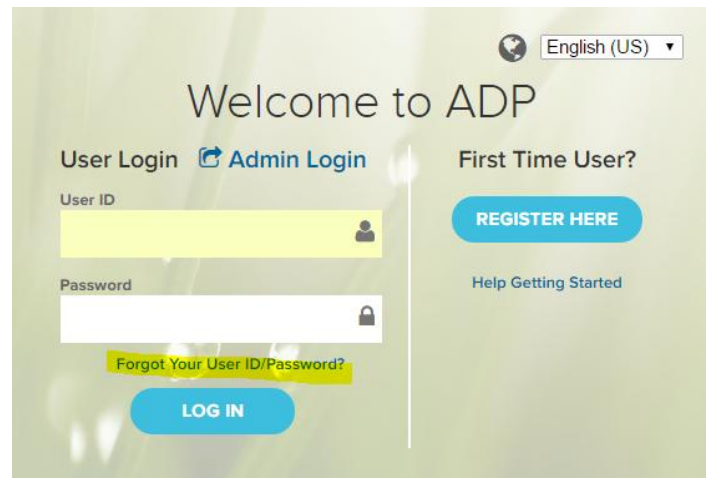


Instructions for Completing Open Enrollment

1.) Log on to ADP

<https://workforcenow.adp.com>

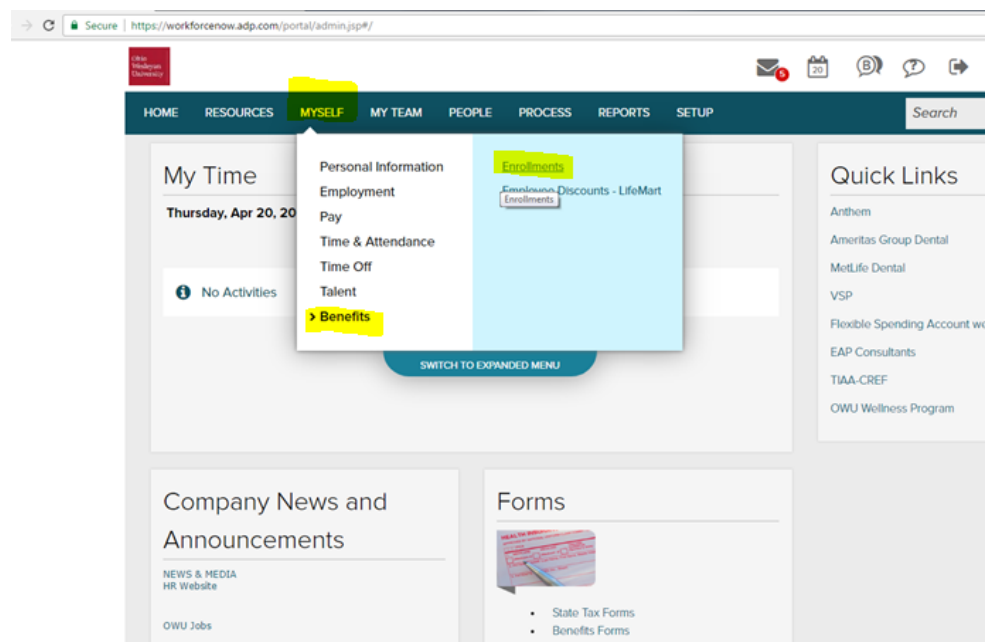
Use the “Forgot User Name / Password” Link if necessary

The image shows the ADP login page. At the top right, there is a language selector set to "English (US)". The main heading is "Welcome to ADP". Below this, there are two login options: "User Login" and "Admin Login" (with a blue icon). Under "User Login", there are input fields for "User ID" and "Password", each with a corresponding icon (a person for User ID and a lock for Password). Below these fields is a link that says "Forgot Your User ID/Password?". A blue "LOG IN" button is at the bottom. To the right of the login fields, there is a section for "First Time User?" with a blue "REGISTER HERE" button and a link for "Help Getting Started".

2.) Select “Myself” from the Menu Bar

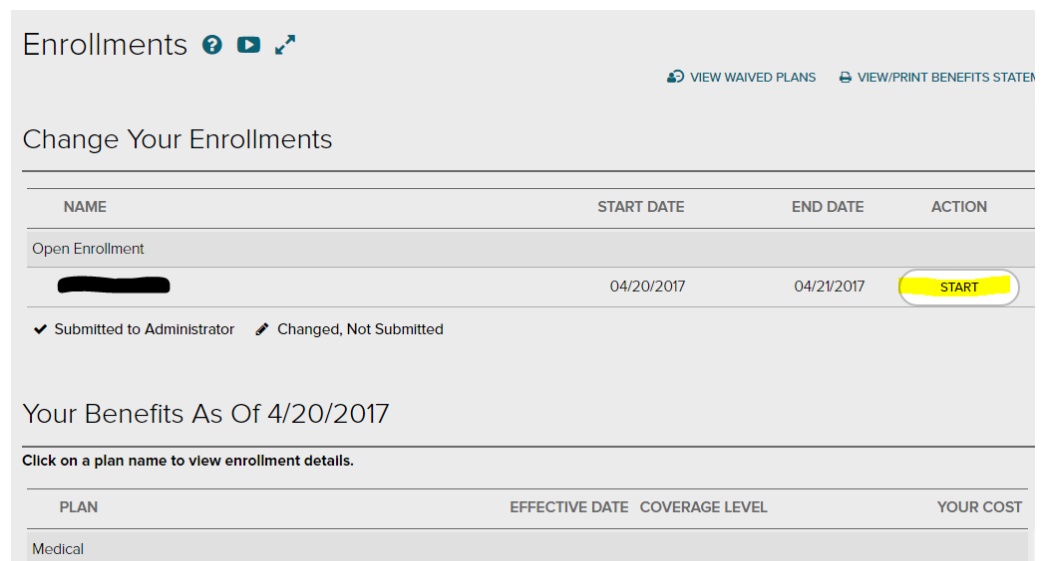
3.) Select “Benefits” from the drop down box

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”.)

The image shows the "Enrollments" page in the ADP system. At the top, there are links for "VIEW WAIVED PLANS" and "VIEW/PRINT BENEFITS STATEMENT". The main heading is "Change Your Enrollments". Below this is a table with columns: NAME, START DATE, END DATE, and ACTION. The table has one row for "Open Enrollment" with a redacted name, a start date of "04/20/2017", and an end date of "04/21/2017". A yellow "START" button is next to the end date. Below the table, there is a status indicator: "✓ Submitted to Administrator" and "✗ Changed, Not Submitted". The section below is titled "Your Benefits As Of 4/20/2017" and includes a note: "Click on a plan name to view enrollment details." Below this is another table with columns: PLAN, EFFECTIVE DATE, COVERAGE LEVEL, and YOUR COST. The first row shows "Medical" under the PLAN column.

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 or 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”.

The screenshot shows the 'Choose Plans' step of the enrollment process. At the top, there is a progress bar with three steps: 'Review Information', 'Choose Plans' (the current step), and 'Submit'. To the right of the progress bar are buttons for 'SAVED' and 'FINISH LA...'. Below the progress bar, there is a section for 'Show Plan Cost Each:' with two radio buttons: 'Month' (selected) and 'Pay Period'. To the right of this is a 'PRINT' button. The main content area displays two plan options. The first plan is 'Vision Core Plan 12 Month - All, Enrolled' with a status of 'ALREADY ENROLLED Effective July 1, 2016'. Its cost is '\$22.87 /month'. Below the cost are two buttons: 'UNENROLL FROM PLAN' and 'EDIT PLAN/MORE INFO'. The second plan is 'Vision Buy up Plan 12 Month - All, Enrolled' with a status of 'ESTIMATED PLAN COST'. Its cost is '\$26.82 /month'. Below the cost are two buttons: 'ENROLL IN THIS PLAN' and 'MORE INFO'. At the bottom left, it says 'g Plans 1-2 of 2'.

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

The screenshot shows the bottom of the enrollment process. At the top, there is a progress bar with three steps: 'Review Information', 'Choose Plans', and 'Submit'. To the right of the progress bar are buttons for 'SAVING...', 'FINISH LATER', and 'REVIEW & COMPLETE' (highlighted in yellow). The 'REVIEW & COMPLETE' button has a green checkmark icon.

9.) You will now click “Complete Enrollment”

The screenshot shows the bottom of the enrollment process. At the top, there is a progress bar with three steps: 'Review Information', 'Choose Plans', and 'Submit' (the current step). To the right of the progress bar are buttons for 'FINISH LATER' and 'COMPLETE ENROLLMENT' (highlighted in yellow). The 'COMPLETE ENROLLMENT' button has a green checkmark icon.

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](#)