



Benefits Enrollment Instructions

To enroll or make changes to your benefits, go to [ADP](#)>MySelf>Benefits> Enrollment>Open Enrollment> Start Enrollment.

If you are enrolling a spouse or dependent(s) for the first time, upload the appropriate Document, such as a marriage certificate, birth certificate, etc.

To upload the appropriate documents, go to [ADP](#) Myself>Employment>My Documents>Upload (to the right)>Select Document>Open Document>Under Category/Subcategory>Select Life Event Documents>Save.

To print your Benefits Enrollment Summary, go to [ADP](#)>MySelf>Benefits> Enrollment>View Benefits>Change the date to 1/1/2024, click download (top left), and print.