SOUTH COUNTY HEALTH

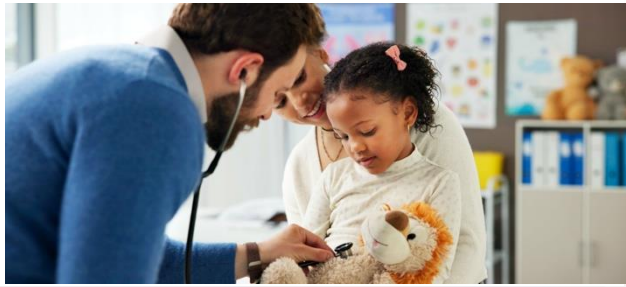


ADP Workforce Now

Open Enrollment Guide







Open Enrollment: Getting Started

Access the Enrollment System Through My Info (ADP)

1

Log In to My Info (ADP)

Log in to My Info (ADP) from the Intranet Home Page.

2

Open Enrollments

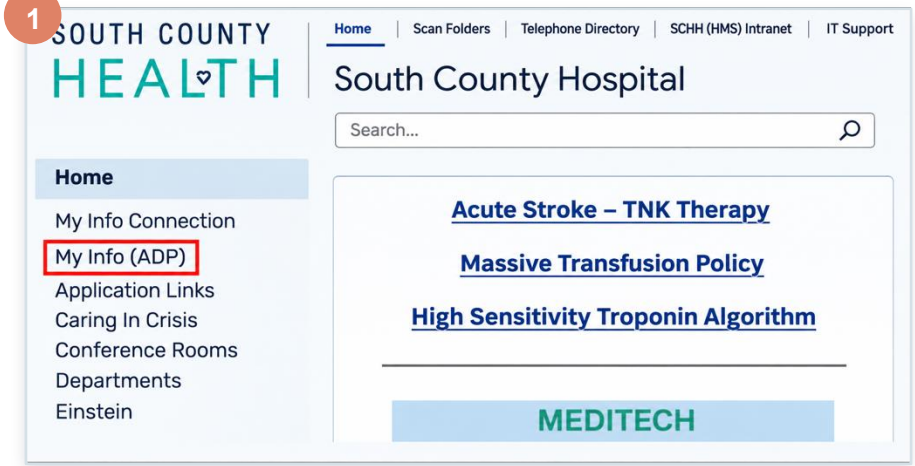
Click on “Myself” and select “Enrollments”.

3

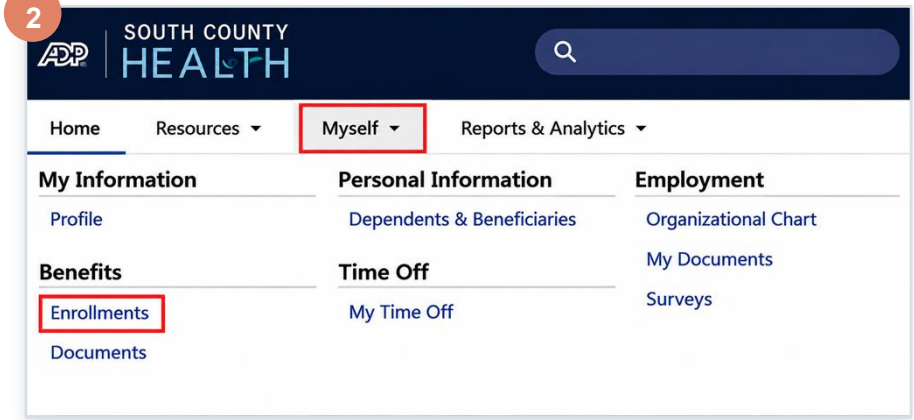
Start Enrollment

Click “Start Enrollment” on the Open Enrollment Event.

1



2



3



Welcome to Open Enrollment

Open Enrollment Welcome Letter

Please review the Open Enrollment Welcome Letter as there is important information regarding your benefits.

Click “Next” to move to the next step.

Questions?

Contact the HR/Benefits department at 401-788-3800 with any questions.

Welcome Patrick!

Open Enrollment has started!

This is a reminder that the 2027 annual benefits open enrollment period is **November 2–30, 2026. Action is required to have benefits for 2027.** Please review all plans thoroughly and make your selections for 2027 benefits.
We have expanded our medical plan choices with the introduction of the new Premier Choice Plan and Liviniti, our new prescription drug partner.

How to Access Open Enrollment in ADP
To access the open enrollment system in ADP Employee Self-Service (ESS):
1.From the SCH intranet, log in to **MyInfo (ADP)**.
2.If you are logged in to your SCH computer, the system will automatically sign you in using your network credentials.
3.If you are using a shared computer, you will need to enter your network credentials.
4.If you are logging in from home or another non-SCH location, you will need to use the RSA Authenticator. Contact the IT Help Desk at helpdesk@southcountyhealth.org or 401-788-1619 if you need assistance downloading it.
5.Once logged in to ADP, select **Myself > Benefits > Enrollments**.
The changes you make to your benefits will take effect on **January 1, 2027**. Payroll deductions for 2027 benefits will begin with your **January 15, 2027 paycheck**.

During Open Enrollment, You May:
Add, drop or switch benefit plans. Take some time to carefully review your options. You have until November 30 to make your elections.

- **Add or drop dependents.** If you are adding or dropping dependents for the first time, you must upload supporting documentation (e.g., marriage license, birth certificates). Supporting documentation is also required if you are continuing coverage for your spouse in 2027. If required documents are not uploaded into ADP, your enrollment will not be processed. Instructions are linked below.
- **Contribute to Flexible Spending Accounts (FSAs).** You may elect health care, dependent care or both. You must make new elections each year to participate, as elections do not carry over from year to year.
- **Enroll in or change your Health Savings Account (HSA) contributions.** If you are enrolled in the HDHP, you may elect or change your HSA contributions. You can also change your contributions at any time during the year.
- **Complete the Working Spouse Affidavit, if applicable.** If you enroll your spouse, a spousal surcharge will apply. If your spouse does not have access to their own insurance, you must submit the Working Spouse Affidavit to waive the surcharge. Upload the completed affidavit in ADP using the instructions linked below.
    - **Add or update your beneficiaries.** You must designate beneficiaries for your life insurance coverage.
    - **Add or update your emergency contacts.** Review your emergency contact information and make any necessary updates.

Review and Submit Your Elections
Learn more about your 2027 benefit options and costs in the Benefit Guide and Virtual Benefits Fair.
Carefully review your elections before submitting. You may review and change your elections at any time on or before **November 30, 2026**.

After the enrollment period ends at midnight on November 30, your 2027 benefit elections are final until the next enrollment period or until you experience a qualifying life event.

Important Resources
- **2027 Benefit Guide**
- **Virtual Benefits Fair**
- **Working Spouse Affidavit 2027.pdf**
- **ADP Document Upload Instructions**

View / Update Dependents and Beneficiaries

1

Add or Update

Click “Add dependent or beneficiary” to update this information.



2

Continue

Click “Next”.

Before You Continue

Review each dependent's enrolled benefits, including Medical, Miscellaneous, and Dental coverage.

View Selected and Eligible Plans

1

Review Selected Plans

View your current selected plans. Click “View all plans” to make any changes.

2

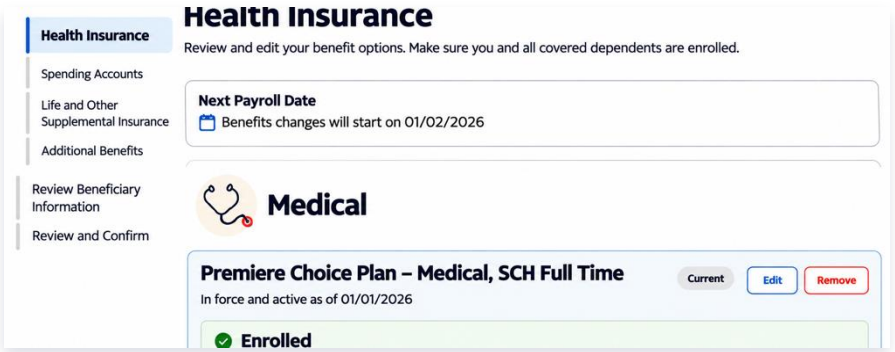
Explore Eligible Plans

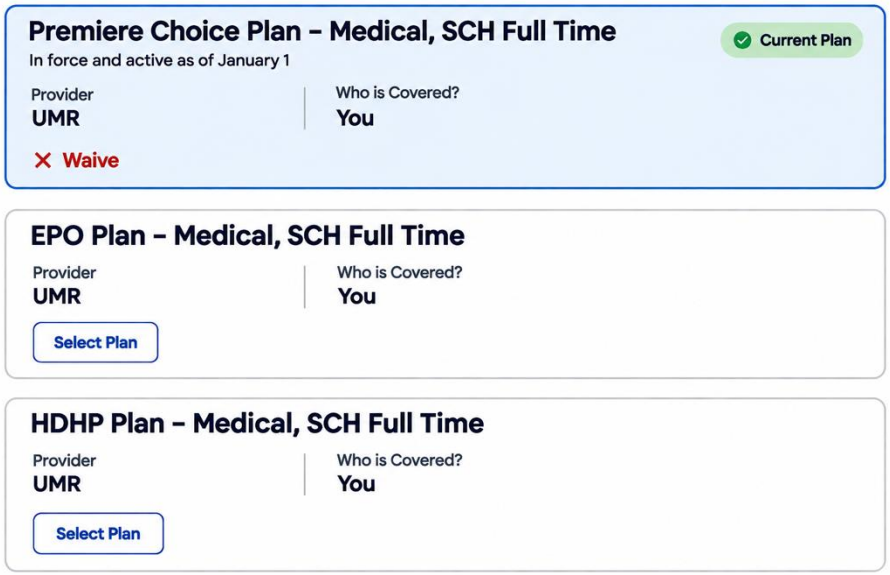
View all other Eligible Plans. Click “View all Plans” to enroll in additional benefits.

3

Continue

Click “Next”.





Review and Submit

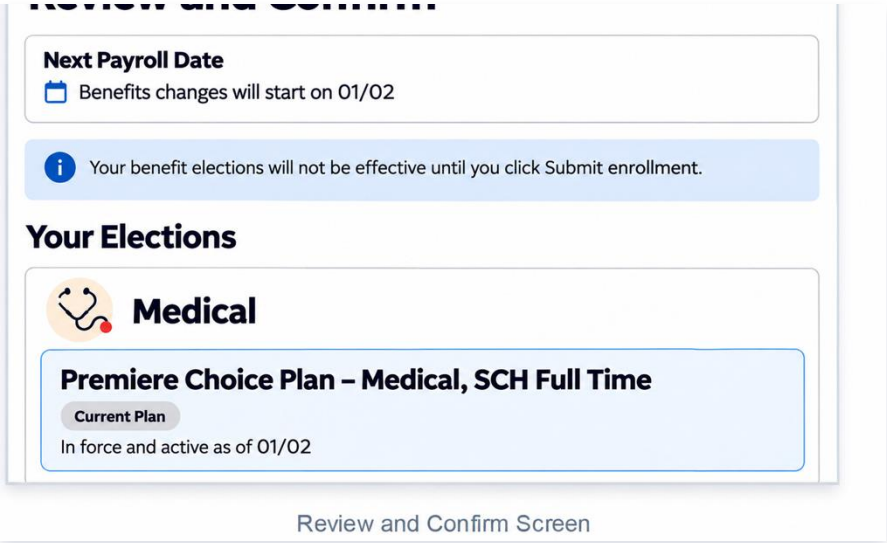
Review Your Elections

Review your elections and confirm that everything is correct, then click “Submit Enrollment”.

Not Ready Yet? Finish Later

If you are not ready to submit, click “Finish Later”. Your elections will save and you can submit at a later time.

ACTION REQUIRED:
Submit before Open Enrollment ends on November 30th.



Review and Confirm Screen

Upload Documents

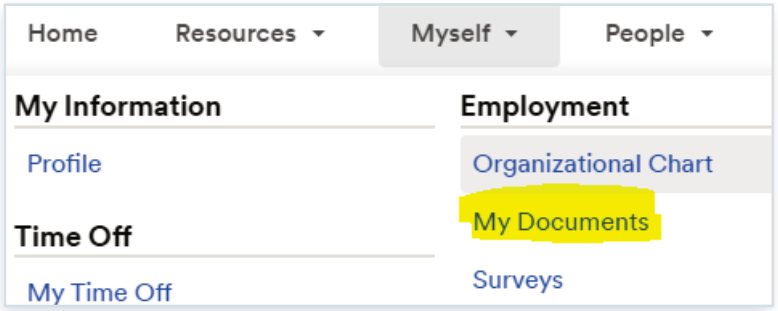
Upload and assign a name to any required documents pertaining to benefit eligibility. Required documents **must be in your ADP record by the November 30 deadline.**

Required Once — As Applicable for Coverage

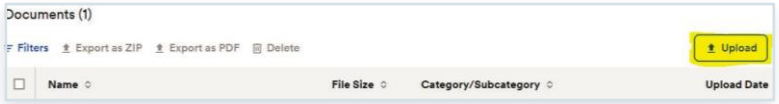
- Marriage license — name as “Marriage”
- Dependent birth certificates — name as “BC”

Required Annually — As Applicable for Spousal Coverage

- **Federal Tax Return**: A copy of your most recent Federal tax form verifying that you are still married (black out other financial and personal info) — name as “Tax”
- **Working Spouse Affidavit** — if your spouse does not have access to other medical coverage — name as “WSA” **Supporting WSA documentation must be uploaded and assigned the name “WSA Support”**



Myself → My Documents



Documents — Upload

Look for more information from HR during Open Enrollment.

Access the Working Spouse Affidavit via the link shown on the right of this slide. Required documents are detailed on the link.