

UPDATING BENEFICIARIES IN MYADP



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.

A screenshot of the ADP login page. At the top, it says "Welcome to ADP". Below that is a "USER ID" field with a "Remember User ID" checkbox and a "PASSWORD" field. There is a "LOGIN" button and a "Forgot your ID/Password?" link. At the bottom, there is a "First Time User?" link and a "REGISTER NOW" button. A small "Administrator Sign In" link is also visible.

2. Select Benefits and then click on Welcome

A screenshot of the ADP navigation menu. The "Benefits" dropdown menu is open, and the "Welcome" option is highlighted in yellow. Other menu items include Home, Time & Attendance, Pay & Taxes, and Personal Information.

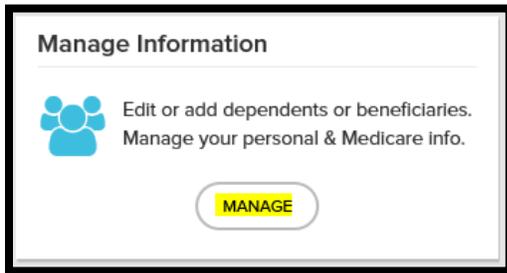
3. Select "here"

A screenshot of the ADP "Welcome" page. The page title is "Welcome". Below the title, there is a heading "Welcome to your Benefits, where you can:" followed by a bulleted list: "Access your Benefits information", "View your Benefits Summary", and "Modify your Dependent information". At the bottom, there is a sentence: "Click [here](#) to access your Benefits Information." The word "here" is highlighted in yellow.

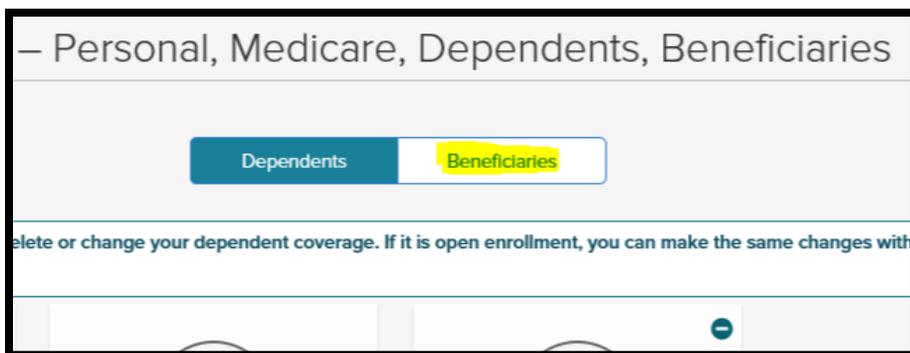
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4. Select **Manage** under the Manage Information window



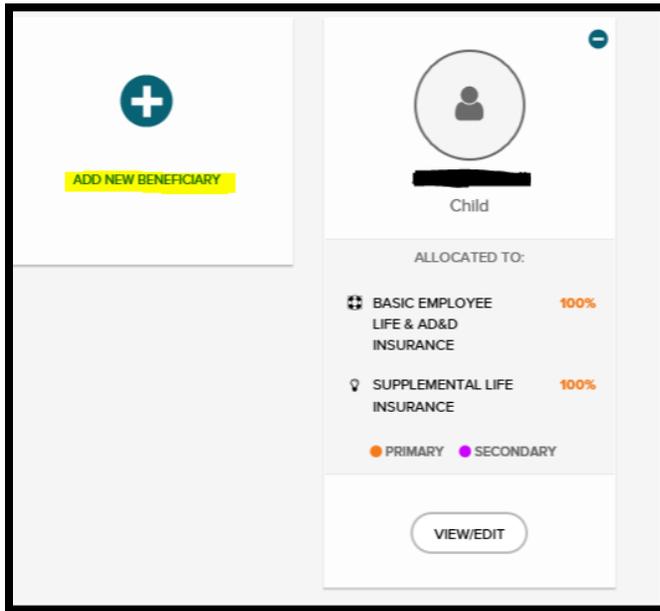
5. Select **Beneficiaries**



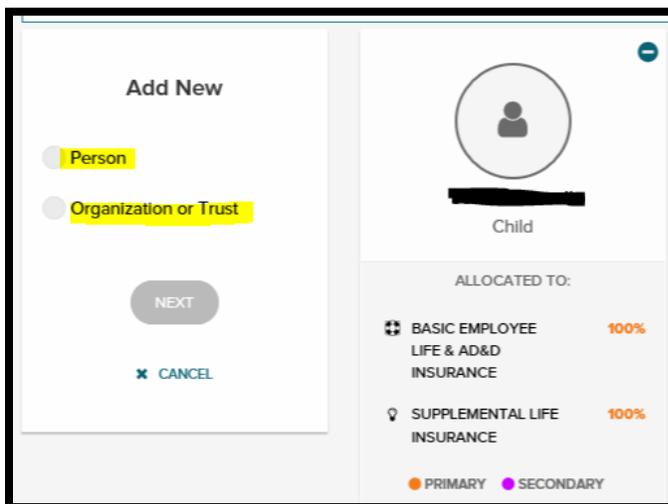
Adding a Beneficiary

6. Select **Add New Beneficiary**

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7. Select Person or Organization or Trust and press Next



8. Enter as much identifying information as possible and press Save

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Name

FIRST NAME *
Jimmy

MIDDLE NAME

LAST NAME *
Tester

Address

COUNTRY
Select

STREET 1

STREET 2

CITY STATE/PROVINCE

ZIP/POSTAL CODE

Phone

Email

Relationship *
Select

Date Of Birth *
MM/DD/YYYY

Social Security#
Hide

9. Select Yes, Assign Allocations

✓ Jimmy Tester was added successfully

Would you like to assign allocations to this beneficiary now?

YES, ASSIGN ALLOCATIONS ✕ NO, NOT NOW

10. Select the allocations for each benefit and select Next

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Assign Allocations to Jimmy Tester

VOLUNTARY AD&D INSURANCE BASIC EMPLOYEE LIFE & AD&D INSURANCE SUPPLEMENTAL LIFE INSURANCE

Voluntary AD&D Insurance
Please assign allocations to the newly added beneficiary

BENEFICIARIES	PRIMARY	SECONDARY
JR Child	50%	0%
JT Jimmy Tester Brother	50%	0%
TOTAL	100%	0%

NEXT >

11. When all allocations have been made, press Save

Assign Allocations to Jimmy Tester

VOLUNTARY AD&D INSURANCE BASIC EMPLOYEE LIFE & AD&D INSURANCE SUPPLEMENTAL LIFE INSURANCE

Supplemental Life Insurance
Please assign allocations to the newly added beneficiary

BENEFICIARIES	PRIMARY	SECONDARY
JR Child	0%	100%
JT Jimmy Tester Brother	100%	0%
TOTAL	100%	100%

< BACK SAVE

12. To continue adding beneficiaries, select Manage Dependents and Beneficiaries

Beneficiaries Updated Successfully

MANAGE DEPENDENTS & BENEFICIARIES X CANCEL

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Deleting a Beneficiary

13. Select the minus sign next to the beneficiary you are removing

The screenshot shows the "Beneficiaries" tab in the MyADP system. At the top, there are two tabs: "Dependents" and "Beneficiaries". Below the tabs is a message: "You can add new beneficiaries, or edit information and allocations for existing beneficiaries here." The main area contains three columns. The first column has a large plus sign icon and the text "ADD NEW BENEFICIARY". The second column shows a beneficiary named "Child" with a minus sign in a blue circle to its right. The third column shows a beneficiary named "Jimmy Tester" with a minus sign in a yellow circle to its right. Below each beneficiary name is a list of insurance allocations. For "Child", the allocations are: VOLUNTARY AD&D INSURANCE (50%), BASIC EMPLOYEE LIFE & AD&D INSURANCE (100%), and SUPPLEMENTAL LIFE INSURANCE (100%). For "Jimmy Tester", the allocations are: VOLUNTARY AD&D INSURANCE (50%), BASIC EMPLOYEE LIFE & AD&D INSURANCE (100%), and SUPPLEMENTAL LIFE INSURANCE (100%). A legend at the bottom of each list indicates that orange dots represent "PRIMARY" and purple dots represent "SECONDARY". At the bottom of each beneficiary card is a "VIEW/EDIT" button.

14. Select Reassign Allocations

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Dependents **Beneficiaries**

You can add new beneficiaries, or edit information and allocations for existing beneficiaries here.

ADD NEW BENEFICIARY

Child

ALLOCATED TO:

- VOLUNTARY AD&D INSURANCE 50%
- BASIC EMPLOYEE LIFE & AD&D INSURANCE 100%
- SUPPLEMENTAL LIFE INSURANCE 100%

● PRIMARY ● SECONDARY

VIEW/EDIT

Allocate benefit percentages of Jimmy to different beneficiaries before deleting?

REASSIGN ALLOCATIONS

CANCEL

15. Update the allocation for the remaining beneficiaries and press Next

Delete Jimmy Tester

VOLUNTARY AD&D INSURANCE

BASIC
EMPLOYEE
LIFE & AD&D
INSURANCE

SUPPLEMENTAL LIFE INSURANCE

Reassign Beneficiaries for Basic Employee Life & AD&D Insurance

You are deleting Jimmy Tester from your list of beneficiaries, so we already dropped those allocations for your convenience. Please reassign those allocations to another beneficiary.

BENEFICIARIES	PRIMARY	SECONDARY
<div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">JR</div> <div style="margin-left: 5px;"> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="font-size: 0.8em;">Child</div> </div> </div>	<input style="width: 60px; height: 25px; border: 1px solid gray;" type="text" value="100%"/>	<input style="width: 60px; height: 25px; border: 1px solid gray; background-color: #ccc;" type="text" value="0%"/>
<div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">JT</div> <div style="margin-left: 5px;"> <div style="font-size: 0.8em;">Jimmy Tester</div> <div style="font-size: 0.7em;">Brother</div> </div> </div>	<input style="width: 60px; height: 25px; border: 1px solid gray;" type="text" value="0%"/>	<input style="width: 60px; height: 25px; border: 1px solid gray;" type="text" value="100%"/>
TOTAL	100%	0%

ADD PERSON
 ADD ORGANIZATION OR TRUST

← BACK
NEXT →

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16. Select Delete once all allocations are updated

Delete Jimmy Tester

VOLUNTARY AD&D INSURANCE BASIC EMPLOYEE LIFE & AD&D INSURANCE SUPPLEMENTAL LIFE INSURANCE

Reassign Beneficiaries for Supplemental Life Insurance

You are deleting Jimmy Tester from your list of beneficiaries, so we already dropped those allocations for your convenience. Please reassign those allocations to another beneficiary.

BENEFICIARIES	PRIMARY	SECONDARY
JR [REDACTED] Child	100%	0%
JT Jimmy Tester Brother	100%	0%
TOTAL	100%	0%

+ ADD PERSON + ADD ORGANIZATION OR TRUST

< BACK DELETE

17. Select Yes, Delete

Are you sure you wish to delete Jimmy Tester permanently?

YES, DELETE CANCEL

18. The beneficiary has been deleted!

UPDATING BENEFICIARIES IN MYADP



Manage Your Info – Personal, Medicare, Dependents, Beneficiaries

Dependents Beneficiaries

You can add new beneficiaries, or edit information and allocations for existing beneficiaries here.

ADD NEW BENEFICIARY

[REDACTED]
Child

ALLOCATED TO:

- VOLUNTARY AD&D INSURANCE 100%
- BASIC EMPLOYEE LIFE & AD&D INSURANCE 100%
- SUPPLEMENTAL LIFE INSURANCE 100%

PRIMARY SECONDARY

VIEW/EDIT