependents. Only people listed as dependents can be added to your benefit elections. When adding a new 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 dependents and beneficiaries, click **Next**.

3 SELECTING YOUR BENEFIT PLANS

You can scroll through your benefit options and see what you currently have selected. Click on **View all plans** to see if there are other options or if you want to change your coverage, waive or unenroll in plans. When you are viewing the selected plan type, all enrollment options will be displayed on the screen.

If you choose to waive a benefit, you may be required to select a waive reason.

Waive Benefit

Are you sure you want to waive Medical benefit?

Waiving this benefit will remove your elections from the current plan. You can still enroll in the plan while the enrollment period is open.

Waive Reason

Select a reason ▼

- Coverage does not meet my needs
- Do not want to be Insured
- Participating in Domestic Partner's Plan
- Participating in Parent's Plan
- Plan to participate in State Exchange Plan
- Participating in Spouse's Plan
- Participating in State Exchange Plan
- Too Expensive

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.

Beneficiaries

Next, select your beneficiaries for life insurance and 401(k), 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, click 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.