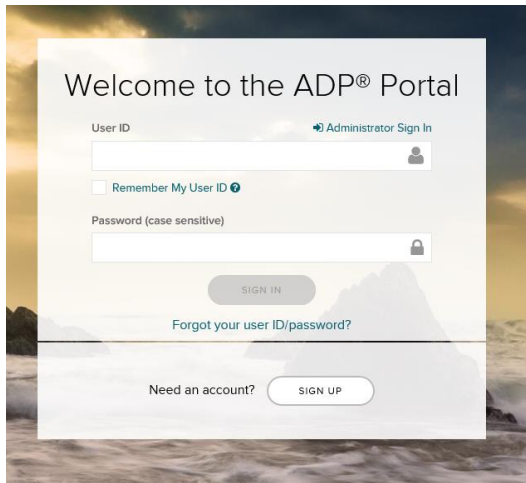


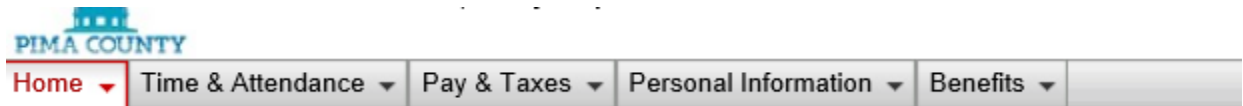
# ANNUAL ENROLLMENT INSTRUCTIONS

**Step 1:** Log onto the Employee Self-Service Portal/ADP at <https://online.adp.com/portal/login.html>



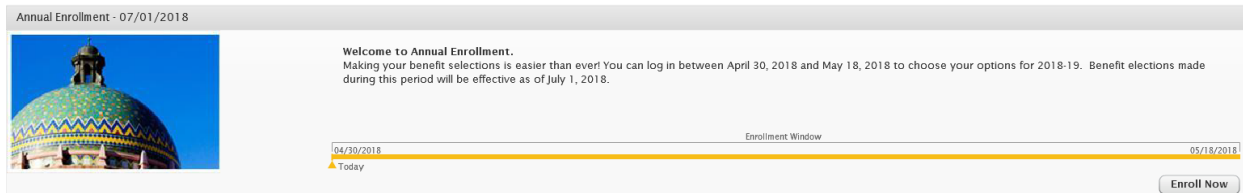
- If you forgot your User ID or Password, click on [Forgot your user ID/password?](#)

**Step 2:** Hover over the Benefits Tab, and click on “Welcome.”



**Step 3:** The last line says, “Click [here](#) to access your Benefits Information.” Please click on the word [here](#).

It brings up this screen:



**Step 4:** Click on the [Enroll Now](#) button [on the Annual Enrollment window](#).

[Review Your Current Elections](#)

**Step 5:** Click on either [Review Your Current Elections](#) or at the bottom of the screen click on


[Go to Review Your Current Elections](#)

- This screen shows you what your current elections are and what your future elections are.

[Go to Review Your Dependents](#)

**Step 6:** At the lower right of the screen, click on [Go to Review Your Dependents](#) to review your dependents. Make changes if desired.

# ANNUAL ENROLLMENT INSTRUCTIONS

**Step 7:** At the lower right of the screen, click on . Click on the first category, **Health Savings Account Eligibility**. After reviewing your elections or making changes, work your way through each category by clicking on the bottom on the lower right of the screen to advance screens.


- You can save your work at and come back at a later time by clicking on .

## DON'T FORGET:

Even if you do not need to make any changes to your benefits, you must still choose your response for Tobacco Free – Healthy Lifestyle Premium Discount (HLPD) #1.

### Step 2 of 3: Make Your Elections

Event Date: 07/01/2018

 **Tobacco Free – Healthy Lifestyle Premium Discount (HLPD) #1**

**Election Choices**

Option
No Response Tobacco
<b>Tobacco Free</b>
Not Tobacco Free

**Step 8:** Continue advancing through the screens using the button on the bottom of the screen, making changes as needed.


**Step 9:** Select the button agreeing to the statement:

### Certification

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

- I have read and agree to the statement above.

**Step 10:** After completing all screens, at the lower right of the screen, click on



- Review your new (current) elections that will go into effect 07/01/2018.

**Step 11:** At the lower right of the screen, click on



- See:

# ANNUAL ENROLLMENT INSTRUCTIONS

## Step 3 of 3: Review and Confirm Changes

Event Date: 07/01/2018

### Your Elections



You are done!

Please click the Save as PDF button to save this Confirmation Statement for your records.

Submitted on \_\_\_\_\_ by \_\_\_\_\_ Confirmation \_\_\_\_\_

 Save as PDF

Back to welcome

Logout

- Click on **Save as PDF** to save a copy for your records.

**Step 12:** Click on **Logout**.

- You may re-enter the Annual Enrollment window to make changes until the last day, May 18, 2018.