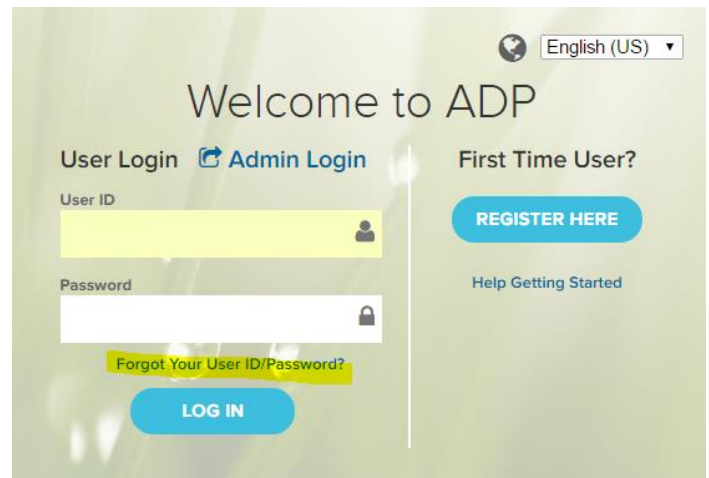


Instructions for Completing Open Enrollment

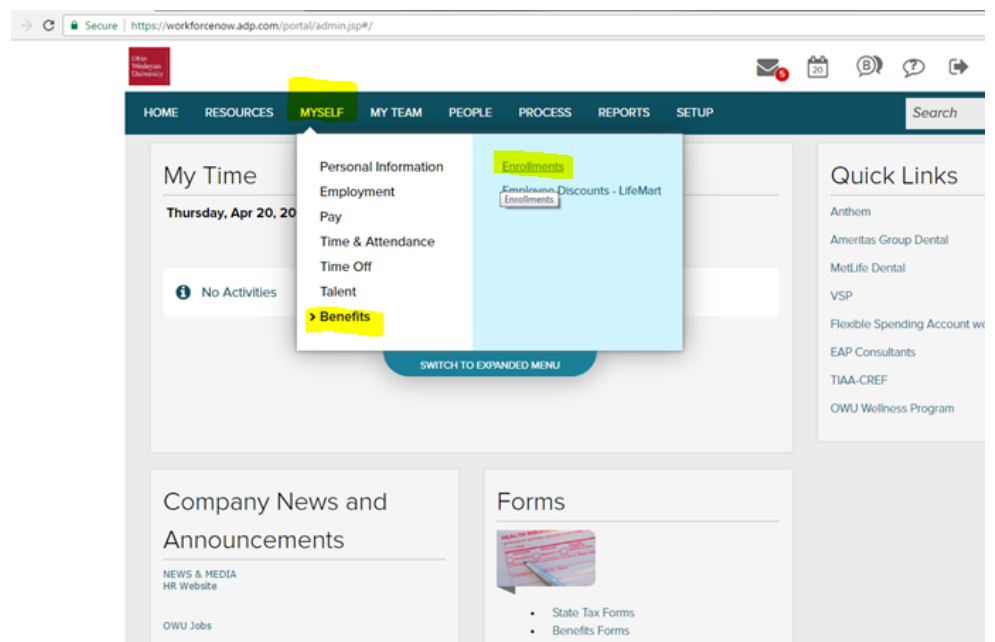
- 1.) Log on to ADP

<https://workforcenow.adp.com>

Use the “Forgot User Name / Password” Link if necessary






- 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”.)

Enrollments   

[VIEW WAIVED PLANS](#) [VIEW/PRINT BENEFITS STATEMENT](#)

Change Your Enrollments

NAME	START DATE	END DATE	ACTION
Open Enrollment [REDACTED]	04/20/2017	04/21/2017	START

✓ Submitted to Administrator ✎ Changed, Not Submitted

Your Benefits As Of 4/20/2017

Click on a plan name to view enrollment details.

PLAN	EFFECTIVE DATE	COVERAGE LEVEL	YOUR COST
Medical			

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

Add/Delete or change dependent and/or beneficiary information here.

For example, if you would like to add a dependent to medical, dental, or vision coverage you will need to add them here before moving forward with the enrollment.

Keep in mind *that documentation may be requested if changes are made such as adding or deleting a spouse, baby, or other dependent.*

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

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

OE - Test 17-18

Review Information

Choose Plans

Submit

FINISH LATER

REVIEW & COMPLETE

1. Review Dependents and Beneficiaries

Review your dependents and beneficiaries and make any additions. Only those people and organizations listed can be included in your benefits elections.

ADD DEPENDENT/BENEFICIARY

NAME	DEPENDENT	BENEFICIARY	RELATIONSHIP
	✓	✓	Spouse
	✓	✓	Child
	✓	✓	Child
		✓	Trust

Newly Added

Pending Approval

2. Status

Tell us how you want to proceed through this enrollment.

☒ Walk Me Through My Benefit Options

Take me through each available benefit option in the order that my administrator designated. I can review each option so that I can make any new selections or make changes to my existing enrollments.

☐ I Know What I Want To Change

Choose one or more benefit options that you want to review. You will only be able to make changes or new selections for the options that you select.

☐ I Do Not Want To Make Any Changes

I do not want to make any changes. Keep my current selections.

CANCEL

CONTINUE

Notice that at the top of the screen you can advance to different benefit selections & change the cost breakdown.

Back To Vision

Show Plan Cost Each:

☒ Month

☐ Pay Period

PRINT

Forward To Flex: Dependent Care

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”.

Review Information **Choose Plans** Submit

SAVED FINISH LA

Show Plan Cost Each: ☒ Month ☐ Pay Period PRINT

ALREADY ENROLLED
Effective July 1, 2016

Vision Core Plan 12 Month - All, Enrolled **i**
VSP

YOUR PLAN COST
\$22.87 /month

UNENROLL FROM PLAN

EDIT PLAN/MORE INFO ▼

Vision Buy up Plan 12 Month - All, Enrolled **i**
VSP

ESTIMATED PLAN COST
\$26.82 /month

ENROLL IN THIS PLAN

MORE INFO

g Plans 1-2 of 2

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

Review Information **Choose Plans** Submit

SAVING... FINISH LATER **REVIEW & COMPLETE**

9.) You will now click “Complete Enrollment”

Review Information Choose Plans **Submit**

FINISH LATER **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 hr@owu.edu or 740-368-3388 if you have questions.

Thank you!

VIEW WAIVED PLANS **VIEW/PRINT BENEFITS STATEMENT**