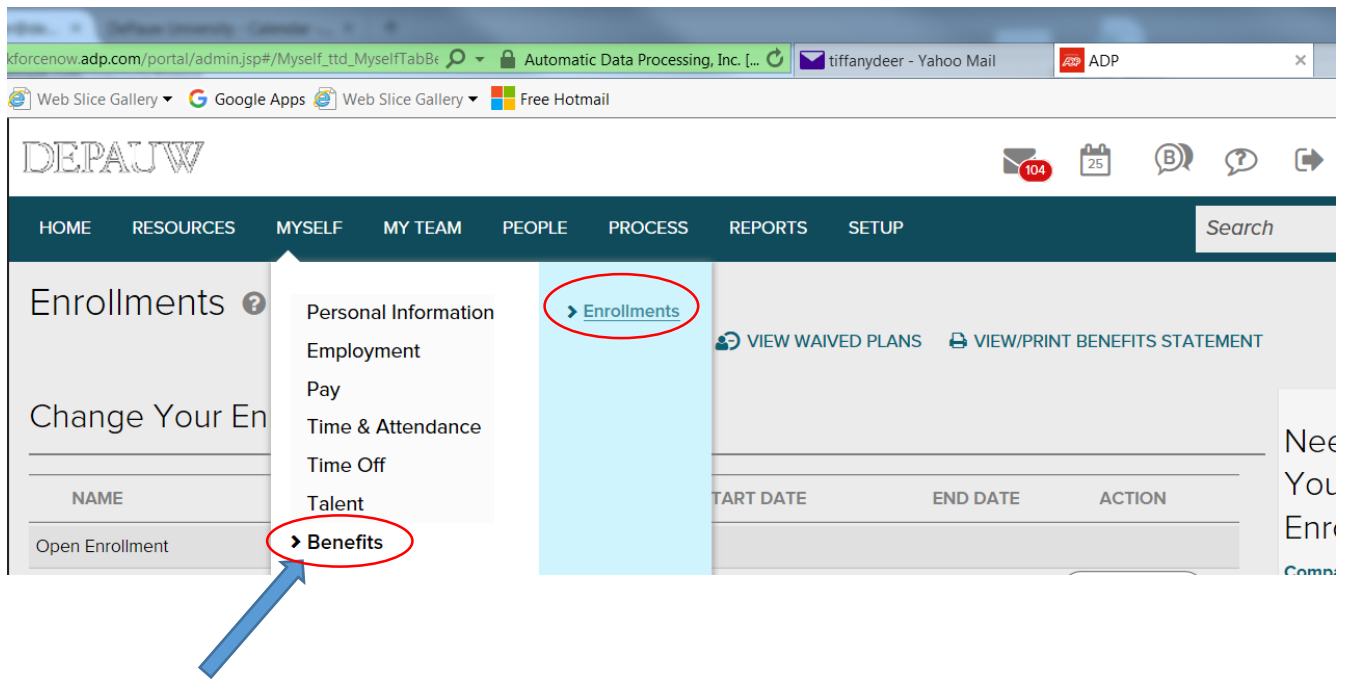


ADP Portal: Steps to Elect Health Benefits

1. Navigate to the ADP Employee Self Service portal: www.workforcenow.adp.com
2. From the Home Page, select “Myself”, “Benefits”, then “Enrollments”.



3. Select the “Start” button next to the appropriate qualifying event (i.e. New Hire Enrollment, Open Enrollment)



4. The following three options will be available:
 - Walk me through this process
 - I know what changes I want to make
 - Review my benefits coverage
5. After making your selection, click “Start”. The Wizard will now guide you through to completion.
6. Be certain to review the “Benefits Summary” on the final page before clicking “Submit to Administrator”.