Instructions for Completing Open Enrollment

1.) Log on to ADP
   owu.edu/adp

2.) Select “Myself” from the Menu Bar

3.) Select “Benefits” from the drop down box

4.) Click on “Enrollments”

5.) Click on “Start” to begin your Open Enrollment

(You can review your current benefit selections)
on this screen prior to clicking “Start”.

6.) After clicking “Start” you review your current dependents & beneficiaries.

Make changes as required. **Please note that documentation may be requested if changes are made.**

Continue through the Open Enrollment process by making a selection from the “Status” Section.

**Walk Me Through My Benefit Options is the recommended selection!**

Notice that at the top of the screen you can advance to different benefit selections & change the cost breakdown.
7.) To make changes to a benefit enrollment – Click either Unroll from Plan, Edit Plan / More Info, or Enroll in This Plan.

Select the dependents that you would like to cover and Click “Done”.

8.) When you have reviewed each benefit enrollment selection, click “Review & Complete”.

9.) You will now click “Complete Enrollment”

10.) You will receive the confirmation message seen below. You can also choose to print your benefit statement.

**Enrollments**

- Your changes have been submitted.

Congratulations!
You have successfully completed your 2017-2018 Open Enrollment.
Contact Human Resources at hrflow.edu or 740-368-3388 if you have questions.
Thank you!