



HOW TO ENROLL/WAIVE BENEFITS IN ADP

ENROLLING

Log into ADP on a computer or laptop.

- Two days before you start you will receive an email from us with information regarding how to log into ADP with us to sign up.
- Please note even if you have an ADP account with a different company, you will still need to create an account for Anders.

Find the Myself Tab on the homepage

- While hovering over the myself tab at the top, locate Enrollments under benefits. This will take you to the portal to enroll.

Start Enrollment

- Click on Manage Enrollment on the enrollment section. This will open up the enrollment portal for you. You will enter any dependents you want to add first and then select dependent(s) to be a beneficiary for your life insurance policy.

Review Enrollments

- After you have selected your plan, review your submissions! Make sure the plans (and dependents if applicable) match what you are wanting. After this, you can submit your enrollments.

WAIVING

Log into ADP on a computer or laptop.

- Two days before you start you will receive an email from us with information regarding how to log into ADP to sign up or waive insurance.
- Please note even if you have an ADP account with a different company, you will still need to create an account for Anders.

Find the Myself Tab on the homepage

- While hovering over the myself tab at the top, locate Enrollments under benefits. This will take you to the portal to enroll.

Waive Enrollment

- Click on Manage Enrollment on the enrollment section. This will open up the enrollment portal for you.
- Select waive each plan.
- Please note that you must select a reason to waive your plans.
- Once you have waived each plan, review your selections.

SUBMIT

- Submit your enrollments/waived elections and then wait for them to be reviewed! This process can take 24-48 hours.



FAQ'S

SEE BELOW FOR HELP ON FREQUENTLY ASKED QUESTIONS

I want to add my children, but I don't see where to do that? How can I get them enrolled?

- When you open up the portal to start your enrollments, the first thing it will ask you is to add your dependents information. If you do not do that first, you will not see an option to add those dependents when selecting your plans.
- Once you add them and start selecting the plans you want, make sure to click on your dependents at the top of the screen.
 - **There should be a check box next to their name to add them.**

I have submitted my enrollments. How long before my insurance cards are ready?

- After you have submitted your enrollments, please allow for 5-7 business days for your insurance cards/information to be loaded in the carrier websites. If you attempt to use your insurance cards before you have been added to the system, it will show you as not active.
 - **Once you are active, your effective date will go back to your start date!**
 - **Email benefits@andersgroup.org for a digital copy of your insurance cards.**
- Cards will be sent out via the mail to your permanent address on file after two weeks.

What is a life event? Should I submit one?

- A life event is an event that occurred in your life to make you eligible for insurance outside of the normal enrollment period of being a new hire or signing up for Open Enrollment.
- These events can include getting married and needing to add a spouse, needing to add a child after adoption or having a baby, losing coverage through your parents plan or a state plan and more.
- New hires are usually not eligible for a life event as they have the option in the first 30 days to add or change anything with their benefits.
 - **You do not need to submit a life event to add a dependent or make changes as a new hire.**

Where can I go if I have more questions about enrolling/waiving?

- Please email benefits@andersgroup.org for questions relating to benefits offered by Anders.
- For assistance with ADP issues, please call ADP account support at 855-547-8508.