

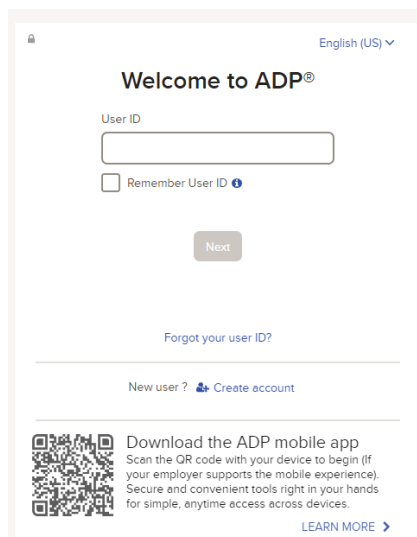
Dear Employee,

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 **10/27/25** and ending **11/17/25**. All changes to your benefits must be completed by **11/17/25**. The changes that you make to your benefits will take effect on **1/1/26**.

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

<https://workforcenow.adp.com>

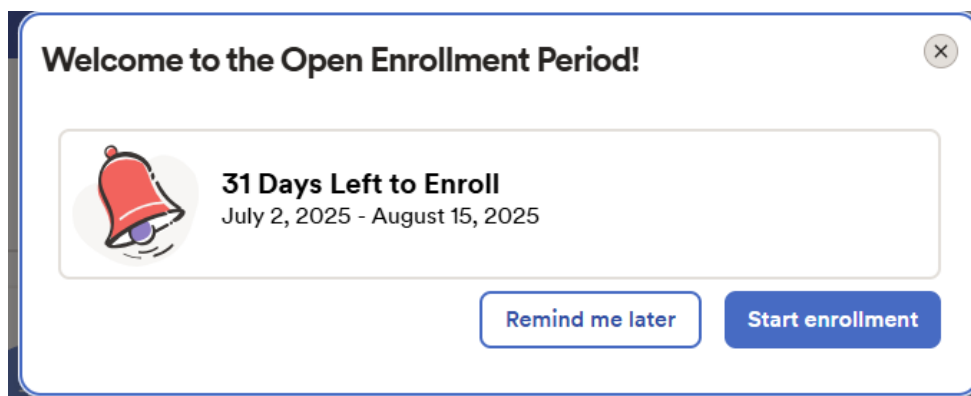
The image shows the ADP login page. At the top right, there is a language selector set to "English (US)". The main heading is "Welcome to ADP®". Below this is a "User ID" label and a text input field. Under the input field is a checkbox labeled "Remember User ID" with an information icon. A "Next" button is positioned below the checkbox. Further down, there is a link "Forgot your user ID?". At the bottom, there is a link "New user? Create account" with a person icon. At the very bottom, there is a QR code and text encouraging users to download the ADP mobile app, along with a "LEARN MORE" link.

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

Manage info

Review and update information such as physical or email addresses.

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 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 'Your Cost Per Paycheck' section 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.' and includes a warning: 'You need to enroll in a plan or waive this benefit.' with 'Enroll' and 'Waive' buttons.

Employees should only select **Waive** if you do not want to continue enrollment in a benefit or are not enrolled currently and a waive reason is required.

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

This is a close-up of the 'Medical' benefit selection area. It features a 'No Coverage' warning with an 'Action required' icon. The text indicates the available option is 'RC - PPO Medical'. A prominent warning states 'You need to enroll in a plan or waive this benefit.' with 'Enroll' and 'Waive' buttons.

The screenshot shows a 'Waive Benefit' modal dialog. 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.' Below this is a 'Waive Reason' section with a dropdown menu labeled 'Select a reason'. At the bottom are 'No, cancel' and 'Yes, waive benefit' buttons. The background shows the 'Health Insurance' page with the 'Waive' button highlighted.

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).

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 benefits portal. On the left is a sidebar with links: Welcome, Manage Dependents and Beneficiaries, Review Surveys, Enroll in Benefits, and Health Insurance (which is highlighted). 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 green success message: 'You enrolled in RC - PPO Medical.' with a close button. Underneath is a 'Your Cost Per Paycheck' section showing 'Current Cost: \$3.94' and 'New Cost: \$61.63' with an increase of '\$57.69'. 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. The sidebar on the left includes: 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 includes instructions: 'Select and review required documents to upload. File must be less than 5MB. Accepted formats'. Below this is a section for 'Important Documents' with a note about marriage and birth certificates. A large red 'EXAMPLE' watermark is overlaid on the page. At the bottom is a dashed box with the text 'Select file to upload' and an upload icon.

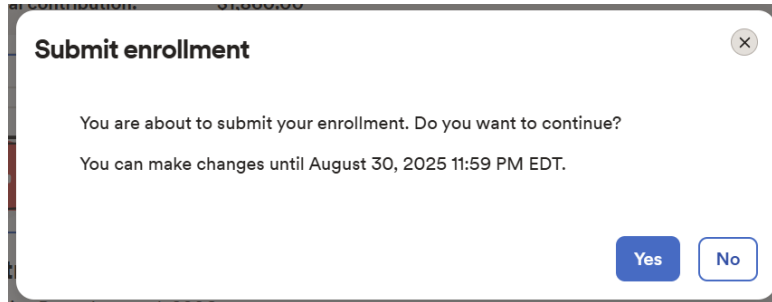
Review and Confirm

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.

The screenshot shows the 'Review and Confirm' page. The sidebar on the left includes: Welcome, Manage Dependents and Beneficiaries, Review Surveys, Enroll in Benefits, Update Beneficiary Percentages, Upload Documents, and Review and Confirm (highlighted). The main content area is titled 'Review and Confirm' and shows a summary of the 'Your Cost Per Paycheck' with 'Current Cost: \$3.94' and 'New Cost: \$76.47' (an increase of '\$72.53'). A note states 'Your benefit elections will not be effective until you click Submit enrollment.' Below this is a section titled 'Your Elections' with two rows: 'Medical' and 'Vision'. The 'Medical' row shows 'ADP Services: RC - PPO Medical' with an 'Updated' status, 'Effective Date: January 1, 2026', and 'Enrolled' status for 'Kate Sanchez (You), Audrey Sanchez (Child)'. The 'New Cost' is '\$73.85'. The 'Vision' row shows 'ADP Services: RC Vision Plan' with a 'Current' status, 'Effective Date: September 1, 2025', and 'Enrolled' status for 'Kate Sanchez (You)'. The 'Current Cost' is '\$2.62'. At the bottom right are buttons for 'Finish later', 'Back', and 'Submit enrollment'.

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



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

Home Resources **Myself** ▾

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](#)