



EMPLOYEE ADP OPEN ENROLLMENT INSTRUCTIONS

2022 Open Enrollment

Enroll in benefits using Employee Self Service in your ADP account on a computer or mobile device!
NO FORMS NEEDED!

These instructions will explain what you need to do to complete your enrollments online.

For complete details on the benefit offerings, visit www.Livingbranchesbenefits.org.

The link to ADP is on the benefits website as well.

If this is your first time logging in, or you need help getting started, please use the “TO REGISTER” instructions below. If you are already registered, go to page 2.

TO REGISTER

1. Go to <http://workforcenow.adp.com> or download the mobile app “ADP Mobile Solutions”.
2. On the Welcome screen, select **CREATE ACCOUNT** and then **FIND ME** on next box.

Welcome to ADP®

ENGLISH

User ID

Remember My User ID

NEXT

FORGOT YOUR USER ID?

New user? [CREATE ACCOUNT](#)

SECURE PAGE

ENGLISH

Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

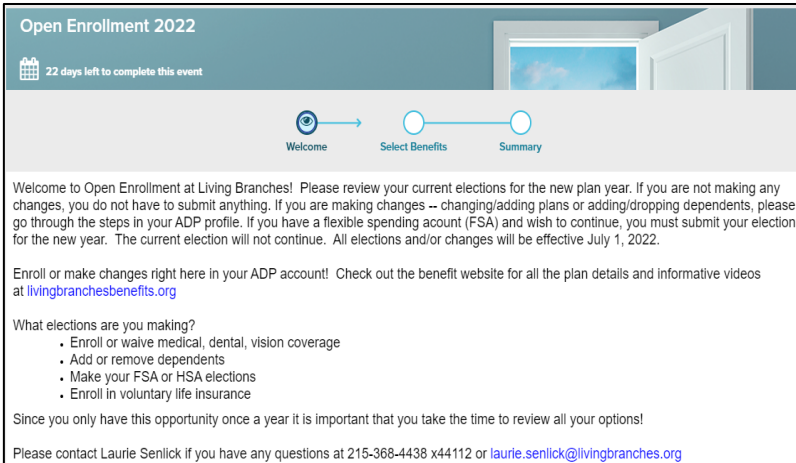
[FIND ME](#)

[I HAVE A REGISTRATION CODE](#)

[← BACK](#)

3. It will prompt you through the registration process of identifying yourself and creating your username and password. Your associate number is your 4 digit employee ID number, which is the number you use at the time clock. If you do not know your number, please contact human resources.
4. You can enroll in benefits on a computer or your mobile device. If you are using your mobile device, enable your notifications so you receive important news from Living Branches or information regarding your paycheck.

TO ACCESS OPEN ENROLLMENT



Open Enrollment 2022
22 days left to complete this event

Welcome → Select Benefits → Summary

Welcome to Open Enrollment at Living Branches! Please review your current elections for the new plan year. If you are not making any changes, you do not have to submit anything. If you are making changes – changing/adding plans or adding/dropping dependents, please go through the steps in your ADP profile. If you have a flexible spending account (FSA) and wish to continue, you must submit your election for the new year. The current election will not continue. All elections and/or changes will be effective July 1, 2022.

Enroll or make changes right here in your ADP account! Check out the benefit website for all the plan details and informative videos at livingbranchesbenefits.org

What elections are you making?

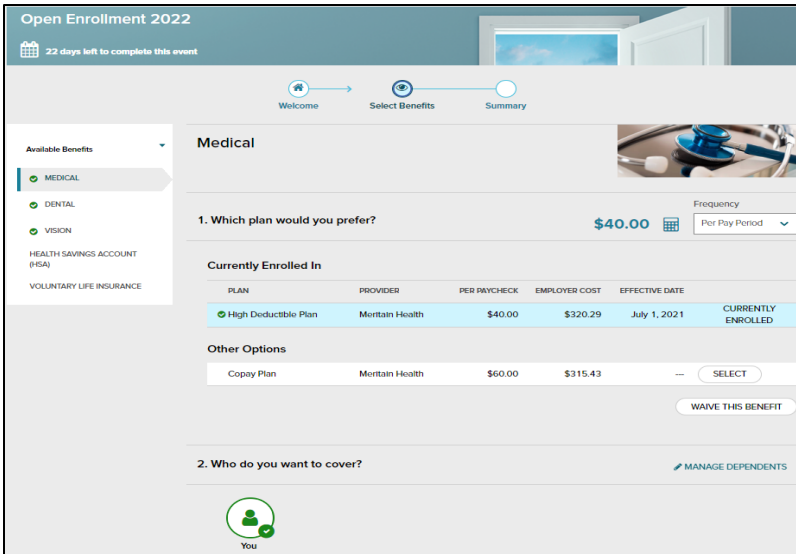
- Enroll or waive medical, dental, vision coverage
- Add or remove dependents
- Make your FSA or HSA elections
- Enroll in voluntary life insurance

Since you only have this opportunity once a year it is important that you take the time to review all your options!

Please contact Laurie Senlick if you have any questions at 215-368-4438 x44112 or laurie.senlick@livingbranches.org

Once you log in to ADP, you will see the “Splash Page” giving you a brief introduction to Open Enrollment. To enter the Open Enrollment process, click on **Start This Enrollment**.

If you do not see the splash page, go to **Myself + Benefits + Enrollments**. On the enrollments page click **START** or **RESUME** to the Open Enrollment profile.



Open Enrollment 2022
22 days left to complete this event

Welcome → Select Benefits → Summary

Available Benefits

- MEDICAL
- DENTAL
- VISION
- HEALTH SAVINGS ACCOUNT (HSA)
- VOLUNTARY LIFE INSURANCE

Medical

1. Which plan would you prefer? \$40.00 Frequency: Per Pay Period

Currently Enrolled In

PLAN	PROVIDER	PER PAYCHECK	EMPLOYER COST	EFFECTIVE DATE	CURRENTLY ENROLLED
High Deductible Plan	Merritt Health	\$40.00	\$320.29	July 1, 2021	CURRENTLY ENROLLED

Other Options

Copy Plan	Merritt Health	\$60.00	\$315.43	---	SELECT
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2. Who do you want to cover? MANAGE DEPENDENTS

You

After you start the enrollment process, you will see the “select benefits” window. On the left, you will see your available choices.

Which plan would you prefer? To enroll, simply click **SELECT** on the line with your selection. If you are not enrolling, click **WAIVE THIS BENEFIT** provide a waive reason.

Who do you want to cover? If you are covering dependents and they are already in your ADP profile, click on their icon to add. If you need to add them to your profile, click **Manage Dependents** to add their personal information. Click the plus sign to add, or click on them to remove.
Save and Continue to Next Benefit.

Continue through the available benefits following step one and two above. If you are not enrolling in benefits, you only need to waive medical, dental, and vision.

Review your Health Savings Account (H.S.A) or Flexible Spending Accounts (Health Care or Dependent Care) elections. In order to enroll in the H.S.A. account, you must be signed up for the High Deductible Health Plan. Please review the Benefits Highlights for more details about these plans or visit www.Livingbranchesbenefits.org.

Before submitting your enrollment, please review your enrollment summary. You can save for later, or submit your changes. When you have confirmed your elections, click **Submit Enrollment**. Your benefit elections will not be processed until you click **Submit Enrollment**.

If you want to make additional changes during the Open Enrollment period, you can log in and navigate to **Myself + Benefits + Enrollments** and click the **Enroll Now** option again. This will bring you back to the beginning of the profile to make any desired election changes.

Any questions or issues accessing your ADP account, please email Laurie.Senlick@livingbranches.org or call 215-368-4438 x44112.