

ADP Benefits Enrollment Instructions



Enrolling in Benefits: Myself > Benefits > Enrollments



TO ENROLL VISIT

www.adp.workforcenow.com

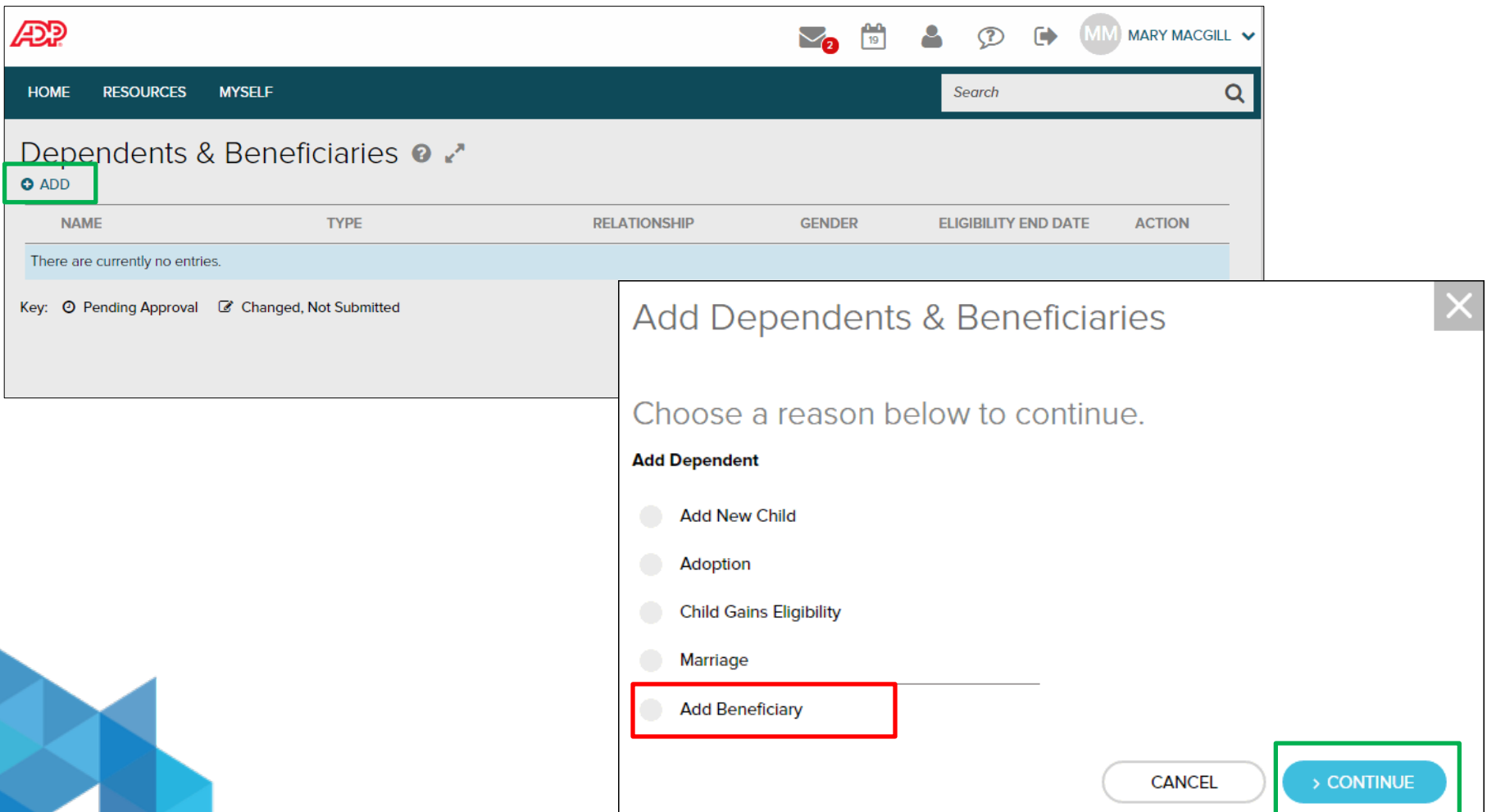
ADP >
Myself >
Benefits >
Enrollments

A screenshot of the Revature employee portal. The top navigation bar is dark teal with white text for "HOME", "RESOURCES", "MYSELF", "PEOPLE", "PROCESS", "REPORTS", and "SETUP". A green box highlights the "MYSELF" menu item. Below the navigation bar, the main content area is white. The first section is titled "Company Mission" and features the Revature logo and a paragraph: "To create a pathway where university graduates with diverse backgrounds can build the knowledge, skills and abilities to reach their potential as technology professionals and leverage those talents to contribute to the growth and success of our customers." Below this are two side-by-side sections. The left section is titled "Quick Links" and contains a small image of a computer monitor displaying a news article and a bulleted list: "Payroll/Benefits Information", "Company Policies", "My Profile", "Tax Information", and "FAQ's". The right section is titled "Company Information" and contains a "Contacts" subsection with email addresses for Human Resources, Office Supplies, and SalesForce/Tech/IT, and a "Links" subsection with URLs for Timesheets, Salesforce, Egencia, and Intacct.



Adding a Beneficiary

Before electing coverage, be sure to add the dependents (ex: spouse, children) that you want to cover. To do so select “Add” on the Dependents and Beneficiaries page.



The screenshot displays the ADP web interface for the 'Dependents & Beneficiaries' page. The user is logged in as MARY MACGILL. The page features a navigation bar with 'HOME', 'RESOURCES', and 'MYSELF' options, along with a search bar. The main content area shows a table with columns for NAME, TYPE, RELATIONSHIP, GENDER, ELIGIBILITY END DATE, and ACTION. A green box highlights the 'ADD' button in the top left corner of the table area. Below the table, a key indicates 'Pending Approval' and 'Changed, Not Submitted'.

An overlay modal window titled 'Add Dependents & Beneficiaries' is open, prompting the user to 'Choose a reason below to continue.' The modal lists several options under the heading 'Add Dependent':

- Add New Child
- Adoption
- Child Gains Eligibility
- Marriage
- Add Beneficiary

The 'Add Beneficiary' option is highlighted with a red box. At the bottom right of the modal, there are two buttons: 'CANCEL' and '> CONTINUE'. The '> CONTINUE' button is highlighted with a green box.

Editing Beneficiary Plan Assignments



Confirm the beneficiary percentages for your Company-paid and/or Voluntary Life Insurance benefits are accurate per your preference. Note: % totals must equal 100.

Enrollments ? ↗

Insurance (Employee Life): [NORTHERN SURETY LIFE](#), [GENEVA SUPPLEMENTAL LIFE](#), [ALL](#)

Enrollment Details

i Costs are calculated based on your total actual coverage.

Base Coverage **\$100.00**

Total Elected Coverage **\$100.00**

Guarantee Issue Amount
\$100,000.00 (Fixed Dollar)

Amount Approved Over Guarant...
\$0.00 ? Pending Approv...

Age Reduction



Total Actual Coverage

\$100.00 ?

Beneficiaries

NAME	RELATIONSHIP	START DATE	BENEFICIARY DESIGNA...	PERCENTAGE
✓ Lacy East	Spouse	1/2/20XX	Primary ▼	100 %
✓ Tim East	Child	1/2/20XX	Contingent ▼	25 %
✓ Tally East	Child	1/2/20XX	Contingent ▼	25 %
✓ Rachel Marie East	Child	1/2/20XX	Contingent ▼	25 %
✓ Miriam East	Mother	1/2/20XX	Contingent ▼	25 %

Deduction Information

Pay Frequency

Deduction Amount

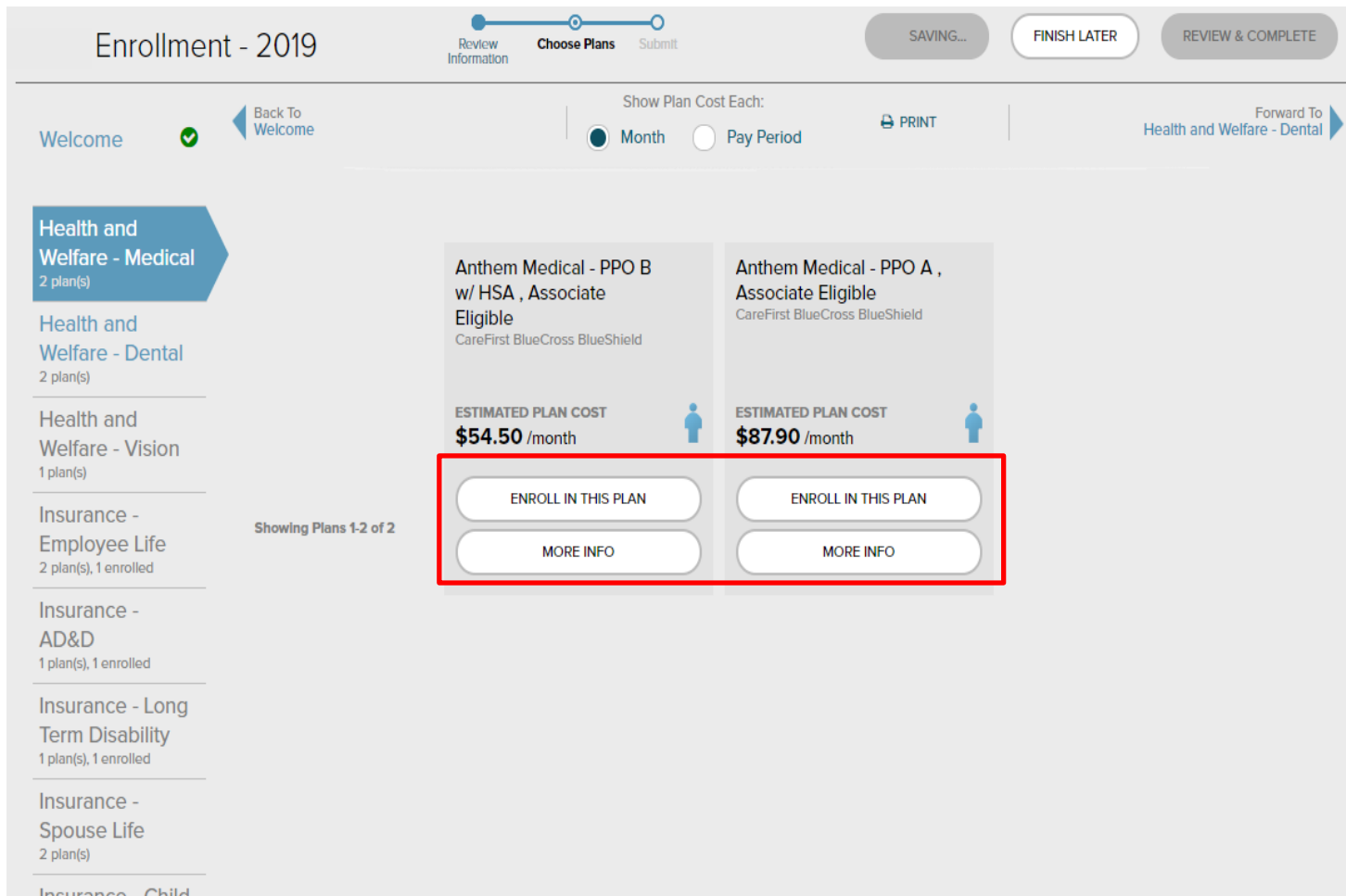
\$0.00

CANCEL

DONE

Enrolling in Benefits (*continued*)


Confirm the plan you wish to enroll in per each category provided by selecting:
“Enroll In This Plan”.



Enrollment - 2019

Review Information | **Choose Plans** | Submit

SAVING... | FINISH LATER | REVIEW & COMPLETE

Welcome  [Back To Welcome](#)

Show Plan Cost Each: Month Pay Period [PRINT](#) [Forward To Health and Welfare - Dental](#)

Health and Welfare - Medical 2 plan(s)

Health and Welfare - Dental 2 plan(s)

Health and Welfare - Vision 1 plan(s)

Insurance - Employee Life 2 plan(s), 1 enrolled

Insurance - AD&D 1 plan(s), 1 enrolled

Insurance - Long Term Disability 1 plan(s), 1 enrolled

Insurance - Spouse Life 2 plan(s)

Insurance - Child

Showing Plans 1-2 of 2

<p>Anthem Medical - PPO B w/ HSA , Associate Eligible CareFirst BlueCross BlueShield</p> <p>ESTIMATED PLAN COST \$54.50 /month</p> <p><input type="button" value="ENROLL IN THIS PLAN"/></p> <p><input type="button" value="MORE INFO"/></p>	<p>Anthem Medical - PPO A , Associate Eligible CareFirst BlueCross BlueShield</p> <p>ESTIMATED PLAN COST \$87.90 /month</p> <p><input type="button" value="ENROLL IN THIS PLAN"/></p> <p><input type="button" value="MORE INFO"/></p>
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Enrolling in Benefits (*continued*)

Select your preferred coverage level. Once confirmed, click “Enroll” .

Anthem Medical - PPO B w/ HSA , Associate Eligible
CareFirst BlueCross BlueShield

YOUR PLAN COST

\$54.50 /month

DEDUCTION INFORMATION ⓘ

\$25.15 BIweekly

COVERAGE STARTS

February 1, 2019

1 Choose a Coverage Level

Choose the level of coverage that meets your needs and budget.

Coverage Level	Your Plan Cost
<input checked="" type="radio"/>  EMPLOYEE	\$54.50
<input type="radio"/>  EMPLOYEE + SPOUSE	\$274.70
<input type="radio"/>  EMPLOYEE + CHILD	\$287.78
<input type="radio"/>  EMPLOYEE + CHILDREN	\$287.78
<input type="radio"/>  EMPLOYEE + FAMILY	\$418.59

2 Choose Dependents

Review or select who will be covered under this plan. Some may be unavailable or pre-selected for you based on your choice of coverage level.

Enroll	Name	Relationship
No eligible dependent records		

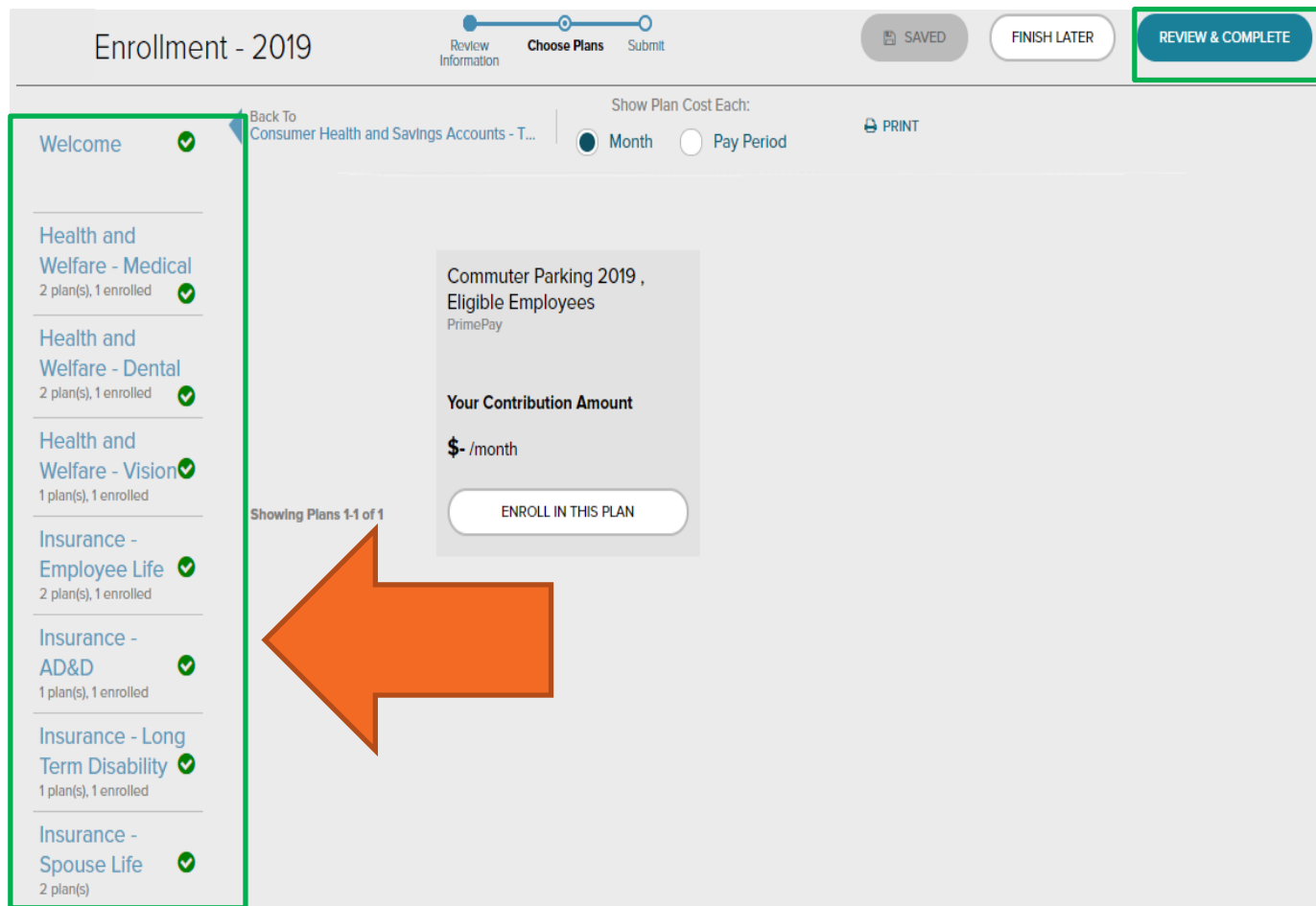
No eligible dependent records

CANCEL

ENROLL

Enrolling in Benefits (*continued*)

Confirm that you have elected all of the plans you wish to participate in. Once confirmed select **“Review and Complete”** to submit your plan elections.



Enrollment - 2019

Review Information | **Choose Plans** | Submit

SAVED | FINISH LATER | **REVIEW & COMPLETE**

Back To Consumer Health and Savings Accounts - T... | Show Plan Cost Each: Month Pay Period | PRINT

- Welcome ✓
- Health and Welfare - Medical 2 plan(s), 1 enrolled ✓
- Health and Welfare - Dental 2 plan(s), 1 enrolled ✓
- Health and Welfare - Vision 1 plan(s), 1 enrolled ✓
- Insurance - Employee Life 2 plan(s), 1 enrolled ✓
- Insurance - AD&D 1 plan(s), 1 enrolled ✓
- Insurance - Long Term Disability 1 plan(s), 1 enrolled ✓
- Insurance - Spouse Life 2 plan(s) ✓

Showing Plans 1-1 of 1

Commuter Parking 2019, Eligible Employees
PrimePay

Your Contribution Amount
\$/month

ENROLL IN THIS PLAN

Done