

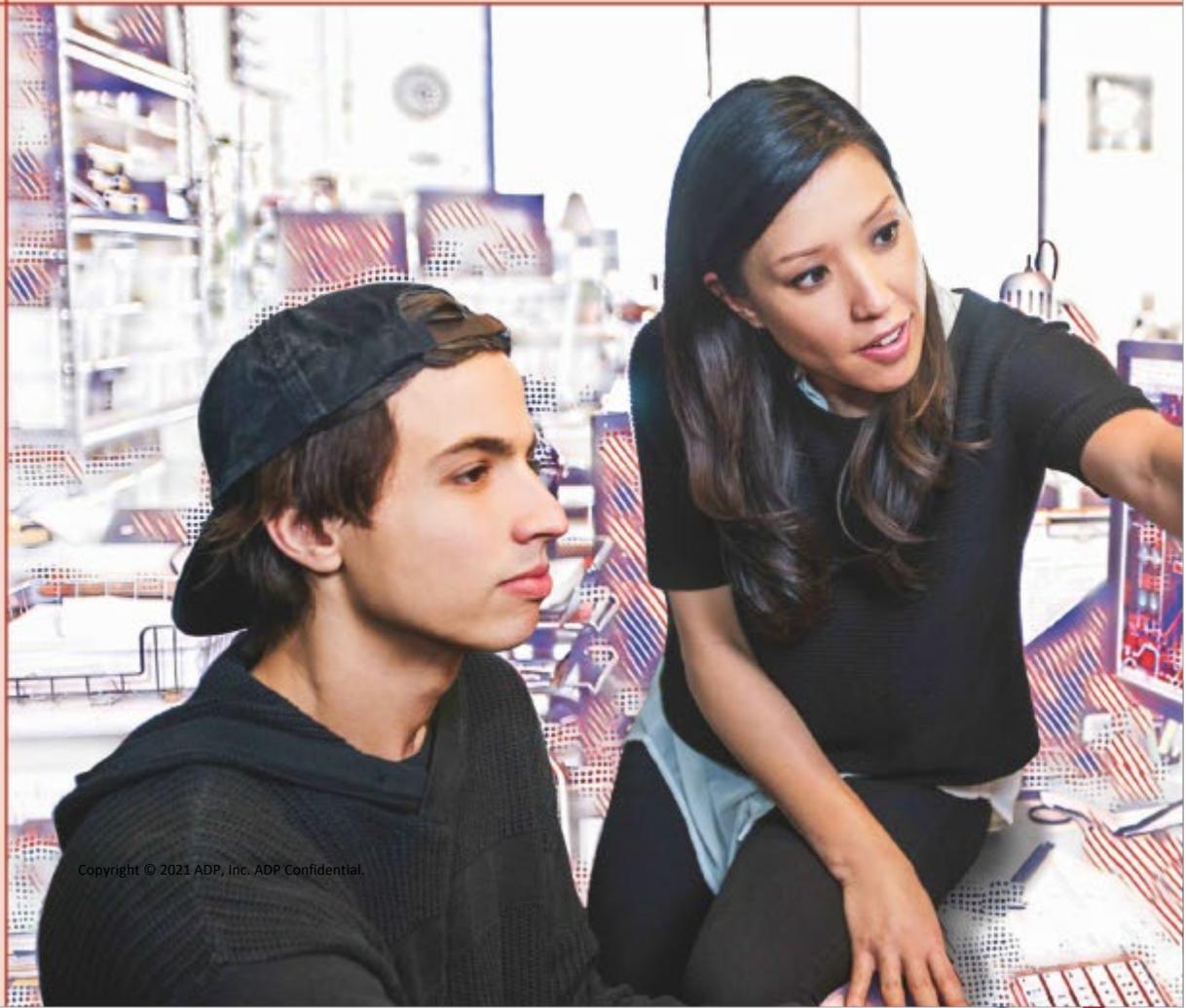


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# Employee Self -Service Understanding Life Events

## Step-by-Step Guide to Report A Life Event

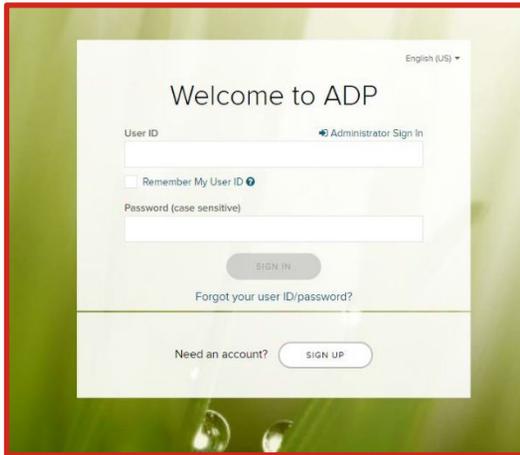
ADP Benefits & Talent Solutions





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

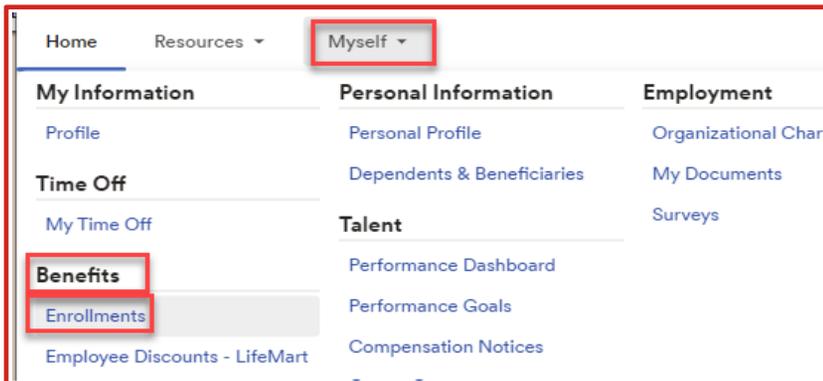
<https://workforcenow.adp.com>



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

**Note:** If this is your first time logging in, click **Sign Up**. If you are unsure of the registration code, please contact your HR team.

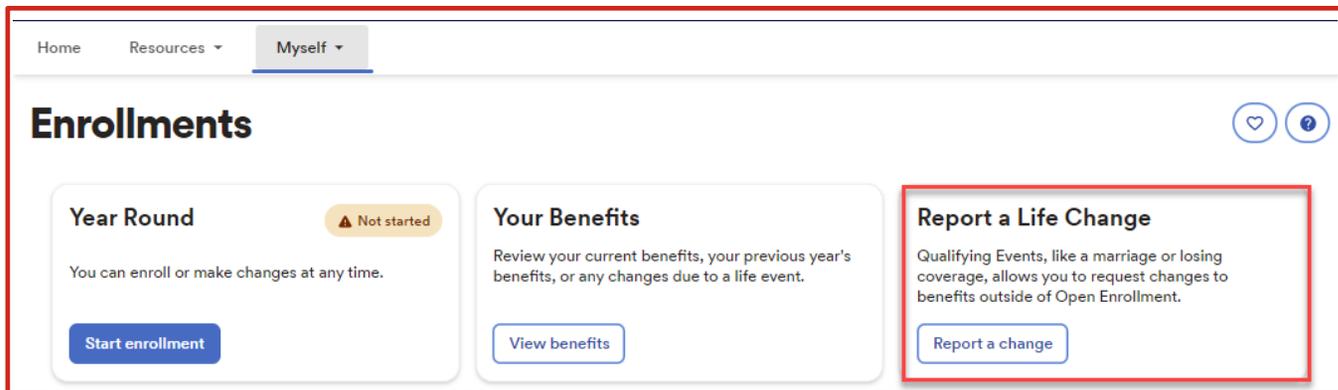
In the **Mega Menu**, navigate to **Myself > Benefits > Enrollments**.



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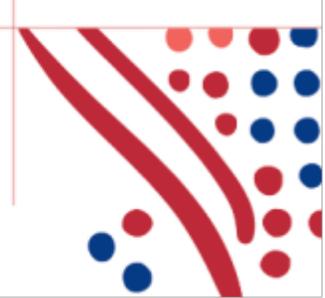
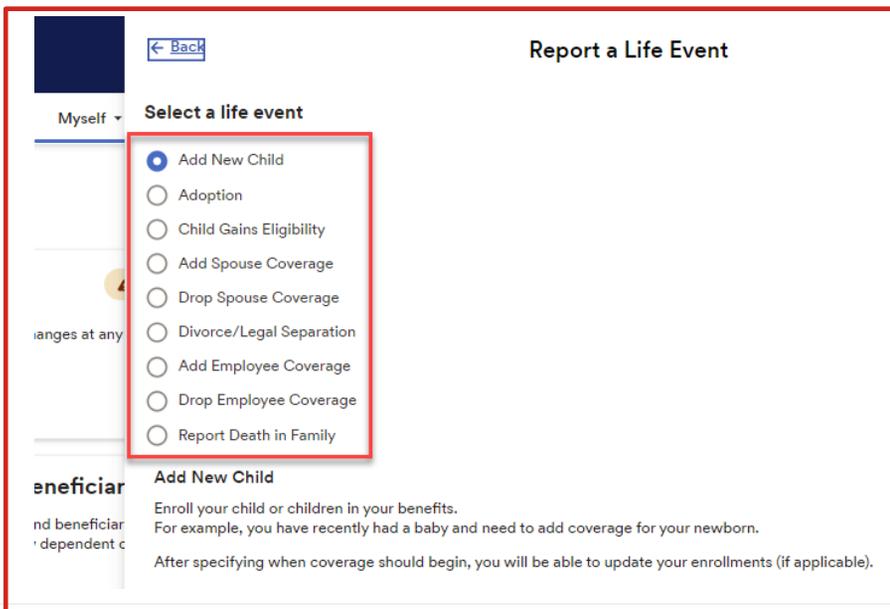


Upon clicking on Enrollments, you will be taken to your enrollments page. You can navigate to the **Report a Life Change** tile, then **“Report A Change”**.



This slider window is displayed so you can enter a life event. Workforce Now understands which life events to display based on the employee’s record and dependent dynamics (ie. If there is no spouse in the system Marriage will display, if there is a spouse in the system then Divorce/Legal Separation will appear).

To start, click **Add New Child** or any applicable Life Event that fits your situation. You can choose any option available for life events that are applicable to you and how your company has life events configured. Let’s start with **Add New Child**:



After inputting the required specified fields, you will be able to update your enrollments (if applicable).

**Add New Child**

← Back

**Relationship**

Relationship \*  Child Classification

**Basic Information**

First Name \*  Birth Date \*

Middle Name  Gender \*

Last Name \*  Professional Suffix

Generation Suffix  Tax ID Type

Tax ID

National Identifier ?

Please confirm the information below is correct, then click **Continue to Enrollments**.

**Add New Child**

← Back

Please confirm the information below is correct, then click Continue to Enrollments.

**Child Test**

Email Address	Gender Male	Fulltime Student No
Home Phone	Relationship Child	Medicaid No
Personal Mobile	Child Classification Biological Child	Medicare No
Date of Birth 01/01/2023	Tax ID Type SSN	Tobacco User No
Age 0 Years, 0 Months	Tax ID 000-00-0521	Disabled No
Address 345 Park Avenue Manhattan New York, NY 10154 United States	National Identifier US	



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Upon continuing to your enrollments, you will be presented with a pop-up showing an informational message about your Life Event. This message is customized by your Practitioner.

## Add New Child

Welcome

Your total rewards package includes benefits that are designed to keep you healthy and secure. To enroll, click on the menu options to the left and select the best options for you and your family. **The final day to enroll is Friday the 30th.**

**What's Changing**

- Medical Option Deductibles
- CDHP with HSA Deductibles and Out-of-Pocket Maximums Emergency Room Co-payments
- HSA Contribution Limits
- Aflac Group Critical Illness Insurance
- Associate Contributions

If you have any questions please reach out to your benefits team. Happy enrollment!

Back Next

When you choose to enroll in a plan, you may then include your newly added dependents. You will have the opportunity to choose “**Covered Individuals**” to include the newly added dependent.

## Available Plans

### Medical

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

**Covered Individuals**

Luke Skywalker (You)     Mary Smith Skywalker (Spouse)

Child Test (Child)

**3 Plans Available** [Plan comparison](#)

**PPO, Medical PPO** (1 individual selected)

Provider	Employer Cost	Your Cost
	\$400.00	\$17.00

Waive benefit Back



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\*Please note: The coverage level for your enrollment (Employee Only, Employee + Spouse, Employee + Child(ren), Employee + Family) is driven by which dependents you select to enroll.

### Available Plans

Plan costs updated.

#### Medical

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

##### Covered Individuals

Luke Skywalker (You)     Mary Smith Skywalker (Spouse)  
 Child Test (Child)

3 Plans Available [Plan comparison](#)

**PPO, Medical PPO**  
(2 individuals selected)  
Provider: Your Health Provider

Employer Cost	Your Cost
\$173.08	\$69.23

[Waive benefit](#) [Cancel](#)

Review your enrollment, costs, and covered individuals carefully.

After making your elections and selecting **Next**, you will be taken to the **Review and Submit** step to review all your elections before submitting for approval (if applicable).

### Life Event: Birth

- Welcome
- Manage Dependents
- Select Benefits
- Review and Submit**

#### Review and Submit

22 days left to enroll  
Effective: January 1, 2023

Employer cost per paycheck	Your cost per paycheck
\$173.08	\$69.23

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

##### Enrolled plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

- Medical**  
Effective: January 1, 2023  
Your Cost: **Enrolled**

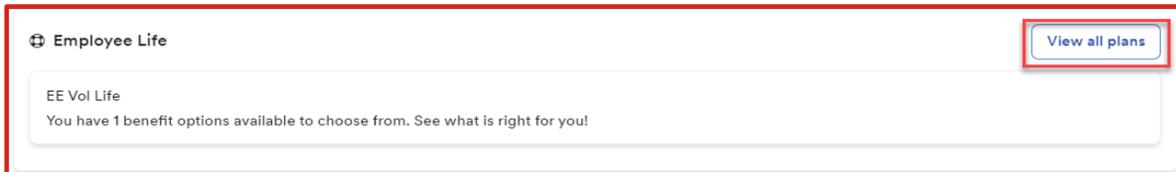
[Finish later](#) [Back](#) [Submit enrollment](#)



### **Voluntary Life Elections and Beneficiaries:**

If Voluntary Elections are included in your profile, you will also need to select your beneficiaries.

Start by clicking **View All Plans** on the plan type you're enrolling in, and then choose the amount of coverage you want to elect.



Next, select your **beneficiaries**, including **Primary** and **Secondary**, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary).

EE Vol Life  
(1 individual selected)

Provider  
Your Life Insurance Provider

**Beneficiaries** [Add beneficiary](#)

Allocate the percentages of your benefits payout. You can divide the percent paid to as many beneficiaries as you want, **but the total must equal 100%.**

Beneficiary	Primary	Secondary
Test Spouse Spouse	50 %	0 %
Test Child Child	50 %	0 %
<b>Total</b>	<b>100.00%</b>	<b>0.00%</b>

Click **Confirm Details** and review your selection and beneficiary delegations.





Then click **Confirm** and progress to the “**Review and Submit**” step to complete enrollment.

**Confirm Details**

Your Life Insurance Provider: EE Vol Life

<b>Covered Individual</b> You
<b>Coverage</b> Total Actual Coverage Amount \$75,000.00
<b>Beneficiaries</b> Test Spouse (Spouse) Primary (50.00%) Test Child (Child) Primary (50.00%)
<b>Per Paycheck Costs</b> Employer Cost: \$0.00 Your Cost: \$4.50

[Back](#) [Confirm](#)

You may be prompted to **upload documents** if configured by your Company. You can upload your supporting documents within this step.

**2023 Open Enrollment**

- Welcome
- Manage Dependents
- Help Me Choose
- Select Benefits
- Upload Documents**
- Review and Submit

### Upload Documents

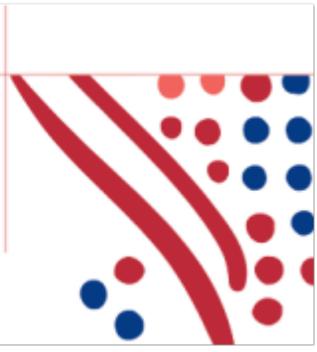
Please upload any documents that pertain to this life event change.

File must be less than 5MB. [Accepted Formats](#)

Drag and drop your files here, or select them from your computer  
or  
[Choose file to upload](#)

[Upload Document](#)

Click Upload Document to save the documents to your account.

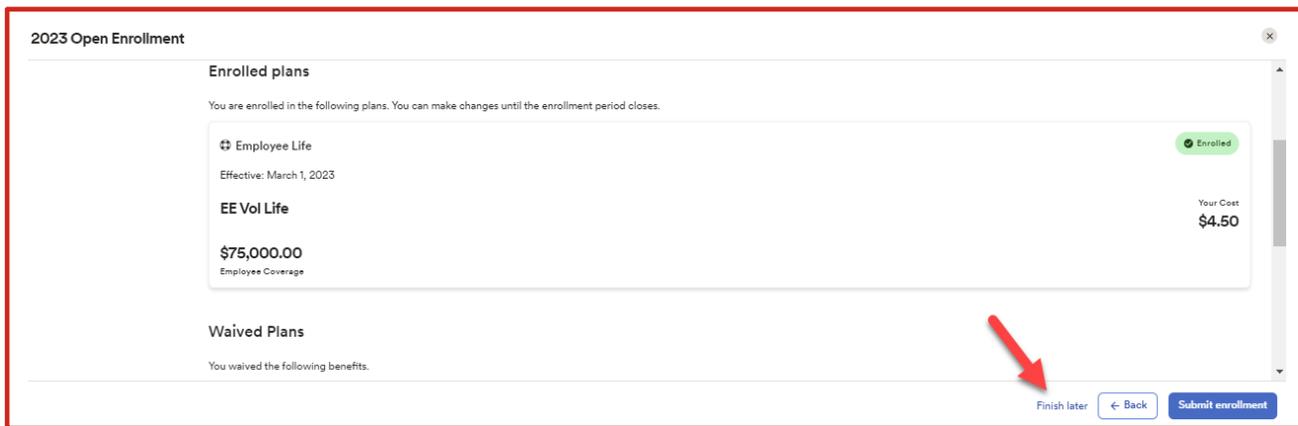


In the Add dependent flow, the following visual indicators are displayed to show different steps taken, action items, or enrollment statuses:

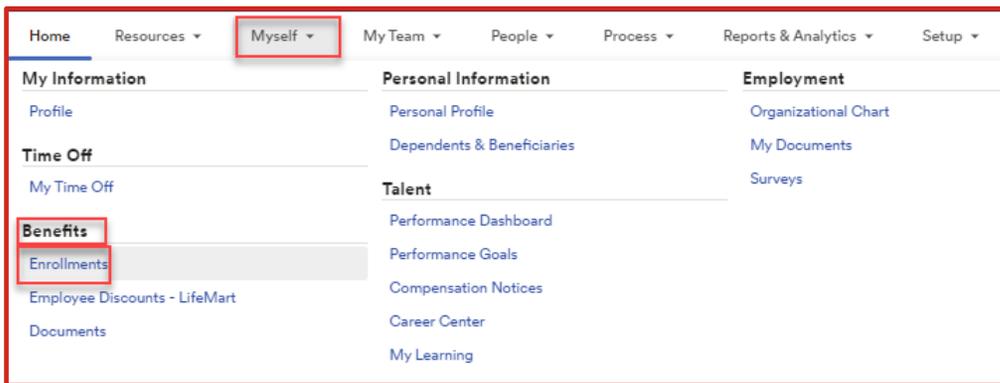
Symbol	Meaning
Action Required	The plan needs your attention and will require action.
 Selected (green check mark)	This is a current plan that you are enrolled in.
 Waived (red Waived icon)	This plan has been waived.
 Pending (orange clock icon)	This plan is pending approval.

Continue through each step until all elections are complete and the **Continue to Summary** button is activated.

Review all your selections. If you click **Finish Later** these enrollments will not be submitted to your HR team until you fully submit the enrollment.



If you would like to make and submit changes, you may log in and navigate to **Myself > Benefits > Enrollments** to be taken back to your Life Benefits Enrollments tiles.





Click the **Manage Enrollment** option at any time before the window expires or **Reset Event** if made in error and you want to remove any previously made updates.

**Enrollments**

**2023 Open Enrollment** Submitted

9 days left to make changes

The enrollment period is still open. You can make changes until February 22, 2023 at 11:59 p.m. ET.

[Manage enrollment](#) [Reset event](#)

When you are ready to confirm elections, walk through event and click **Submit Enrollment**. Your benefit elections will not be processed until you click **Submit Enrollment**.

**2023 Open Enrollment**

- Welcome
- Manage Dependents
- Help Me Choose
- Select Benefits
- Review and Submit**

**Review and Submit**

9 days left to enroll  
Effective: March 1, 2023

Employer cost per paycheck	Your cost per paycheck
<b>\$0.00</b>	<b>\$4.50</b>

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

**Enrolled plans**

You are enrolled in the following plans. You can make changes until the enrollment period closes.

- Employee Life Enrolled  
Effective: March 1, 2023

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





Please ensure you receive the confirmation note indicating your elections have been submitted. You will be able to select any other available Life Event based on your Company's configuration.

## Enrollments

You have completed your enrollment.  
You have successfully completed your 2023 Open Enrollment enrollment. Contact your administrator if you have questions.

### 2023 Open Enrollment

Submitted

9 days left to make changes

You can make changes to your enrollment from February 2, 2023 to February 22, 2023 at 11:59 p.m. ET.

Manage enrollment

### Year Round

Not started

You can enroll or make changes at any time.

Start enrollment

### Your Benefits

Review your current benefits, your previous year's benefits, or any changes due to a life event.

View benefits

