

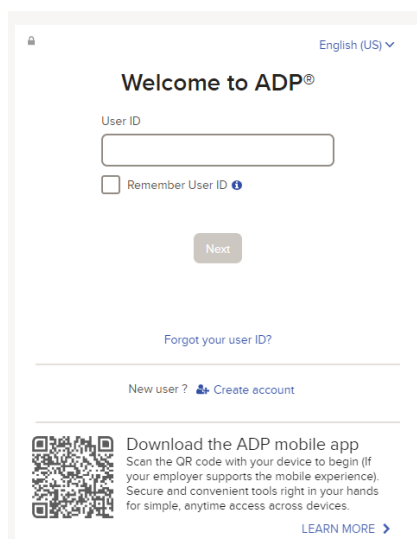
Dear Employee,

We are excited to announce the start of Open Enrollment on the ADP *Employee Self Service** website.

This letter explains what you need to do to complete your enrollments. The Open Enrollment period will last **3 weeks**, starting **10/28/26** and ending **11/17/26**. All changes to your benefits must be completed by **11/17/26**. The changes that you make to your benefits will take effect on **1/1/27**.

Log in to Workforce Now to access the Employee Self-Service* website.

<https://workforcenow.adp.com>

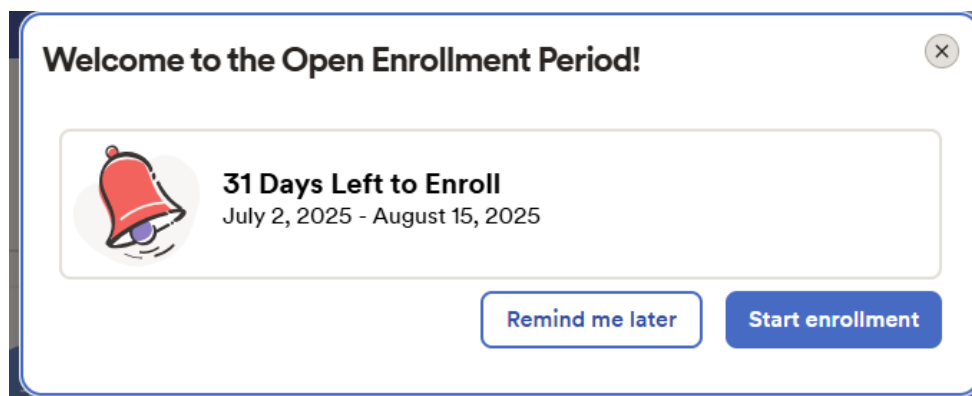
The image shows the ADP login page. At the top right, there is a language selector set to "English (US)". The main heading is "Welcome to ADP®". Below this is a "User ID" label and a text input field. Under the input field is a checkbox labeled "Remember User ID" with an information icon. A "Next" button is centered below the checkbox. Below the button is a link "Forgot your user ID?". At the bottom, there is a link "New user ?" followed by a plus icon and "Create account". At the very bottom, there is a QR code on the left and text on the right: "Download the ADP mobile app. Scan the QR code with your device to begin (if your employer supports the mobile experience). Secure and convenient tools right in your hands for simple, anytime access across devices." Below the text is a "LEARN MORE" link with a right-pointing arrow.

Enter your User ID and password, and then click **Sign In**.

Note: If this is your first time logging in, click **Create account**.

Upon logging in, you will be presented with a pop-up showing important information about this Open Enrollment period. You can click **Start Enrollment** or **Remind Me Later**.

Note: This pop-up is displayed each time you log in during the Open Enrollment period. 24-hours after submitting your selections the pop-up will no longer display.



Select **Start enrollment** will bring you to the Myself – Benefits – Enrollments screen where you can click **Start Enrollment**.

Home
Resources
Myself

2026 Open Enrollment

95 days left to make changes (11/30/2025)

Not started
Start enrollment

Important Documents

If you are adding new dependents, you must provide supporting documentation before your enrollment can be approved.

All Benefits

Review previous, current, and future benefits.

View benefits

Qualifying Life Events

Update your benefits because of a qualifying life change such as marriage, a new child, or more.

New Child

Birth, adoption, or legal guardianship

Marriage

Marriage or domestic partnership

View more events

Manage Personal Information

Review and update information such as physical or email addresses.

Manage info

Year Round Enrollment

You can make changes to these benefits any time.

[Modify Health Savings Enrollment](#)
[Modify Transit Enrollments](#)

View more

Items to Review Annually

Retirement Account

After you finish your enrollment, update your retirement allocations.

Tax Withholdings

Make sure your information is correct.

You will be taken to the **Welcome Note**. Please review all the information on this page, as there are often important details regarding your Open Enrollment options. Click **Next** after reviewing the Welcome Note to move to **Manage Dependents and Beneficiaries**.

Open Enrollment

Welcome
Manage Dependents and Beneficiaries
Review Surveys
Enroll in Benefits
Update Beneficiary Percentages
Upload Documents
Review and Confirm

Welcome, Kate! Open Enrollment has started.

During this enrollment period, you can do the following:

- Make changes to plan contributions, such as health savings account (HSA) or retirement plans
- Add or change the level of your insurance coverage
- Add or update Beneficiary assignments

Carefully review your options and costs. After the enrollment period ends, your choices are final until the next enrollment period or until you have a qualifying life event. Contact your Human Resources department with questions.

Finish later
Next

The **Manage Dependents and Beneficiaries** page is where you can add, view and edit your dependent and beneficiaries.

If you need to, select “**Add**” to add a new dependent/beneficiary.

Open Enrollment

Welcome
Manage Dependents and Beneficiaries
Review Surveys
Enroll in Benefits
Update Beneficiary Percentages
Upload Documents
Review and Confirm

Manage Dependents and Beneficiaries

Make sure you add everyone you want covered, then you can enroll them on the Enroll in Benefits step.

Important Documents

Please note we require marriage certificates and/or birth certificates at the time of adding new dependents for insurance coverage.

Please upload the required documents if you have added a new dependent to your insurance coverage.

Add Dependents and Beneficiaries

People eligible for coverage from your benefits and people or organizations who you want to receive your benefits (usually financial) after you die.

Add

Page 2 of 6

Enrolling or Waiving Benefits

- Health Insurance includes plan types Medical, Dental, Prescription

Open Enrollment

The screenshot shows the 'Open Enrollment' page for 'Health Insurance'. On the left is a sidebar with navigation links: 'Welcome', 'Manage Dependents and Beneficiaries', 'Enroll in Benefits', 'Health Insurance' (highlighted), 'Spending Accounts', 'Life and Other Supplemental Insurance', 'Additional Benefits', and 'Review and Confirm'. The main content area has the title 'Health Insurance' and a subtitle 'Review and edit your benefit options. Make sure you add or remove dependents as needed.' Below this is a box for 'Your Cost Per Paycheck' showing 'Current Cost: \$0.00' and 'New Cost: \$0.00', with a note that 'Benefits changes will start on 01/01/2026'. The 'Medical' section shows 'No Coverage' with an 'Action required' warning. It states 'Your available benefit option is RC - PPO Medical. See if it's right for you.' A yellow warning box says 'You need to enroll in a plan or waive this benefit.' with 'Enroll' and 'Waive' buttons.

Welcome

Manage Dependents and Beneficiaries

Enroll in Benefits

Health Insurance

Spending Accounts

Life and Other Supplemental Insurance

Additional Benefits

Review and Confirm

Health Insurance

Review and edit your benefit options. Make sure you add or remove dependents as needed.

Your Cost Per Paycheck Current Cost: \$0.00 New Cost: \$0.00

Benefits changes will start on 01/01/2026

Medical

No Coverage ⚠️ Action required

Your available benefit option is RC - PPO Medical. See if it's right for you.

⚠️ You need to enroll in a plan or waive this benefit. Enroll Waive

If you choose to **waive** a benefit, you will be required to select a **Waive Reason**.

This is a close-up of the 'Medical' section from the previous screenshot. It shows the 'No Coverage' status and the 'Action required' warning. The text indicates the available benefit is 'RC - PPO Medical'. The yellow warning box is prominent, and the 'Waive' button is highlighted with a red border.

Medical

No Coverage ⚠️ Action required

Your available benefit option is RC - PPO Medical. See if it's right for you.

⚠️ You need to enroll in a plan or waive this benefit. Enroll Waive

The screenshot shows a 'Waive Benefit' modal dialog box. It asks 'Are you sure you want to waive Medical benefit?' and includes a warning: 'Waiving this benefit means you do not require coverage. You can still enroll in the plan while the enrollment period is open.' There is a 'Waive Reason' dropdown menu with 'Select a reason' as the placeholder. At the bottom are 'No, cancel' and 'Yes, waive benefit' buttons. The background shows the 'Health Insurance' page with the 'Waive' button highlighted.

Health Insurance

Review and edit your benefit options. Make sure you add or remove dependents as needed.

Current Cost: \$0.00 New Cost: \$0.00

Medical

No Coverage ⚠️ Action required

Your available benefit option is RC - PPO Medical. See if it's right for you.

⚠️ You need to enroll in a plan or waive this benefit. Enroll Waive

Waive Benefit

Are you sure you want to waive Medical benefit?

⚠️ Waiving this benefit means you do not require coverage. You can still enroll in the plan while the enrollment period is open.

Waive Reason

Select a reason

No, cancel Yes, waive benefit

While enrolling in a plan, please be sure to indicate which dependents should be covered in the **Covered Individuals** section, if applicable. Then proceed with your enrollment.

Available Plans

Medical

Select the plan that meets your needs and add the dependents you want to cover.

Covered Individuals

☒ Kate Sanchez (You) ☒ Audrey Sanchez (Child)

1 Plan Available

[Plan comparison](#)

RC - PPO Medical

(2 individuals selected) [Additional details](#)

Provider

[ADP Services](#)

Employer Cost

\$124.62

Your Cost

\$73.85

 Confirm the details for this plan selection or waive this benefit.

[Confirm details](#)

[Waive benefit](#)

[Cancel](#)

Note: The coverage level for your enrollment (Employee Only, Employee + Spouse, Employee + Child(ren), Employee + Family) is driven by which dependents you enroll.

When you choose to enroll in a plan, the Per Paycheck cost will be shown as \$0.00. If you have questions about the cost of your plans, please consult the rate calculator on the employee benefits portal, or contact Human Resources.

RC PPO, Medical PPO

(1 individual selected)

Provider

Aetna Inc.

Employer cost per paycheck

\$60.00

Your cost per paycheck

\$57.00

 Confirm the details for this plan selection or waive this benefit.

[Confirm details](#)

Confirm Details may include some additional information needed (i.e. PCP-ID).

If you are enrolling in the POS plan that requires a Primary Care Physician designation, you must find the physician's PROVIDER ID number on the Aetna website and fill it in on ADP.

Confirm Details

ADP Services: RC - PPO Medical

Covered Individual

You

Primary Care Physician Details

Kate Sanchez

Enter Primary Care Physician Details

First Name

Last Name

ID Number

Per Paycheck Costs

Total Cost Per Paycheck

\$57.69

[Back](#)

[Confirm](#)

Review your enrollment and covered individuals carefully before clicking on **Confirm**.

Once confirmed, you will receive a confirmation message that you are now enrolled.

The screenshot shows the 'Health Insurance' section of a web application. On the left is a sidebar with navigation links: 'Welcome', 'Manage Dependents and Beneficiaries', 'Review Surveys', 'Enroll in Benefits', and 'Health Insurance' (which is highlighted). The main content area is titled 'Health Insurance' and includes a sub-header 'Review and edit your benefit options. Make sure you add or remove dependents as needed.' Below this is a green confirmation banner that reads 'You enrolled in RC - PPO Medical.' with a close button. Further down, a 'Your Cost Per Paycheck' section shows 'Current Cost: \$3.94' and 'New Cost: \$61.63', with a difference of '\$57.69' indicated by an upward arrow. A note states 'Benefits changes will start on 01/01/2026'.

Upload Documents: you will need to upload your **Salary Reduction Agreement** and any other forms pertinent to your enrollment or waiver of benefits (insurance rebate request, waiver of cafeteria plan forms).

The screenshot shows the 'Upload Documents' section of the web application. The sidebar on the left includes links for 'Welcome', 'Manage Dependents and Beneficiaries', 'Review Surveys', 'Enroll in Benefits', 'Update Beneficiary Percentages', 'Upload Documents' (highlighted), and 'Review and Confirm'. The main content area is titled 'Upload Documents' and contains instructions: 'Select and review required documents to upload. File must be less than 5MB. Accepted formats'. Below this is an 'Important Documents' section with two bullet points: 'Please note we require marriage certificates and/or birth certificates at the time of adding new dependents for insurance coverage.' and 'Please upload the required documents if you have added a new dependent to your insurance coverage.' At the bottom is a dashed box labeled 'Select file to upload' with a cloud upload icon. A large red 'EXAMPLE' watermark is overlaid diagonally across the center of the page.

Review and Confirm

Review all your selections/changes. When you have confirmed them, click **Submit enrollment**.
Note that your benefit elections will not be processed until you click **Submit Enrollment.**

Note: If you click Finish later, your enrollments will just be saved. You will need to return to complete your enrollment elections and submit Human Resources.

Welcome

Manage Dependents and Beneficiaries

Review Surveys

Enroll in Benefits

Update Beneficiary Percentages

Upload Documents

Review and Confirm

Review and Confirm

Your Cost Per Paycheck

Benefits changes will start on 01/01/2026

Current Cost: \$3.94New Cost: \$76.47+ \$72.53

Your benefit elections will not be effective until you click Submit enrollment.

Your Elections

Medical

ADP Services: RC - PPO MedicalUpdated

Effective Date: January 1, 2026

Enrolled

Kate Sanchez (You), Audrey Sanchez (Child)

New Cost
\$73.85
[Cost details](#)
+ \$73.85

Vision

ADP Services: RC Vision PlanCurrent

Effective Date: September 1, 2025

Enrolled

Kate Sanchez (You)

Current Cost
\$2.62
[Cost details](#)

[Finish later](#)[Back](#)[Submit enrollment](#)

There will be a pop-up confirming your submission, you must select **Yes**.

Submit enrollment

You are about to submit your enrollment. Do you want to continue?

You can make changes until August 30, 2025 11:59 PM EDT.

Yes

No

Please ensure you receive the confirmation note indicating your elections have been submitted.

HomeResourcesMyself

Enrollments

✓ You have completed your enrollment.

You submitted the enrollment for Open Enrollment. Contact your Human Resources department if you have questions.

2026 Open Enrollment

95 days left to make changes (11/30/2025)

Submitted

Make changes

Page 6 of 6