

COMPLETING A QUALIFYING LIFE EVENT 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. The page has a light green background with a white login form. At the top, it says "Welcome to ADP". Below that, there are two input fields: "USER ID" and "PASSWORD". The "USER ID" field has a small icon of a person and a link for "Administrator Sign In". There is a "Remember User ID" checkbox below the "USER ID" field. Below the "PASSWORD" field is a "LOGIN" button. Underneath the "LOGIN" button is a link that says "Forgot your ID/Password?". At the bottom of the form, there is a link that says "First Time User?" followed by a "REGISTER NOW" button.

2. Select Benefits and then click on Welcome

A screenshot of the ADP navigation menu. The menu is a horizontal bar with several items: "Home", "Time & Attendance", "Pay & Taxes", "Personal Information", and "Benefits". The "Benefits" item is highlighted with a yellow background. Below the "Benefits" item, there is a "Welcome" button, also highlighted with a yellow background. Below the navigation menu, there is a "What's New" section.

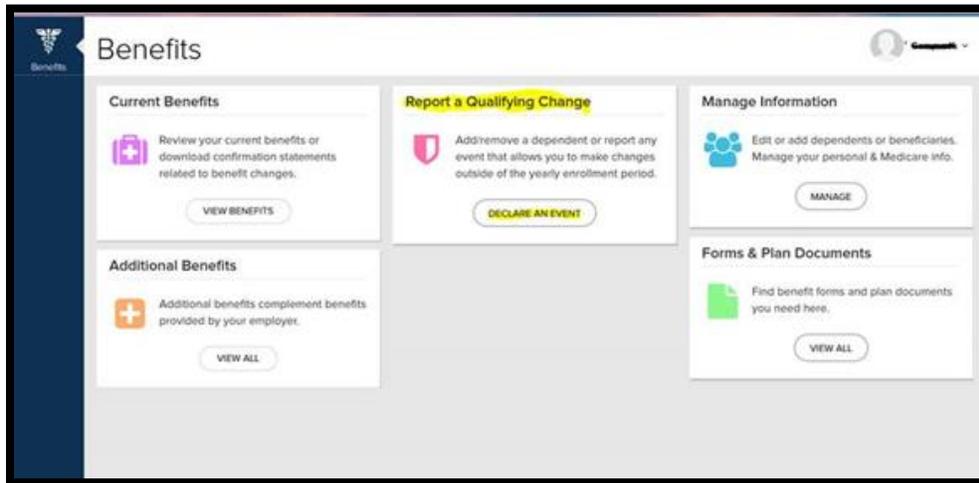
3. Select "here"

A screenshot of the ADP Benefits page. The page has a light green background. At the top, there is a navigation menu with "Home", "Time & Attendance", "Pay & Taxes", and "Personal Information". Below the navigation menu, there is a "Welcome" section. The "Welcome" section has a blue header. Below the header, there is a paragraph that says "Welcome to your Benefits, where you can:". Below this paragraph, there is a list of three items: "Access your Benefits information", "View your Benefits Summary", and "Modify your Dependent information". Below the list, there is a paragraph that says "Click [here](#) to access your Benefits Information." The word "here" is highlighted with a yellow background.

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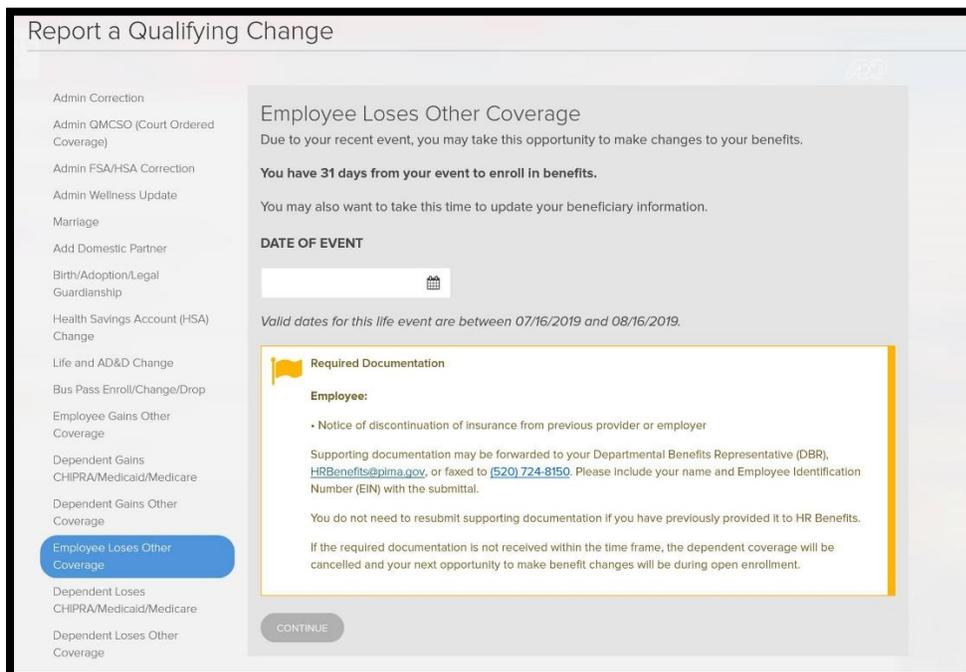


4. Select Declare An Event under the Report a Qualifying Change window



5. Select the qualifying event from the left-hand menu of options

Be sure to review the required documentation before continuing to the event.



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6. Enter the effective date of your qualifying coverage and select **Continue**

If you need clarification on which effective date to choose, please refer to the [Required Documentation](#) document.

You have 31 days from your event to enroll in benefits.

You may also want to take this time to update your beneficiary information.

DATE OF EVENT

08/01/2019

Valid dates for this life event are between 07/16/2019 and 08/16/2019.

Required Documentation

Employee:

- Notice of discontinuation of insurance from previous provider or employer

Supporting documentation may be forwarded to your Departmental Benefits Representative (DBR), HRBenefits@pima.gov, or faxed to (520) 724-8150. Please include your name and Employee Identification Number (EIN) with the submittal.

You do not need to resubmit supporting documentation if you have previously provided it to HR Benefits.

If the required documentation is not received within the time frame, the dependent coverage will be cancelled and your next opportunity to make benefit changes will be during open enrollment.

CONTINUE

7. Add any dependents that you will be adding to coverages

< EMPLOYEE LOSES OTHER COVERAGE

Review & Manage Dependents

Please make sure that you carefully review your dependent(s) before reviewing the benefits. **REVIEW BENEFITS**

ADD NEW DEPENDENT

You

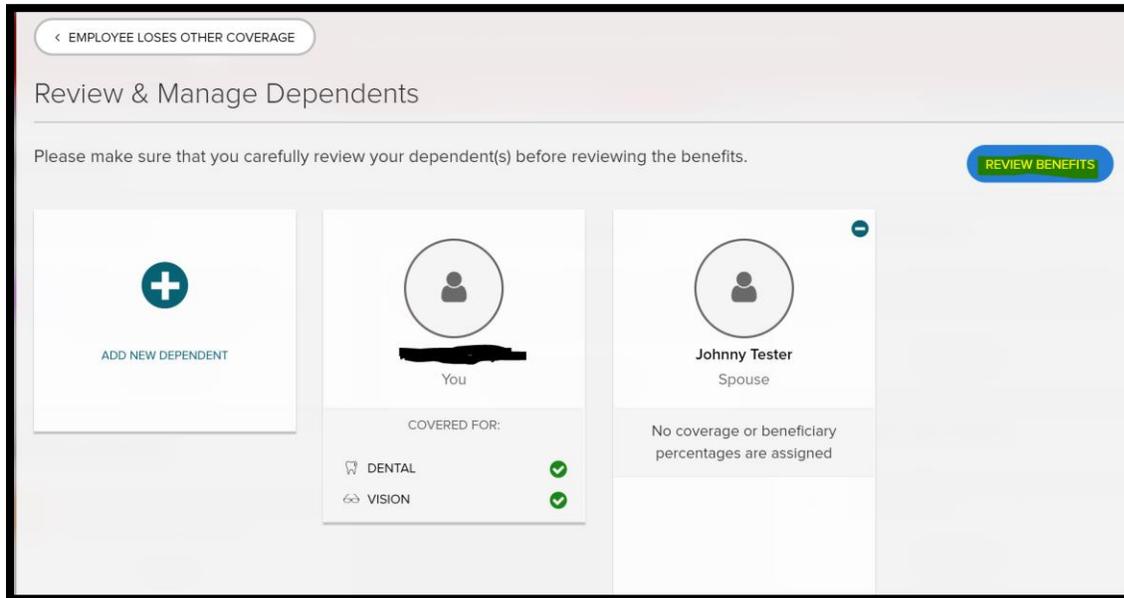
COVERED FOR:

- DENTAL
- VISION

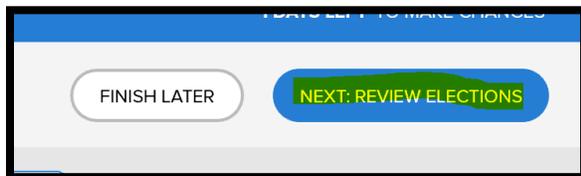
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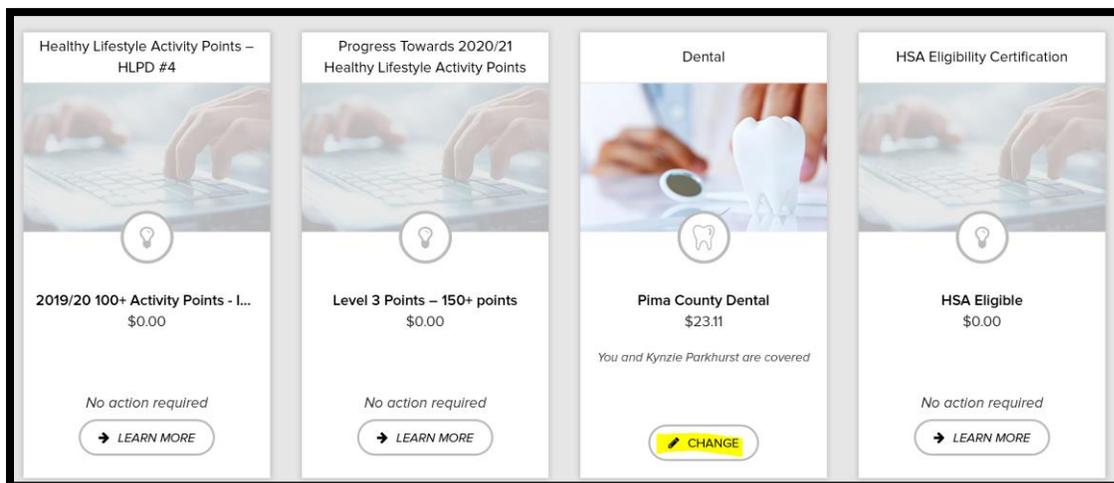
8. Select Review Benefits when you have added all of your dependents



9. Select Next: Review Elections to make your elections



If you are only making a change to one benefit, you can go directly to that benefit by selecting Change on the appropriate tile.



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10. Confirm Your Enrollment

You must confirm enrollment for your selections to be accepted.

New Hire

Review & Confirm Benefits

Your elections will not be processed until you click 'Confirm Enrollment.'

SAVE & FINISH LATER CONFIRM ENROLLMENT

Your Estimated Cost of Benefits
Per Paycheck = \$70.57

This estimate is based on the cost of the plan today, it may change in the future.

Confirm Enrollment

By completing this enrollment, you are agreeing to the release and use of your and your dependents information, including personal health information, to Pima Countys Health Benefit Plan and its contracted partners for the administration of your health benefits.

I AGREE X CANCEL

11. Download the confirmation and save it for your records

✓ You have completed your enrollment.

CONFIRMATION # 2437751

Event Date: Jul 22, 2019
Last Confirmed Date: Aug 01, 2019

DOWNLOAD CONFIRMATION OR EXIT AND RETURN TO BENEFITS

You have completed your Qualifying Life Event!