

All Associates must complete/approve the Open Enrollment process online through ADP whether keeping benefits the same, making a change, or waiving insurance coverage.

Login to ADP Workforce Now: <https://workforcenow.adp.com/workforcenow/login.html>

An Open Enrollment message will pop up. Click on “Start This Enrollment”, then “Continue”.

2021 - 2022 Open Enrollment

October 4, 2021 - October 13, 2021

Welcome to the Open Enrollment period. This enrollment period gives you the opportunity to make election changes for certain benefits.

During this enrollment period you can:

- Make changes to plan contributions
- Add or change the level of your insurance coverage
- Add or update Beneficiary assignment
- Complete Beneficiary assignment

See HR if making changes to your Long Term Care Plan

Please review your options and costs carefully. 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 Human Resources department if you have questions:

- Cortney.Walden@microage.com
- Alicia.Bowen@microage.com
- Joelle.Fosco@microage.com

START THIS ENROLLMENT

REMIND ME LATER

2021 - 2022 Open Enrollment

📅 20 days left to complete this event



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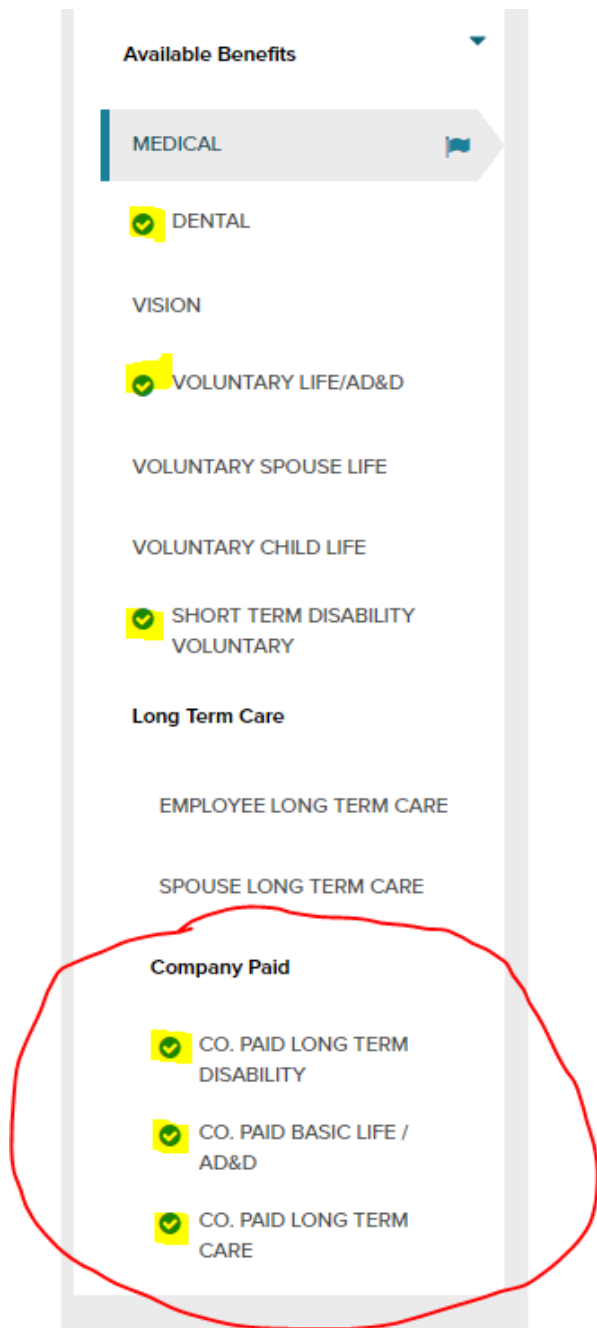
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CONTINUE ▶

Step-by-Step Guide to Open Enrollment in ADP! 😊

On the left column of the screen under “Available Benefits” you will see the list of the benefits you are **currently enrolled in** marked with a **green check mark**.

DO NOT REMOVE COMPANY PAID ENROLLMENTS (circled below).



IF YOU ARE ENROLLING IN MEDICAL OR MAKING BENEFIT CHANGES FOLLOW THESE STEPS:

Medical Plan Enrollment/Changes:

1. To choose your medical plan, click on “select plan” > “Continue to Preview” > “Save and Continue to Next Benefit”
 - See “Add/Remove Dependent” on next page, if needed
2. If you are going to make a change to the medical plan from base to buy up or vice versa, you must waive the plan that you’re in and provide a reason. Then “Select Plan” that you want.
3. If you are dropping medical all together, you must waive the plan that you are currently in and provide a reason.

Dental Plan Changes:

1. If you are going to ADD dental, click on “select plan” > “Continue to Preview” > “Save and Continue to Next Benefit”
 - See “Add/Remove Dependent” on next page, if needed
2. If you are going to remove the dental plan, choose “Remove Enrollment” > “Continue to Preview” > “Save and Continue to Next Benefit”

Vision Plan Changes:

1. If you are going to ADD vision, click on “select plan” > “Continue to Preview” > “Save and Continue to Next Benefit”
 - a. See “Add/Remove Dependent” on next page, if needed
2. If you are going to remove the vision plan, choose “Remove Enrollment” > “Continue to Preview” > “Save and Continue to Next Benefit”

Voluntary Life/AD&D Changes:

1. Select the coverage you would like from the drop down.
 - a. *Voluntary Life can be increased in \$10,000 increments without a statement of health, up to the max.*
 - b. See “Add/Remove Dependent” on next page, if needed
 - c. To add spouse or child life, you must be enrolled in Voluntary Life yourself. (Follow same steps as above)
2. **You MUST select at least ONE beneficiary (amount must total 100%).**
3. “Continue to Preview” > “Save and Continue to Next Benefit”

Voluntary Short Term Disability Changes:

1. Select the coverage you would like from the drop down. (*Cannot exceed 60% of your weekly earnings*)
 - *Voluntary Short-Term Disability can only be increased in \$50 increments, up to the max.*
 - See “Add/Remove Dependent” on next page, if needed
2. “Continue to Preview” > “Save and Continue to Next Benefit”

Voluntary Long Term Care: > Click “Continue to Next Benefit”

- *Any changes to Voluntary Employee/Spouse Long-Term Care, please see Human Resources*

Company Paid Benefits

1. **DO NOT REMOVE COMPANY PAID ENROLLMENTS**
2. Click on Company Paid Basic Life/AD&D to ensure that you have the appropriate Beneficiary listed. **You must have at least ONE beneficiary listed here. Click “Manage Beneficiary” to add one. Select the image above the beneficiary name(s) to ensure they are added. (Amounts must total 100%).**

ADD or REMOVE a Dependent

Step-by-Step Guide to Open Enrollment in ADP! 😊

1. Choose the benefit plan you are going to add/remove a dependent from.
2. On line 2, titled “Who do you want to cover?” click on the “Manage Dependents” edit button to the right to add dependents. **You will need their SS# and Date of Birth.**
3. Once added, click the plus sign above the names of dependent to be added > “Continue to Preview” > “Save and Continue to Next Benefit”
 - If your dependents are already listed, you will see a **green circle with a check mark**. If you need to remove one of the covered dependents, click on the green circle and it will gray out and show a plus mark.

LAST STEPS **DOUBLE CHECK YOUR SELECTIONS BEFORE FINALIZING**

1. After each selection, be sure to click on “Save and Continue to Next Benefit” until it says “Continue to Summary”
2. Review the enrollment summary page to make sure you and your dependents and beneficiaries are listed under the appropriate plan that you would like to continue with. Life Insurance MUST have at least ONE (1) beneficiary listed. The total cost per pay period is shown at the bottom.
3. Click “**Submit Enrollment**” to **FINALIZE** your benefits. *(No changes can be made after submitting)*

Enrollment Summary Per Pay Period

Plan	Effective Date	Coverage	Your Cost
Medical			\$51.50
BlueCross BlueShield of Arizona: Medical Base Plan, Eligible Employees	November 1, 2019	You	
Dental			\$4.00
Metropolitan Life Insurance Company (MetLife): Dental, Eligible Employees	November 1, 2019	You	
Employee Life			\$0.88
Metropolitan Life Insurance Company (MetLife): Voluntary Life/AD&D - Employee, Eligible Employees \$10,000.00	November 1, 2019		
Short Term Disability			\$2.00
Metropolitan Life Insurance Company (MetLife): Short Term Disability Voluntary, Eligible Employees \$100.00	November 1, 2019	You	
Long Term Disability			\$0.00
Metropolitan Life Insurance Company (MetLife): Co. Paid Long Term Disability, Eligible Employees \$4,500.00	November 1, 2019	You	
Employee Life			\$0.00
Metropolitan Life Insurance Company (MetLife): Co. Paid Basic Life / AD&D, Eligible Employees \$25,000.00	November 1, 2019	Primary Beneficiary: Linda Bowen (100%)	
Employee Life			\$0.00
Unum: Co. Paid Long Term Care, Eligible Employees \$2,000.00	November 1, 2019		
Per Pay Period:			\$58.38

SAVE FOR LATER **SUBMIT ENROLLMENT**

Save for Later to come back and make changes by 10/13/21.

Once you click on “Submit Enrollment” no more changes can be made.

Please reach out to Cortney, Alicia or Joelle with any questions.

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