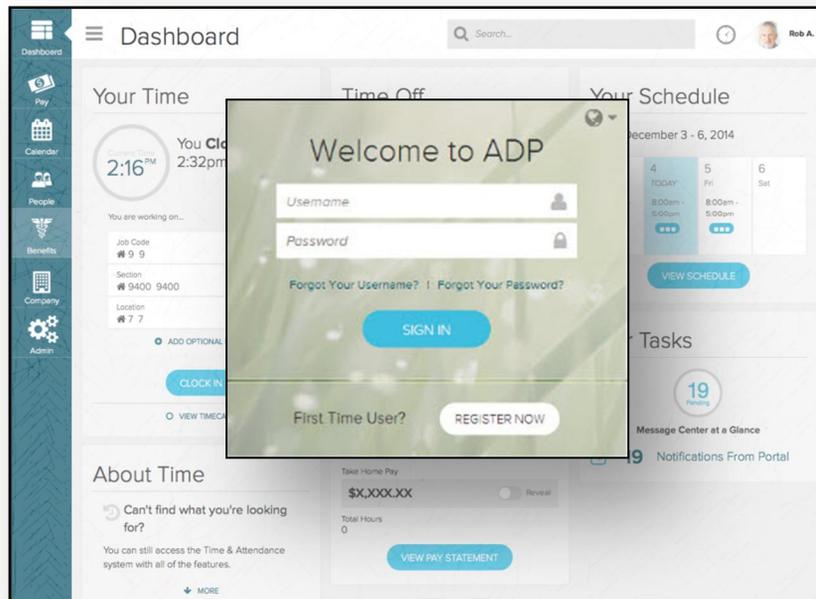


**MyADP – The ADP Experience**

# Getting Started with MyADP

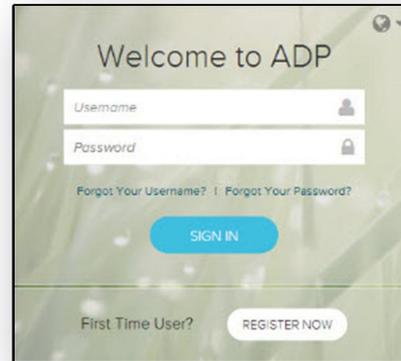


*Register, log in,  
and learn about  
key features*

## Self-Registration for First Time Users

If this is your first time using ADP services, follow the self-registration process below. Otherwise, use your existing credentials.

1. Go to **my.adp.com**
2. Click **Register Now**.
3. Enter the registration code provided by your company and click **Go**.
4. Enter your name and other requested information and click **Confirm**.
  - If the prompt indicates that your record was found, click **Register Now**.
  - If the prompt indicates your record could not be found, contact your administrator or help desk.
5. On the Register for Services page, enter your contact information.
6. View or create (if permitted) a user ID.
7. Create a password.
8. Select and answer security questions.
9. If prompted, read the terms and conditions and select the **I Agree** check box.
10. Click **Register** (or **Register Now**).
11. Activate your contact devices by following the instructions in the two emails you will receive.
12. You can now log in to your ADP service.



## Signing In

1. Go to **my.adp.com**
2. Enter your **User Name**.  
Your user name is the user ID you received when you completed self-registration.
3. Enter your **Password**.  
Your password is the one you created during self-registration.
4. Click **Sign In**.

**For further assistance, contact your  
Human Resources Department at  
973-359-8300**

## Welcome to MyADP: Managing Your Data and Information

Now you have one central location to access and update personal, payroll, and tax information.

Depending on which ADP services your company uses, you may also be able to access your time and attendance activities, benefits information, pay, and much more.

The screenshot shows the MyADP Dashboard interface. On the left is a dark sidebar with navigation icons for Dashboard, Pay, Timeline, Timecard, People, Benefits, Company, and Admin. The main content area is titled "Dashboard" and includes a search bar and a user profile for "Jonat... S.". The dashboard is divided into several sections: "Your Time Off" showing balances for Vacation (80:00), Sick (40:00), and Personal (48:00) hours; "Timeline" showing a schedule for today and tomorrow; "Pay" showing a pay statement for Dec 31, 2015, with a take-home pay of \$2,661.63 and a total of 106 hours; "Things To Do" listing 5 tasks including Emergency Contact Approvals, Policies to acknowledge, and Time Off Request; and "Your Team" showing 3 team members. A "Quick Links" section at the bottom left provides links to the Vantage Home Page and Manager Dashboard - DataCloud.

## Managing Your Benefits

If you have MyADP enabled for Benefits Administration, you can access the Benefits landing page, which provides quick access to all your benefits information with easy-to-use navigation.

The screenshot shows the MyADP Benefits landing page. At the top, there is a navigation bar with icons for Dashboard, Pay, Benefits, Company, Admin, and Demo. The main header is "Benefits" with a user profile icon for Justin J. Below the header is a large banner for "Annual Enrollment" with a message: "Your enrollment is incomplete." and "3 DAY(S) LEFT TO ENROLL". A "CONTINUE ENROLLMENT" button is highlighted with a red circle containing the number 1. Below the banner are several tiles: "Annual Enrollment" (with a "CONTINUE ENROLLMENT" button and a red circle with 1), "Current Benefits" (with a "VIEW BENEFITS" button and a red circle with 2), "Report a Qualifying Change?" (with a "DECLARE AN EVENT" button and a red circle with 3), "Additional Benefits" (with a "VIEW ALL" button and a red circle with 4), "Manage Dependents & Beneficiaries" (with a "MANAGE" button and a red circle with 5), and "Forms & Plan Documents" (with a "VIEW ALL" button and a red circle with 6).

(1) If applicable, access an open event (New Hire, Annual Enrollment, incomplete Life Events, and so forth) at the top of the page or the corresponding event tile below to begin or continue the enrollment process.

(2) View the benefits you are currently enrolled in and applicable paycheck deductions. Access benefits confirmation statements.

(3) Declare a Life Event, such as marriage, divorce, adoption, birth, and so forth.

(4) Access additional benefits offered by your company.

(5) View or update dependent and beneficiary information, allocations or coverage (with a qualifying event).

(6) Access forms and documents related to your benefits.



## Employee Landing Pages

**New Hire – If you are a new hire, you will see the New Hire page.**

Benefits

The screenshot shows the ADP Employee Landing Page for a new hire. At the top, it says "You have 1 event". Below this, there are several sections:

- New Hire:** A section with a calendar icon showing "3 DAYS LEFT TO ENROLL" and a blue "ENROLL NOW" button. Below the button, it says "Enrollment Effective: Sep 1, 2016".
- Current Benefits:** A section with a purple plus sign icon. Text: "Review your current benefits, your previous year's benefits, or any changes due to a life event." Below is a "VIEW BENEFITS" button.
- Report a Qualifying Change?:** A section with a red shield icon. Text: "Add/remove a dependent or report any instance that allows you to make changes outside of the yearly enrollment period." Below is a "DECLARE AN EVENT" button.
- Manage Dependents & Beneficiaries:** A section with a blue group of people icon. Text: "View or edit your dependents info. View, edit, or add a beneficiary." Below is a "MANAGE" button.
- Forms & Plan Documents:** A section with a green document icon. Text: "Find the waiver forms and plan benefit documents you need here." Below is a "VIEW ALL" button.

**Annual Enrollment – If you have an opportunity to enroll during annual enrollment, you will see the Annual Enrollment page.**

Benefits Justin J. -

## Annual Enrollment

🚩 Your enrollment is incomplete.

3 DAY(S) LEFT TO ENROLL

[CONTINUE ENROLLMENT](#)

*Enrollment Effective: Jun 1, 2017*

⌵

### Annual Enrollment

🚩 Your enrollment is incomplete.

3 DAYS LEFT TO ENROLL

[CONTINUE ENROLLMENT](#)

*Enrollment Effective: Jun 1, 2017*

### Current Benefits

📄 Review your current benefits, your previous year's benefits, or any changes due to a life event.

[VIEW BENEFITS](#)

### Report a Qualifying Change?

🛡️ Need to add or remove a dependent from your coverage?  
Need to report a change that affects your benefits?

[DECLARE AN EVENT](#)

### Additional Benefits

+ Benefits such as life, disability, supplemental, and cancer insurance are available for purchase.

[VIEW ALL](#)

### Manage Dependents & Beneficiaries

👤 View or edit your dependents info. View, edit, or add a beneficiary.

[MANAGE](#)

### Forms & Plan Documents

📄 Find the waiver forms, enrollment forms and plan benefit documents you need here.

[VIEW ALL](#)

**No Opportunity to Enroll – If you have no opportunity to enroll in benefits, you can view your current benefits, access forms and plan documents, report a qualifying life event, manager your dependents and beneficiaries and view additional benefits.**

## Benefits



<h3>Current Benefits</h3> <p> Review your current benefits, your previous year's benefits, or any changes due to a life event.</p> <p><a href="#">VIEW BENEFITS</a></p>	<h3>Report a Qualifying Change?</h3> <p> Need to add or remove a dependent from your coverage? Need to report a change that affects your benefits?</p> <p><a href="#">DECLARE AN EVENT</a></p>	<h3>Manage Dependents &amp; Beneficiaries</h3> <p> View or edit your dependents info. View, edit, or add a beneficiary.</p> <p><a href="#">MANAGE</a></p>
<h3>Forms &amp; Plan Documents</h3> <p> Find the waiver forms, enrollment forms and plan benefit documents you need here.</p> <p><a href="#">VIEW ALL</a></p>		<h3>Additional Benefits</h3> <p> Benefits such as life, disability, supplemental, and cancer insurance are available for purchase.</p> <p><a href="#">VIEW ALL</a></p>

**Multiple Opportunity to Enroll- If you have multiple opportunities to enroll in benefits, you will see the available events at the top of the page.**

The screenshot shows a user interface for a benefits portal. At the top left, the word "Benefits" is displayed. To the right is a user profile icon and the name "Johnny D.". Below this is a grey notification bar that says "You have 2 enrollment opportunities" with a downward arrow. The main content area is divided into two columns. The left column is titled "New Hire" and contains a yellow warning icon, the text "Your enrollment is incomplete.", a calendar icon with the number "15" inside, and the text "DAYS LEFT TO ENROLL". Below this is a "CONTINUE ENROLLMENT" button and the text "Enrollment Effective: Aug 31, 2016". The right column is titled "Annual Enrollment" and contains a yellow warning icon, the text "Your enrollment is incomplete.", a calendar icon with the number "6" inside, and the text "DAYS LEFT TO ENROLL". Below this is a "CONTINUE ENROLLMENT" button and the text "Enrollment Effective: Jan 1, 2017".

## Select Benefits

Begin enrollment using an open event (for example, annual enrollment or new hire) or declare a life event (for example, marriage, birth, etc.).

### Annual Enrollment

Enrollment Effective: Jan 1, 2017

10 DAYS LEFT TO ENROLL

3 Benefits Need Review

SAVE & FINISH LATER    NEXT → COMPLETE ENROLLMENT

Health & Welfare Benefits    Additional Benefits

Contributions Per Paycheck = \$83.05

Please take a moment to review and make changes to your benefits. You cannot complete your enrollment unless you take action on the benefits that need review. Please note that you will also not be able to make changes to any company provided benefits.

Benefit Category	Status	Contribution / Coverage	Action
Dependent Care Spending Account	Needs Review	No Contribution	REVIEW
Business Travel Accident Insurance	Needs Review	Company-Provided Business Tr... \$0.00	REVIEW
Personal Accident Insurance	Needs Review	No Coverage	REVIEW
Medical Benefits	Selected	Aetna (\$275 Deductible) \$30.90 You are covered	CHANGE

**Medical – Click Select this Plan to choose a new medical plan or click Continue with Selected Plan to choose the current election.**

< ANNUAL ENROLLMENT

### Medical Benefits

ABOUT THIS BENEFIT

Enter or change your selections in the sections below.

**WHO IS COVERED**

MARK MYERS  
You

<p>(\$275 Deductible) <b>YOUR CURRENT ELECTION</b></p> <p>Plan cost per paycheck <b>\$30.90</b></p> <p>SELECTED PLAN</p>	<p>Healthcare (\$275 Deductible)</p> <p>Plan cost per paycheck <b>\$30.90</b></p> <p>SELECT THIS PLAN</p>	<p>(\$1,025 Deductible)</p> <p>Plan cost per paycheck <b>\$10.40</b></p> <p>SELECT THIS PLAN</p>
	<p>Healthcare (\$1,025 Deductible)</p> <p>Plan cost per paycheck <b>\$10.40</b></p> <p>SELECT THIS PLAN</p>	

**If you have dependents, they will be listed under the WHO IS COVERED column to the left. Please be sure to check the box next to any dependents you wish to cover.**



Save Your Election
✕

YOU ARE ENROLLING IN

## Medical - CORE PLAN

If you are covering a spouse on your medical plan, you must access the Spouse Coverage Information area and make a selection. You will not be able to Confirm your elections until you have provided this information..

PER PAYCHECK	COSTS
PLAN COST:	\$45.06
TOTAL PER PAYCHECK:	\$45.06

COVERED INDIVIDUALS - MEDICAL

MP

You

SAVE AND CONTINUE TO DENTAL

SAVE AND RETURN TO ALL BENEFITS

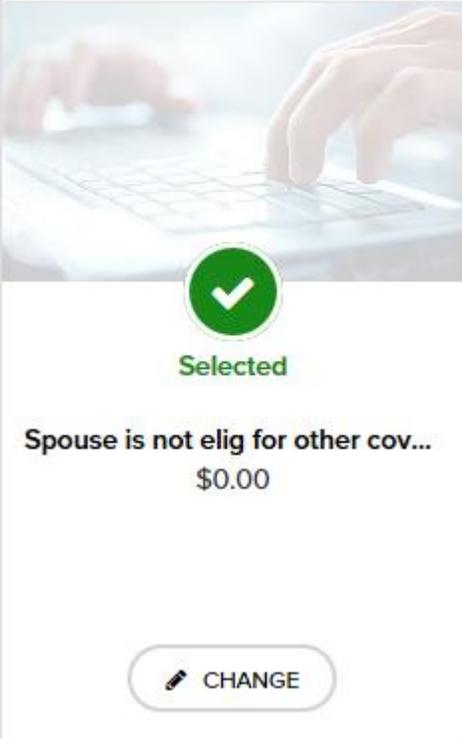
**Continue these steps for each benefit tile: Medical, Dental, Basic Life and AD&D, Long Term Disability, Health Care FSA, Dependent Care FSA, etc.**

**Important information if you have a spouse:** If you are covering a Spouse, you will need to attest to whether or not your spouse is eligible for other coverage. There is a separate benefit tile called “Spouse Coverage Information”.

If you are covering a spouse on your medical plan, you must access the Spouse Coverage Information area and make a selection. You will not be able to Confirm your elections until you have provided this information..

**Click on “Change”**

Spouse Coverage Information

A screenshot of a web interface for "Spouse Coverage Information". At the top, the title "Spouse Coverage Information" is displayed in green. Below the title is a blurred image of hands typing on a laptop keyboard. Centered below the image is a green circular icon containing a white checkmark. Underneath the icon, the word "Selected" is written in green. Below that, the text "Spouse is not elig for other cov..." is shown in black, followed by "\$0.00" in a smaller black font. At the bottom of the card is a rounded rectangular button with a pencil icon and the word "CHANGE" in black text.

Selected

Spouse is not elig for other cov...  
\$0.00

 CHANGE

**You will then select “Spouse is elig for other coverage” or “Spouse is not elig for other coverage”.**

# Spouse Coverage Information

## ABOUT THIS BENEFIT

Enter or change your selections in the sections below.

## SELECT YOUR COVERAGE

BENEFIT OPTION

NO COVERAGE



*SPOUSE IS ELIG FOR OTHER  
COVERAGE*

*SPOUSE IS NOT ELIG FOR OTHER  
COVERAGE*

COST PER PAYCHECK

= \$0.00

## Waive Benefits

---

**Select the benefit tile you want to waive. Scroll to the bottom of the page and click “I DON’T WANT THIS BENEFIT”.**

**Waive Benefits for all benefit areas with a Waive feature appears as follows.**



**If you are waiving medical benefits, you will be prompted to select a waiver reason.**



**Once you've completed making your elections, scroll to the bottom of the page and you may click on "Save & Finish Later" or "Complete Enrollment".**



## Confirm Enrollment

---

Once you click the **Confirm Enrollment** button, the following appears.

### Confirm Enrollment

By submitting the changes I have requested, I am certifying that the information I have provided in support of my requested change in election is true, accurate, and complete and I am providing the information with the intention that it may be relied upon by the Plan Administrator for purposes of effecting changes in my coverage elections under the Plans. I understand that falsification of any of the information provided to the Plan Administrator may result in my termination from coverage under the Plans, or termination of the coverage of my spouse and/or dependents. In addition, the Company reserves the right to demand reimbursement for benefits paid to me or anyone receiving benefits through me based on falsified claims. Furthermore, I, the undersigned, authorize my employer to deduct from my wages the amounts required to pay my share of the premiums and/or contributions for the benefits elected under my employer's pension and benefit plan(s). I further understand that any credit provided by my employer, not represented in the cost calculation, will reduce the amount deducted from my wages. Where elected by me or required by plan design, these deductions will occur on a pre-tax basis. All the other deductions shall be taken on a post-tax basis. Such deduction amounts may only be changed at my employer's open enrollment or in accordance with applicable regulations and plan design.

**I AGREE**      **✕ CANCEL**

**You will see the enrollment confirmation (including confirmation number). You can download your confirmation statement from this page.**



### Annual Enrollment

Enrollment Effective: Jan 1, 2017

You have completed your enrollment.

CONFIRMATION # 20161221124544

DOWNLOAD CONFIRMATION

OR

EXIT AND RETURN TO BENEFITS

#### Your Estimated Cost of Benefits

Per Paycheck = \$86.38

PLANS	PRE-TAX	POST-TAX
Medical Benefits Aetna (\$275 Deductible) <small>Effective Date: Jan 1, 2017 Coverage: You</small>	\$30.90	\$0.00
Dental Benefits Waived	\$0.00	\$0.00
Vision Plan Vision Service Plan <small>Effective Date: Jan 1, 2017 Coverage: You</small>	\$4.15	\$0.00
Health Care Spending Account Annual Contribution: \$1,200.00 <small>Effective Date: Jan 1, 2017</small>	\$48.00	\$0.00
Dependent Care Spending Account Waived	\$0.00	\$0.00
Life Insurance Company-Provided Life Insurance : \$386,000.00 <small>Effective Date: Jan 1, 2017 Beneficiaries: The Salvation Army</small>	\$0.00	\$0.00
Accidental Death & Dismemberment Insurance Company-Provided AD&D Insurance : \$386,000.00 <small>Effective Date: Jan 1, 2017 Beneficiaries: The Salvation Army</small>	\$0.00	\$0.00
Long Term Disability Insurance . Pending Long-Term Disability Insurance : \$10,000.00	\$0.00	\$0.00



## View Current Benefits

---

The information listed here will reflect your most recent coverage elections.

< BENEFITS

### Current Benefits

The information below reflects your most recent coverage election and includes pending elections (if any).

Your Estimated Cost of Benefits  
Per Paycheck = \$279.81

[VIEW ALL STATEMENTS](#) [DOWNLOAD THIS STATEMENT](#)

PLANS	PRE-TAX	POST-TAX
 Medical Health Plan Effective Date: Jan 1, 2015 Coverage: You, Justina Jusken, Joseph Jusken <a href="#">DETAILS</a>	\$196.24	\$0.00

To download your confirmation statement page, click on 'VIEW ALL STATEMENTS' or 'DOWNLOAD THIS STATEMENT'

---



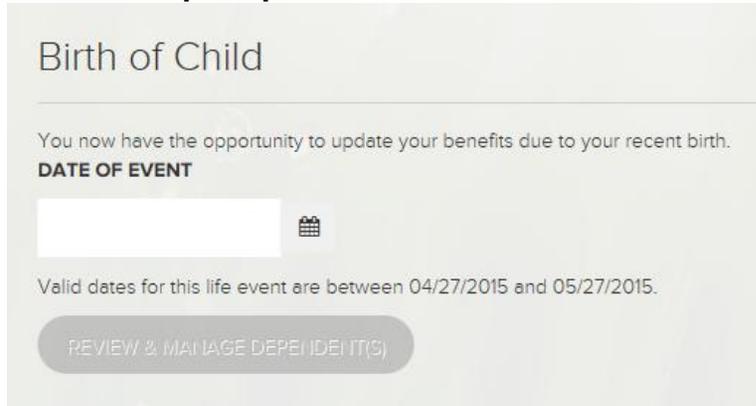
## Declare a Life Event

---

To Declare an event, simply select the appropriate Life Event.

The screenshot shows a web interface for declaring a life event. At the top left, there is a tab labeled '+ BENEFITS'. Below it, the heading 'Declare a Life Event' is displayed. A prompt asks, 'Have you had a major change in your life recently? Select a life event from the menu to get started.' A list of life events is provided, including: Loss of Coverage Elsewhere, Marriage, Birth of Child, Adoption, Gain of Child Coverage Elsewhere, FSA Correction Event, Death of Child, Commute Benefit Enrollment, HSA Correction Event, and Other Medical Coverage.

## You will be prompted to enter the DATE OF EVENT



Birth of Child

You now have the opportunity to update your benefits due to your recent birth.

**DATE OF EVENT**

Valid dates for this life event are between 04/27/2015 and 05/27/2015.

REVIEW & MANAGE DEPENDENT(S)

**Important:** You can delete life events any time before the event is confirmed (meaning you have not left the Review and Manage Dependent area on the enrollment hub). Any dependents added as part of the event are removed when the event is deleted. For example, select Delete from the tile.

---



Birth of Child

Your enrollment is incomplete.

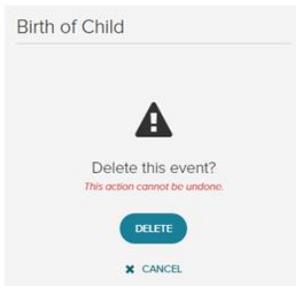
30 Days left To Enroll

CONTINUE ENROLLMENT

Enrollment Effective: Nov 30, 2016

X DELETE

You are prompted to click the Delete button to delete the event. If you click the Delete button, the action cannot be canceled.



Click Cancel from the tile to cancel the action.



## Select Dependents and Beneficiaries

 <b>JULIE JONES</b> Spouse	 <b>Matthew Jones</b> Child	 <b>Tommy Lee Jones</b> Child	 ADD NEW
<b>COVERED FOR:</b>	<b>COVERED FOR:</b>	<b>COVERED FOR:</b>	
<input checked="" type="checkbox"/> MEDICAL <span>✓</span>	<input checked="" type="checkbox"/> MEDICAL <span>✓</span>	<input checked="" type="checkbox"/> MEDICAL <span>✓</span>	
<input checked="" type="checkbox"/> DENTAL <span>✓</span>	<input checked="" type="checkbox"/> DENTAL <span>✓</span>	<input checked="" type="checkbox"/> DENTAL <span>✓</span>	
<input checked="" type="checkbox"/> VISION <span>✓</span>	<input checked="" type="checkbox"/> VISION <span>✓</span>	<input checked="" type="checkbox"/> VISION <span>✓</span>	
<b>ALLOCATED TO:</b>	<b>ALLOCATED TO:</b>		
<input checked="" type="checkbox"/> SUPPLEMENTAL AD&D <span>100</span>	<input checked="" type="checkbox"/> SUPPLEMENTAL AD&D <span>100</span>	<input type="button" value="VIEW"/>	
<input checked="" type="checkbox"/> SUPPLEMENTAL LIFE INSURANCE <span>100</span>	<input checked="" type="checkbox"/> SUPPLEMENTAL LIFE INSURANCE <span>100</span>		
<input checked="" type="checkbox"/> BASIC LIFE INSURANCE <span>100</span>	<input checked="" type="checkbox"/> BASIC LIFE INSURANCE <span>100</span>		
<input checked="" type="radio"/> PRIMARY <input type="radio"/> SECONDARY	<input checked="" type="radio"/> PRIMARY <input type="radio"/> SECONDARY		
<input type="button" value="VIEW"/>	<input type="button" value="VIEW"/>		

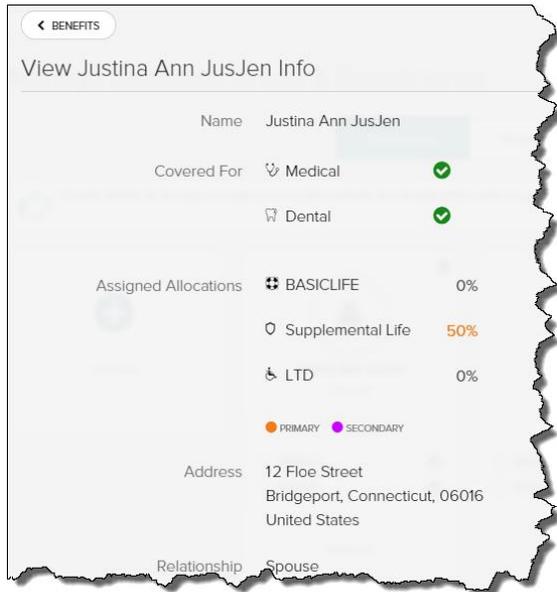
Click the Dependents button to view Dependent information

The screenshot displays the 'Manage Dependents Info & Beneficiaries' page. At the top, there is a breadcrumb 'BENEFITS' and a title 'Manage Dependents Info & Beneficiaries'. Below the title are two tabs: 'Dependents' (selected) and 'Beneficiaries'. A notification bar with a plus icon states: 'To add, delete or change coverage to your dependents, you should either wait for open enrollment or declare a life event.' Below this, there is an 'ADD NEW' button with a plus icon. To the right, two dependent cards are shown. The first card is for 'Joseph JusJen, Son', and the second is for 'Justina Ann JusJen, Spouse'. Each card has a 'COVERED FOR' section with 'MEDICAL' and 'DENTAL' options, each accompanied by a green checkmark. At the bottom of each card is a 'VIEW/EDIT' button.

Click the Beneficiaries button to view Beneficiary information.

The screenshot displays the ADP Benefits management interface. At the top left, there is a navigation breadcrumb labeled '< BENEFITS'. Below this is the main heading 'Manage Dependents Info & Beneficiaries'. A horizontal menu contains two buttons: 'Dependents' and 'Beneficiaries', with 'Beneficiaries' being the active tab. A blue callout box with a thumbs-up icon contains the text: 'You can add new beneficiaries, or edit information and allocations for existing beneficiaries here.' Below this, there are four main panels. The first panel on the left is a white box with a green plus icon and the text 'ADD NEW'. The second panel is for 'Joseph JusJen', identified as the 'Son'. It shows an 'ALLOCATED TO:' section with a radio button selected for 'SUPPLEMENTAL LIFE' at a 50% allocation. Below this, there are radio buttons for 'PRIMARY' (selected) and 'SECONDARY'. A 'VIEW/EDIT' button is at the bottom. The third panel is for 'Justina Ann JusJen', identified as the 'Spouse'. It also shows 'ALLOCATED TO:' with 'SUPPLEMENTAL LIFE' at 50%, and 'PRIMARY' (selected) and 'SECONDARY' radio buttons, with a 'VIEW/EDIT' button at the bottom. The fourth panel is for the 'American Cancer Association Trust', which has 'Has no allocations assigned' and a 'VIEW/EDIT' button at the bottom.

**Clicking the View/Edit button under a dependent or beneficiary displays the following.**



## Click the Edit button to change dependent information

[← BENEFITS](#)

### View Joseph JusJen Info [EDIT](#)

Name	Joseph JusJen
Covered For	<input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Dental <input checked="" type="checkbox"/>
Assigned Allocations	<input checked="" type="checkbox"/> BASICLIFE 0%
	<input type="checkbox"/> Supplemental Life 50%
	<input type="checkbox"/> LTD 0%
	<input checked="" type="radio"/> PRIMARY <input type="radio"/> SECONDARY
Address	102 Flower Street Bridgeport, Connecticut, 06601 United States
Relationship	Son
Gender	Male
Contact	PHONE (OPTIONAL) (203)004-6388 EMAIL (OPTIONAL) dev1@rover.workscape.net
Social Security#	XXX-XX-XXXX <input type="checkbox"/> Reveal
Date Of Birth	XXXXX <input type="checkbox"/> Reveal
Status (Optional)	<input type="checkbox"/> Fulltime Student <input type="checkbox"/> Disabled

[EDIT](#)

## Beneficiary designations must equal 100%

### Confirm Enrollments and View Confirmation

Once all benefits are elected or waived the following page appears.

The screenshot displays the 'Benefits' section of an Annual Enrollment portal. At the top, it shows 'Annual Enrollment' with an effective date of 'Jan 1, 2017' and '10 Days Left to Enroll'. A progress indicator shows '0 Benefits Need Review'. Navigation buttons include 'SAVE & FINISH LATER' and 'NEXT -> COMPLETE ENROLLMENT'. The user is logged in as 'MARK M.'. Two tabs are visible: 'Health & Welfare Benefits' (selected) and 'Additional Benefits'. A dropdown menu shows 'Contributions Per Paycheck = \$86.38'. A message states: 'Please take a moment to review and make changes to your benefits. You cannot complete your enrollment unless you take action on the benefits that need review. Please note that you will also not be able to make changes to any company provided benefits.' The main content area features a grid of benefit cards:

Benefit Category	Status	Details
Medical Benefits	Selected	Aetna (\$275 Deductible) \$30.90. You are covered.
Dental Benefits	Waived	You have elected to waive this benefit.
Vision Plan	Selected	Vision Service Plan \$4.15. You are covered.
Health Care Spending Account	Selected	Health Care FSA Contribution \$48.00.
Dependent Care Spending Account	Waived	
Life Insurance	Selected	
Accidental Death & Dismemberment Insurance	Pending	Company-Provided AD&D Insur...
Long Term Disability Insurance	Pending	Long-Term Disability Insurance...