



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.

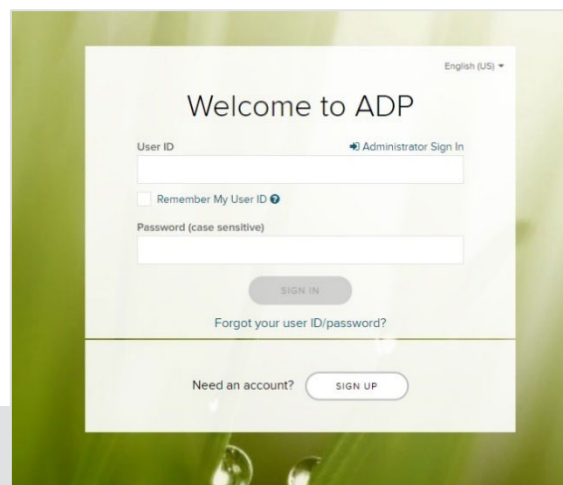
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1 ACCESSING YOUR ACCOUNT

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, 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, then provide the following:

- Email address or mobile number that you have shared with Benesch
- Personal identity information such as your name, date of birth and/or your Employee Number

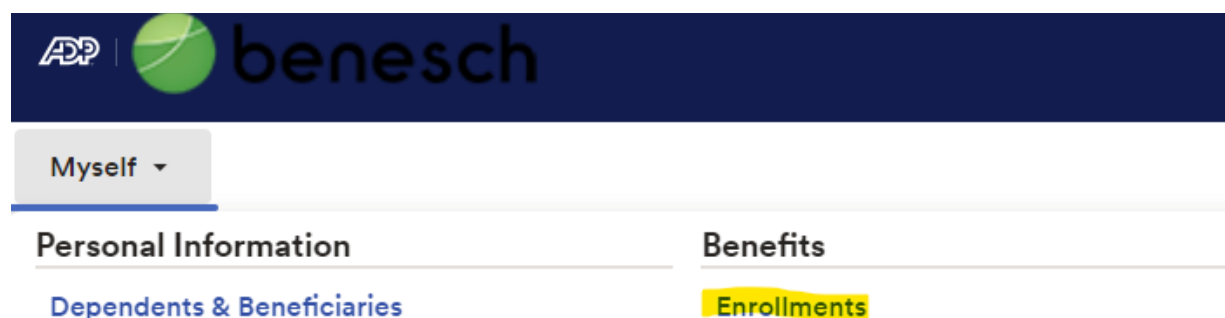
Setting Up Your New Account

When logging in for the first time, be sure to enter your primary contact information, such as a frequently used email address and mobile phone number. This information will be used to verify your identity and send 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, a pop-up will appear with important information about your enrollment period. Click **start enrollment** to begin. If you do not see the pop-up, you can access enrollment by clicking on **Myself**. Under Benefits, click **Enrollments** to open the profile.



There, you will see the Open Enrollment – 2026 tile.



Open Enrollment - 2026

68 days left to make changes (11/21/2025)

[Reset event](#)

After clicking **Start enrollment**, you will be brought to the Welcome screen. Click **Next** to proceed to the Manage Dependents page. Here, you can Add or Remove beneficiaries and dependents. Only individuals listed as dependents can be added to your benefit elections. When adding a new beneficiary for your life insurance or 401(k), 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 the menu to view each benefit type. For each benefit, you will see your current elections. Click **Edit** to review available options, change your coverage, or waive/unenroll from a plan. Below your elected plans, you will also see benefits you are not currently enrolled in, with the option to Enroll for 2026. When viewing a plan type, all available enrollment options will be displayed on the screen.

Enroll in Benefits

Health Insurance

Spending Accounts

Life and Other
Supplemental Insurance

Additional Benefits

Waiving Benefits

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

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, you will be able to Update Beneficiary Percentages, including Primary and Secondary, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary and Secondary). When finished, click **Next**.

Once all your elections are complete, click **Next** in the bottom-right corner to review your benefits 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.