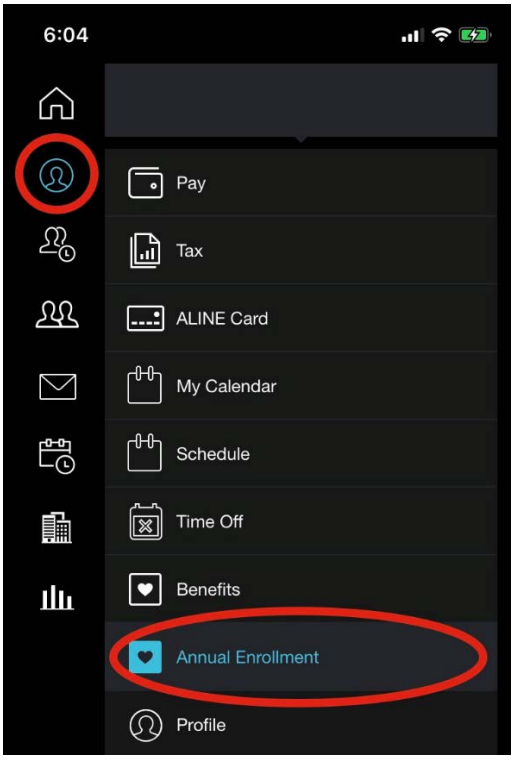
Open Enrollment ADP Mobile

STEP 1

- **Log into the ADP Mobile Solutions App**

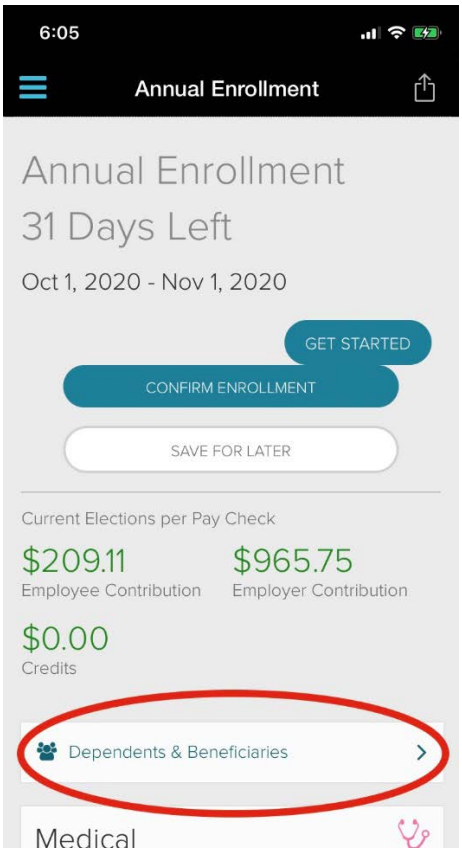
STEP 2

- **Navigate to the "Myself" tile on the left side of the screen and select "Annual Enrollment"**



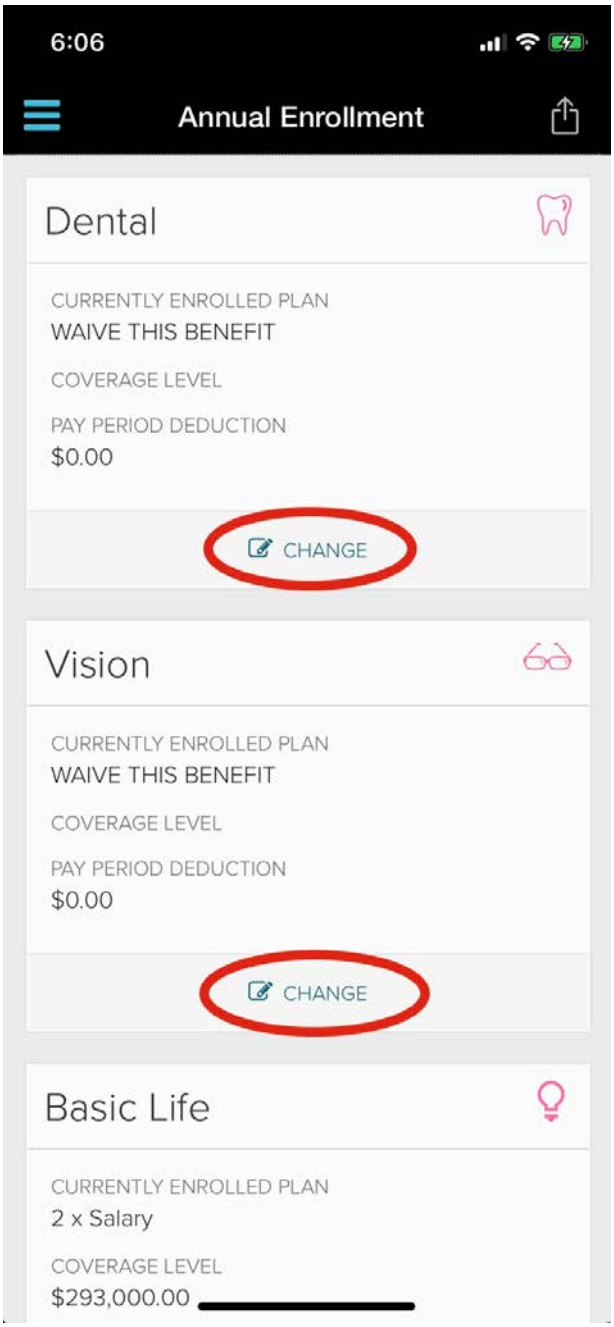
STEP 3

- **Review/Add Dependents and life insurance beneficiaries (life insurance beneficiaries are required for each type of life insurance to complete the election process)**



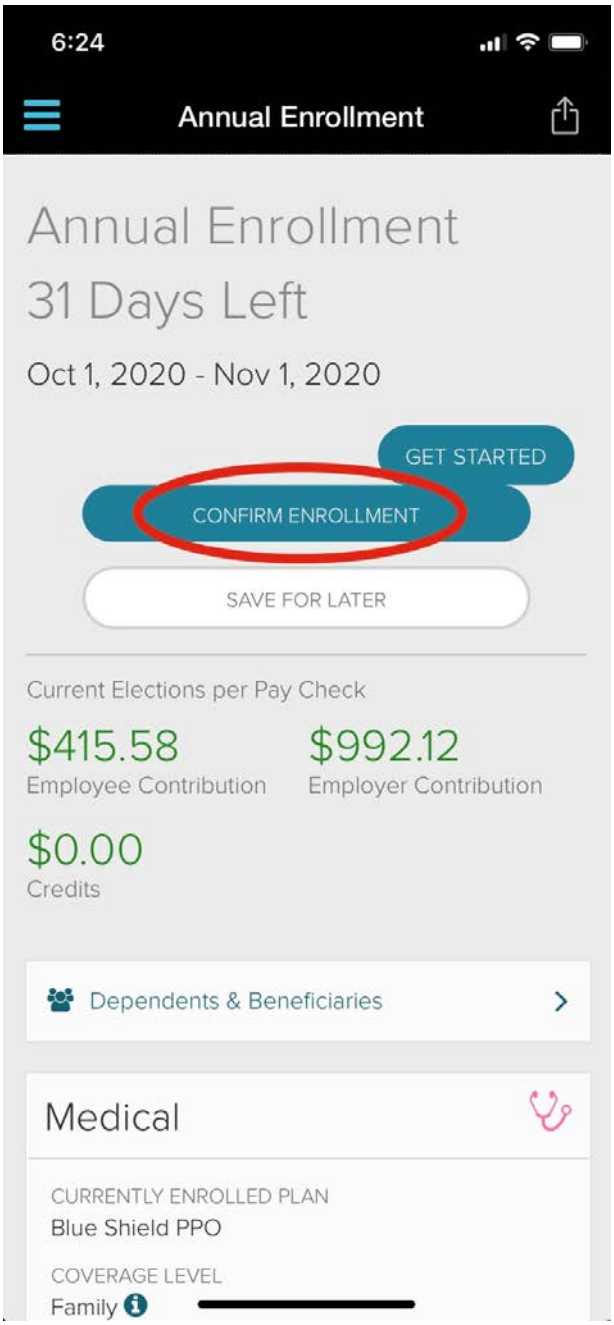
STEP 4

- Review each benefits offering to add or remove benefits. Then click “Enroll” to finalize your selections.



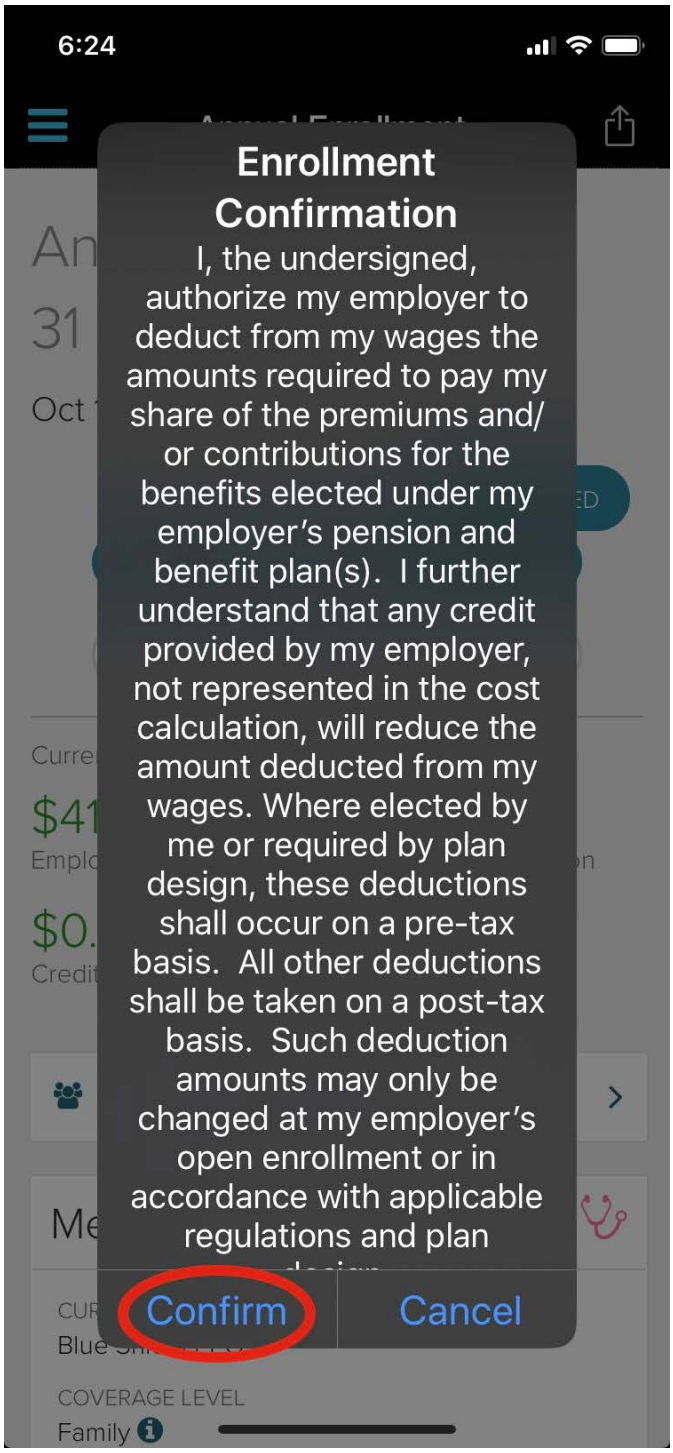
STEP 5

- **Review your elections and click "Confirm Enrollment" if they are correct.**



STEP 6

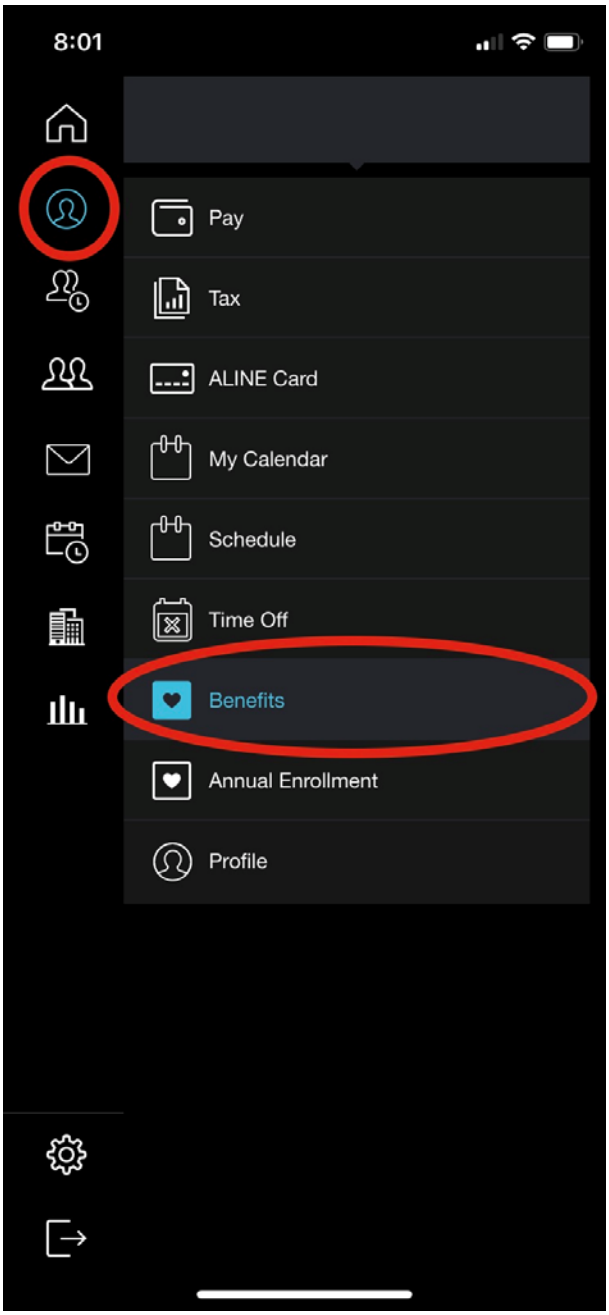
- **Select "Confirm" in the Pop-Up window**

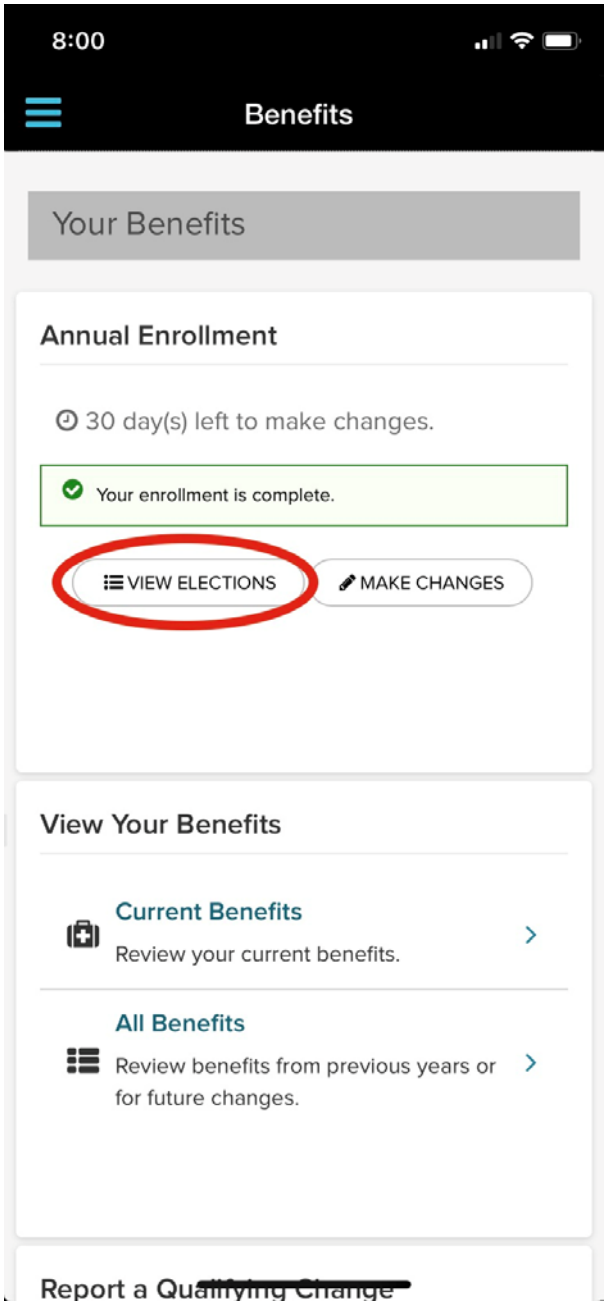


If there is an issue with any of your elections, you will receive an error pop-up. Correct any issues (be sure to designate beneficiaries for your life insurance benefits) and then click "Review: Confirm Elections" again.

STEP 7

- **Navigate to the "Myself" tile on the left side of the screen and select "Benefits". Select "View Elections" and "download" to save your confirmation statement.**


8:01
Pay
Tax
ALINE Card
My Calendar
Schedule
Time Off
Benefits
Annual Enrollment
Profile


8:00
Benefits
Your Benefits
Annual Enrollment
30 day(s) left to make changes.
Your enrollment is complete.
VIEW ELECTIONS
MAKE CHANGES
View Your Benefits
Current Benefits
Review your current benefits.
All Benefits
Review benefits from previous years or for future changes.
Report a Qualifying Change

Metropolitan Transit System

Confirmation Statement
Annual Enrollment

Confirmation 20200930123654 on
Sep 30, 2020 12:36:54 PM EDT
Event on Jan 01, 2021

This statement confirms the benefits you have selected. They will be effective as of the date displayed in the Effective Date column below based on your waiting period. If you need to make changes please return to the ADP system at https://my.adp.com or notify Human Resources.

Per Paycheck = $55.62

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

Your elected and employer provided benefits are listed below. Depending on the event, you may be responsible for providing proof of your event or the dependents added to coverage in order for your elections to go into effect. When making a change due to a qualified life event, the Event Date will reflect the Effective Date of Coverage. Please review this statement carefully. Additional information including the EOI form and list of approved items for proof can be found in the Forms and Plan Documents on MyADP.

PLANS	PLAN COST
Medical Blue Shield PPO *Effective Date: Jan 01, 2021* *Coverage: You*	**$34.49** *Before-tax: $34.49* *Employer Contribution: $310.43*
Health Reimbursement Account HRA Contribution - Employee *Effective Date: Jan 01, 2020*	**$0.00**