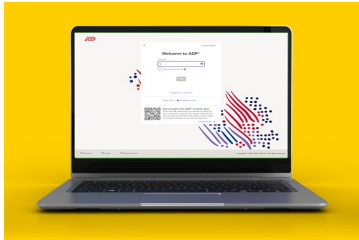


HOW TO ENROLL IN BENEFITS THRU ADP



1

Login to ADP

Go to <https://Workforcenow.adp.com>

Need a Bit More Help?



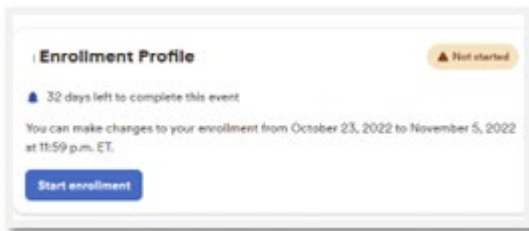
[View an “Enroll in Benefits” video provided by ADP](#)



Have questions? Email HR@apolloretail.com

2

Launch the Benefit Enrollment Wizard

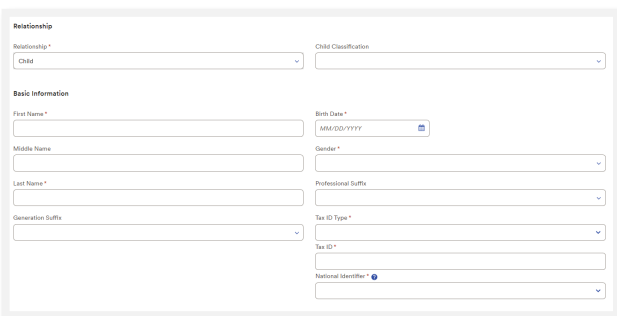
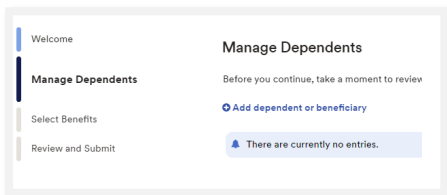


Go to “**Myself > Benefits > Enrollments**”. On the “*Enrollment*” tile click “*Start Enrollment*”. This will launch the “Benefits Enrollment Wizard”. Please review the information on the “*Welcome*” page and select “*Next*”.

Within the enrollment wizard, you will see the list of benefits you are eligible for under “*Eligible Benefits*”.

3

Manage Dependents & Beneficiaries



- Click on “**Add your dependents and beneficiaries.**”
- Select Relationship and fill in all required information
- Select “**Save**”
- Once Done – Select “**Next**”



Any new dependents you need to upload proof of eligibility such as marriage certificate for spouse or birth certificate, legal guardianship paperwork for a child. Any questions regarding what is needed, you can email HR at hr@apolloretili.com.

**Only the benefits you are eligible for will be listed. There may be more benefits than what is shown in images.*

4 Enroll in Benefits

Begin by selecting the plans under “Eligible Plans”.

- a Under eligible plans are what benefit plans you are eligible for
- b Click “View All Plans” next to each plan name to see the eligible benefits
- c Under covered individuals select who would be covered in this plan.
 - a) This would be your dependents. Some plans will not have this option
- d Click on Select plan for the plan you want to enroll if multiple plans listed
- e Select Confirm details & some plans will require you to hit Confirm again
- f Select "Continue to ..." to move to the next eligible benefit plan
 - b) Some plans may take you directly to the list of eligible plans instead of hitting continue

5 Cycle thru Step 4 for all Benefit Options

Continue to the next eligible benefit in the menu Cycle thru Step 4 for ALL benefit options listed.



Important! After enrolling in a new plan or making any changes, you must select the “**CONFIRM DETAILS**” and “**Confirm**” to enroll in the plan. If you exit a screen without completing Step 4, your selections or changes will not be saved.

6 Continue to Summary & Submit Enrollment



Once you cycle through all eligible benefits using the enrollment wizard, select “**NEXT**”. Review the summary page listing your benefit selections. If everything is correct, select “**SUBMIT ENROLLMENT**”. Then choose “**Yes**” to submit enrollment You will receive a confirmation email.



IMPORTANT! If you fail to click “**SUBMIT ENROLLMENT**” and then select “**YES**”, your enrollments will NOT be routed for processing!

After you click SUBMIT ENROLLMENTS, it will go to HR for review and approval. HR will approve within 1-3 business days. If you had dependents, make sure the required documentation showing eligibility was uploaded or emailed to HR.

You have up until the last day of enrollment to make changes. You can unenroll from a benefit, add/change dependents, etc. For ANY CHANGE, you will need to again complete Step 4 for that benefit, review the SUMMARY PAGE and click SUBMIT ENROLLMENTS and Yes for a second time. Clicking “Submit Enrollments” will trigger an updated confirmation email.

Understanding the Plan Interface

Health and Welfare - Medical

Select the plan that meets your needs and add dependents you want to cover.

Covered Individuals

☒ Emily Employee (You) ☐ Daffy Duck (Spouse) ☐ Minnie Mouse (Child)

Change coverage level (who you want to be covered by the plan).
People icons will turn green when fully approved & added to plan.

Cost per Check

2 Plans Available [Plan comparison](#)

Compare plans

HDHP Includes Dental, Vision and Critical Illness, All Benefits Eligibility Employees
(1 individual selected) [Additional details](#)

Provider

[Aetna Inc.](#)

Select plan

Your Cost
\$69.23

LDHP Includes Dental, Vision and Critical Illness, All Benefits Eligibility Employees
(1 individual selected) [Additional details](#)

Provider

[Aetna Inc.](#)

Select plan

Your Cost
\$110.77

Click on additional details under the plan name to view the summary of benefits (only listed for the medial plans)



If ADP says action required:

- Go back to select benefits.
- Select view all plans for the benefit that has an issue.
- Fix the issue that was listed on the previous screen. Once fixed, hit confirm details and confirm to submit.
- You will need to resubmit after fixing the issue to make your enrollments go through. See step 8

? Need to Un-Enroll from a Benefit Plan?

To un-enroll/remove a plan from your elections go to **“Myself > Benefits > Enrollments”**.

✕ Unenroll

- Select the target benefit under selected plans
- Select View All Plans
- Choose Unenroll
- Select “Yes, unenroll benefit”
- Select **“Next”** at the bottom of the screen
- Select **“SUBMIT ENROLLMENT”**. Then choose **“Yes”** to submit enrollment You will receive a confirmation email once complete



Be sure to complete all the steps listed above. If you skip any steps, your un-enrollment will not save.