ADP PORTAL:

STEPS TO ELECT HEALTH BENEFITS

1. Navigate to the ADP Portal at:  https://portal.adp.com

3. After clicking “Review / Change Benefits”, the following three options will be available:
   - Walk me through this process
   - I know what changes I want to make.
   - Review my benefits coverage

4. After making your selection, click “Start”. The Wizard will now guide you through to completion.
5. Be certain to review the “Benefits Summary” on the final page before you click “Submit to Administrator”. Changes may be made only through 5/15/13 to your elections.