1. **Login to ADP**

   *Note: If you are having trouble logging in to ADP, please try using a different browser such as Chrome or Edge.*

![Login to ADP](image1)

2. **Select Benefits and then click on Welcome, then “here”**

![Select Benefits](image2)

3. **Click on Your Benefits or Annual Enrollment**

   *Note: If you do not see these options, skip to Step 4*

![Click on Your Benefits](image3)
4. Select **Enroll Now** in the Annual Enrollment event.

5. You will be taken to the **Survey Questions** page. Answer the **Health Savings Account Eligibility** question first.

<table>
<thead>
<tr>
<th>1</th>
<th>Select either <strong>HSA Eligible</strong> or <strong>HSA Not Eligible</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Select “Next”</td>
</tr>
</tbody>
</table>
6. Next, you will be taken to the **Tobacco Use Certification** question.

**Select one of the three options**

**Select “Next to Continue**
COMPLETING SPRING ANNUAL ENROLLMENT IN MYADP

7. Next, you will Review Your Dependents.

Select the following:

1. Select “ADD NEW DEPENDENT” if you wish to add a new dependent

2. Select “ADD NEW BENEFICIARY” if you wish to add a new beneficiary

3. Select “EDIT” or “REMOVE” if you wish to update or remove and existing dependent or beneficiary

4. Select “Next”
8. **Review** and **update** your benefit selections:

Select the following:

<p>| | |</p>
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Select “REVIEW” for each benefit that requires an active election</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Select “CHANGE” for each benefit you wish to make a change to</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Select “Learn More” for each benefit you wish to inquire about</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Displays the number of benefits you must review before you are able to confirm your elections</td>
</tr>
</tbody>
</table>
9. Select **Next: Confirm Elections** when you are finished reviewing your elections

Select the following:

Select “NEXT: CONFIRM ELECTIONS” if you are satisfied with your elections

10. Select “I Agree and Confirm Enrollment”

11. Select **Download Confirmation**

Congratulations, you are finished! Please save a record of your changes for future reference.