

# How To Access Open Enrollment



## Option 1: Pop Up Reminder

1. After you login ADP, a pop up window will appear.
2. Click "START THIS ENROLLMENT"

If you click "REMIND ME LATER", the window will appear the next time you login.  
If you click "DON'T SHOW THIS AGAIN", this window will not appear ever again.

*Move to the next page for Option 2 if you no longer see this pop up window.*

**25**  
Day(s)

LEFT TO COMPLETE  
YOUR ENROLLMENT

Open Enrollment 2020-2021  
June 1, 2020 - June 21, 2020

Welcome to the benefits enrollment period! Enrollment is your opportunity to make changes to certain benefits, effective **July 1, 2020**.

During enrollment you can:

- Add or opt out of health plan coverage
- Choose your new plan option
- Enroll eligible family members in your plans
- Add, drop or change the level of your insurance coverage
- Enroll or re-enroll in a consumer health and savings account to pay for day care or health expenses with pre-tax dollars

Please review your options and costs carefully. You can make any changes you like at home or at work until the end of the enrollment period. Once the enrollment period has ended your choices will be final until the next enrollment period or until you have a qualifying life event. Contact your site HR department if you have questions.

Bienvenido al periodo de inscripción de beneficios! La inscripción es su oportunidad de hacer cambios a ciertos beneficios, a partir del **1 de julio de 2020**.

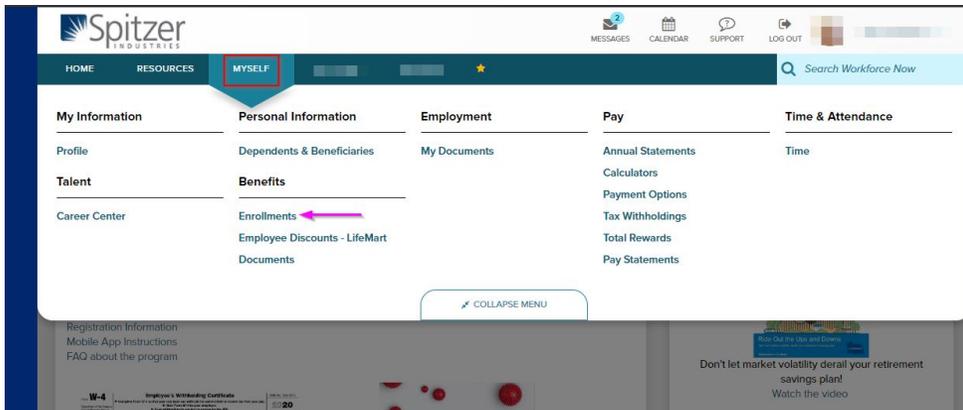
Durante la inscripción usted puede:

**START THIS ENROLLMENT**   REMIND ME LATER   DON'T SHOW THIS AGAIN

## Option 2: Menu Navigation

Click MYSELF at the top of the home page

Click Enrollments, in the Benefits section



Click “ENROLL NOW” on the Open Enrollment tile to begin your enrollment.

OR

Click “VIEW BENEFITS” on the Your Benefits tile to review the benefits you are currently enrolled in.

