This section of the manual will focus on EMPLOYEE user related instructions and functionality. This includes registering for ADP Vantage, viewing and editing personal and contact information, viewing your pay statements and deductions, and enrolling in benefits and reviewing your benefit elections.
## Contents

Registering for ADP Vantage HCM ................................................................. 4  
  How do I register for ADP Vantage? .......................................................... 4  
Logging in to ADP Vantage HCM ............................................................... 9  
  What can I do if I forget my password? ..................................................... 9  
  What can I do if I forget my user ID? ....................................................... 10  
Menu Overview for Employees ................................................................... 11  
  Home Menu ............................................................................................. 11  
  My Company Menu ................................................................................. 12  
  Myself Menu ........................................................................................... 12  
  Personal .................................................................................................... 12  
  Time & Attendance (ONLY for Home Office and Paragon Home Office Employees) ................. 13  
  Money ....................................................................................................... 13  
  Benefits ................................................................................................... 13  
Using ADP Vantage .................................................................................... 14  
  Navigating the Home Screen .................................................................... 14  
  Your Personal Information ....................................................................... 18  
  Editing Your Personal & Contact Information ......................................... 19  
  Editing Your Emergency Contacts ......................................................... 23  
  Reviewing Your Profile ........................................................................... 25  
  Your Pay, Taxes, and Deductions ............................................................ 26  
  How to Set Up or Edit Your Direct Deposit ............................................ 26  
  How to Set Up or Edit Your Tax Withholding ......................................... 28  
  How to View your Pay Statements ......................................................... 31  
  How to View Your Payroll Deductions .................................................. 33  
  Your Benefits ......................................................................................... 35  
  How to Access Benefits .......................................................................... 35  
  How to Enroll in Benefits ..................................................................... 36
How to Report a Qualifying Life Event ................................................................. 53
How to Manage Your Beneficiaries ..................................................................... 58
Reviewing your Election Confirmations ............................................................. 66

INDEX ..................................................................................................................... 68
**REGISTERING FOR ADP VANTAGE HCM**

All first time users of ADP Vantage HCM must register prior to being able to log in. If you are not a first time user, proceed to login instructions.

**HOW DO I REGISTER FOR ADP VANTAGE?**

1. Navigate to the following web address: https://adpvantage.adp.com/
2. Click on Register Here under the header First Time User?
3. Begin your registration by entering the following Registration Code: trilogyhs-40222
4. Then, click the Go button (see illustration below).

To prevent errors, DO NOT COPY this code, but type it in manually.
5. On the next screen, **verify your company name (Trilogy)** and then enter your first and last name, the last four (4) digits of your Social Security Number twice, and finally, your birthday information. Then click the **Confirm** button (see illustration below).

6. If you entered all the information correctly, the following popup should appear (see illustration below). Click **Register Now**. If you get an error message, check that you entered all the information in Step 5 correctly and make changes where needed. If that doesn’t solve the problem, contact your manager or a member of your business office.
7. The next screen in the process will be titled **Register for ADP Services**. To begin, enter an e-mail address, preferably your Trilogy e-mail address. For a personal e-mail address or for employees who do not have a Trilogy e-mail address, select the option **Personal** only if you’re entering a non-Trilogy address (see illustration below). If you need help obtaining an email account, see the section titled **Obtaining an Email Account**.

    The e-mail address you enter will be used to send you security codes and password resets, so make sure you have access to the account now to receive messages.

8. Next, create a user ID and click the **Check availability** button to make sure the user ID you selected is available. Then, enter your password in the **Password** box and re-enter your password in the **Confirm password** box (see illustration below).
9. Next, you’ll set up three security questions. For each one, choose a question and supply an answer you can easily remember (see illustration below).
10. Review the Terms and Conditions, click the checkbox at the very bottom of the box (scroll down to see it), and then click Register Now (see illustration below).

If the Register Now button is greyed out, make sure you have checked the box next to the text ‘I have read and agree to the Terms and Conditions displayed above.’ If you can’t find that checkbox, make sure you use the scrollbar to scroll down all the way to the bottom of the Terms and Conditions!

11. You will receive two e-mail messages from the ADP Vantage system at the e-mail address you provided. The first message will be labeled ADP Generated Message: Activate Your Email Address. Make sure you click the link in this e-mail message to finalize your access to ADP Vantage. The second one will be labeled ADP Generated Message: Welcome to ADP services! and will contain your user ID as well as links to websites for which you have access. This completes the registration process.
LOGGING IN TO ADP VANTAGE HCM

1. For employees who are already registered for Vantage. If you have not yet registered for Vantage, please see Registering for an ADP Vantage Account.
2. Open your internet browser;
3. Access the ADP Vantage HCM Welcome page at https://adpvantage.adp.com
4. Be sure to select User Login then enter your User ID and Password as established during registration and hit Log in.

WHAT CAN I DO IF I FORGET MY PASSWORD?

1. From the Welcome page, click Forgot your Password?
2. Step 1, type your user ID and click Next.
3. Step 2, select eitherReset my password on screenorSend a temporary passwordand click Next.
   Note: You have the option to send your temporary password to the e-mail address or it may be texted to a mobile phone number you specified on step 6 of the registration process.

<table>
<thead>
<tr>
<th>If you select Reset my password on screen</th>
<th>If you select Send a temporary password</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Step 3, provide information to verify your identity and click Next.</td>
<td>1. Step 3, provide information to verify your identity and click Next.</td>
</tr>
<tr>
<td>2. Step 4, type and confirm a new password.</td>
<td>2. Step 5, click Log In.</td>
</tr>
<tr>
<td>3. Step 5, click Log In.</td>
<td>3. Log in with your user ID and the temporary password sent to your e-mail address or mobile phone. (You will be prompted to change it the first time you use it.)</td>
</tr>
<tr>
<td>4. Log in with your user ID and the password you created.</td>
<td></td>
</tr>
</tbody>
</table>
WHAT CAN I DO IF I FORGET MY USER ID?

1. From the Welcome page, click **Forgot your User ID?**
2. Step 1, type your user e-mail address and click **Next**.
3. Step 2, select either **Display My User ID** or **Send My User ID to:** and click **Next**.

   **Note:** You have the option to send your user ID to the e-mail address or it may be texted to a mobile phone number you specified on step 6 of the registration process.

<table>
<thead>
<tr>
<th>If you select <strong>Display My User ID</strong></th>
<th>If you select <strong>Send My User ID to:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Step 3, provide information to verify your identity and click <strong>Next</strong>.</td>
<td></td>
</tr>
<tr>
<td>2. Step 4, note your user ID and click <strong>Log In</strong>.</td>
<td></td>
</tr>
<tr>
<td>3. Log in with your user ID (noted in the previous step).</td>
<td></td>
</tr>
<tr>
<td>1. Step 3, verify the communication method is correct (i.e., sending your user ID to your e-mail address).</td>
<td></td>
</tr>
<tr>
<td>2. Step 4, click <strong>Log In</strong>.</td>
<td></td>
</tr>
<tr>
<td>3. Log in with your user ID (sent to your e-mail address or mobile phone).</td>
<td></td>
</tr>
</tbody>
</table>
**MENU OVERVIEW FOR EMPLOYEES**

This section provides an overview of what an employee can see and do in ADP Vantage HCM®. It focuses on the employee menus and corresponding actions. For Step by Step instructions please see the section titled **Using ADP Vantage**.

This is what you as an employee will see once you have logged into ADP Vantage HCM®.

As an employee, you may use the following menus within ADP Vantage: **Home**, **My Company**, and **Myself**.

**HOME MENU**

The **Home** page houses valuable information about Trilogy including;

- Randy’s Corner
- Total Rewards messages
- MyBenefits – which shows you a snapshot of your current benefit elections
- Trilogy Spotlight
- News and Announcements
- Quick Links to various commonly used sections of ADP Vantage and popular websites
- Forms will link you quickly to frequently used forms
**MY COMPANY MENU**

The My Company menu provides a variety of resources that you, the employee, can access within ADP Vantage.

The Company Information submenu under My Company provides you with links to the following activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Functionality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Policies</td>
<td>This section is under construction! Stay tuned for future enhancements.</td>
</tr>
<tr>
<td>Forms Library</td>
<td>Access to frequently used forms for Payroll, Benefits and Human Resources. Simply click on the form desired to access.</td>
</tr>
<tr>
<td>FAQs</td>
<td>Access Frequently Asked Questions</td>
</tr>
</tbody>
</table>

**MYSELF MENU**

The Myself menu provides a variety of activities that you as employees may need to perform within ADP Vantage HCM related to topics such as personal information, money, emergency contacts, and so on. The links that appear in this menu may vary based on the configurations as set by Trilogy.

**PERSONAL**

The Personal submenu under Myself provides you with links to the following activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Functionality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Express Profile</td>
<td>View your Personal, Job, Payroll, Deduction, Benefit, and other information.</td>
</tr>
<tr>
<td>Personal Information</td>
<td>View and update your personal information which may include some general information about you (for example, ID, marital status, birth date), information used in compliance reporting (for example, race/ethnicity, gender, military status), and information used for international work purposes (for example, passport, visa information).</td>
</tr>
<tr>
<td>Emergency Contacts</td>
<td>View, add, or change existing contacts to call in the event of an emergency.</td>
</tr>
<tr>
<td>I-9 Section 1 Information</td>
<td>Under construction! This feature will be added in the near future where you the employee will complete the Form I-9 electronically (Employment Eligibility Verification form).</td>
</tr>
<tr>
<td>Additional Information</td>
<td>View additional information based on Trilogy’s defined custom fields. These fields may or may not be editable.</td>
</tr>
</tbody>
</table>
**Myself Menu (Continued)**

**Time & Attendance (Only for Home Office and Paragon Home Office Employees)**

The Time & Attendance submenu under Myself provides you with links to the following activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Functionality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Workspace</td>
<td>This link will allow you to enter your time and attendance into ADP Vantage HCM Time. The functions that you can perform from within ADP Vantage HCM Time will vary dependent upon your role and profile.</td>
</tr>
</tbody>
</table>

**Money**

The Money submenu under Myself provides you with links to the following activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Functionality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Statements</td>
<td>View pay statements and adjustments; enable or disable email notification for pay statements; stop receipt of paper statements; restart paper statements; and print pay statements and adjustments.</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>Add direct deposit accounts and change direct deposit information.</td>
</tr>
<tr>
<td>Tax Withholding</td>
<td>Complete your W-4 electronically; modify your federal tax withholding and marital status on your electronic Form W-4; and submit your state exemptions to your business office or payroll contact.</td>
</tr>
<tr>
<td>Calculators</td>
<td>Calculate paycheck amounts (salary, hourly, gross), 401(k) estimates, and withholding allowance estimates.</td>
</tr>
<tr>
<td>Deductions</td>
<td>Add, change, or delete your deductions.</td>
</tr>
<tr>
<td>Annual W-2s and 1099s</td>
<td>View annual statements, set up notification options; set up receipt of paper statements; access statements online; and print annual statements.</td>
</tr>
</tbody>
</table>

**Benefits**

The Benefits submenu under Myself provides you with links to the following activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Functionality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Events</td>
<td>Change benefits for a life event, such as marriage, divorce, or birth of a child.</td>
</tr>
<tr>
<td>Dependents</td>
<td>Add dependents; update dependent information; delete dependents; and view dependent information.</td>
</tr>
<tr>
<td>Enrollments</td>
<td>Enroll in benefits; designate beneficiaries; and update beneficiary personal information.</td>
</tr>
<tr>
<td>Election Confirmations</td>
<td>View, save, or print your election confirmations as of the current date or for a specific opportunity to enroll that has occurred in the previous 12 months.</td>
</tr>
<tr>
<td>Additional Benefits</td>
<td>Register for the benefits and make any required changes directly with the third-party vendor (such as home and car insurance or employee-assistance</td>
</tr>
</tbody>
</table>
USING ADP VANTAGE

NAVIGATING THE HOME SCREEN

1. Navigate to the following web address: https://adpvantage.adp.com/public/index.htm
2. Log in using your user ID and password. If you haven’t registered yet, please see the job aide How to Register for ADP Vantage for more information.

3. The screen you see after logging in is the Home Screen. Selecting Home from the menu bar enables you to navigate back to the Home page from anywhere within Vantage. This page is divided into several sections, each of which will be discussed below.
4. At the very top is the **Menu bar**, which can contain several headers that you can hover over to reveal other parts of the website that you can visit (see illustration below).

   a. The **Home** button will always bring you back to this home screen from any other page on the website.

   b. Under **My Company**, you can find more information about company policies, frequently asked questions (FAQs), and find the forms library.

   For more information about the links in the **My Company** section, see **How to Access the Forms Library** and **How to Access Frequently Asked Questions (FAQs)** in the General section of the user manual.

   c. Under **Myself**, you can find personal information, information about your time and attendance (home office employees only), career and training opportunities, monetary information such as pay statements and tax withholding, and benefits information.

   For more information about the links under **Myself**, see the following sections:

   - **How to Access the Benefits Portal**
d. On the right-hand side of the menu bar, you can find links to the Message Center, the Calendar, Support, and My Profile. You can also log out using the appropriate logout button.

The Message Center functions like an e-mail box. You may receive notifications from Vantage from time to time via the Message Center. If you have unread messages, a red circle will display at the top right-hand corner of the Message Center icon with a count of the number of unread messages in your mailbox.

The Calendar feature will open a calendar of the current month.

The My Profile feature will open a contact card displaying your personal information.

e. On the far right of the menu bar is the Search Form, where you can search for people or activities in ADP Vantage (see illustration below). Enter one or more keywords and click on the magnifier to start your search. Searching for a person will allow you to pull up the employees contact card.

When using the search directory option, you can retrieve the contact card for any employee in our directory (see illustration below).
5. Directly below the menu bar is **Randy’s Corner**, a section that contains a message from the CEO.

6. To the right of **Randy’s Corner** is a section labeled **Quick Links**, which contains direct links to commonly used features of the ADP Vantage system or other external websites. Some of these links can also be found elsewhere in the menu bar, but this provides a convenient method to quickly visit the pages you want.

7. Below the **Quick Links** section, you will have convenient access to commonly used forms and a shortcut to the Forms Library where you will find a more comprehensive set of forms.

   For more information about which forms you can access, see **How to Use the Forms Library** in the General section of the manual.

8. Near the center of the home page is the **Trilogy Spotlight** section, which highlights important announcements or achievements to celebrate across our organization.

9. Below the **Trilogy Spotlight** is the **Company News and Announcements** section, where you can find the latest organizational headlines and learn more about what’s going on within Trilogy or the markets we serve.

10. At the very bottom left is the **My Benefits** section, which is a summary view of your current benefit elections.

    If you want to take a deeper dive into your benefits, please see **How to Access the Benefits Portal, How to Enroll in Benefits**, and **How to Manage Your Beneficiaries** for more information.

11. Finally, directly below **Randy’s Corner**, you can find the **Total Rewards** section, which highlights different aspects of the Trilogy rewards program, including benefits, health and wellness, and more.

Help! Detailed information on how to perform many of these activities and tasks can be found within the online system Help. The Help icon 📚 indicates that Help is available for a particular field or page. In addition, Help is searchable.
This chapter contains three sections:

1. **Editing Your Personal Information**
2. **Editing Your Emergency Contacts**
3. **Reviewing Your Profile**

The login procedure is the same for each section.

1. Navigate to the following web address: [https://adpvantage.adp.com/public/index.htm](https://adpvantage.adp.com/public/index.htm)
2. Log in using your user ID and password. If you haven’t registered yet, please see the job aide [How to Register for ADP Vantage](https://adpvantage.adp.com/public/index.htm) for more information.
EDITING YOUR PERSONAL & CONTACT INFORMATION

1. In the top left corner, click on the item labeled Myself, then point your mouse to the Personal section in the top left of the popup screen. Click on Personal Information.

2. On the next page, you will see three tabs: Name/Address, Phone/Email/Contact, and Regulatory.

3. On the Name/Address tab, you can change or edit your name and address information. You can use the Known As section if you want to use a different name from your first name. When communicating with you by mail, email, or other means, we can use your preferred name if you’ve completed this section. For example, if your real name is “William” you can set your Known As first name to “Bill” (see illustration below).

You cannot change your information under the Name header. If you’re trying to change your last name (e.g., after getting married), please contact your Business Office.
4. **Your mailing address will default to be the same as your home address.** If desired, you can change the address listed under **Mailing Address** if you want to receive your company mail at a different address. To do this, uncheck the **Same As Home Address** box and enter your preferred mailing address information. If you also want to use this address to receive checks and W-2 information, check the **Use for checks and W-2s** box (see illustration below).

![Mailing Address Form](image)

5. After making your changes, click the **Save** button at the bottom left of the screen (see illustration below).

![Save Button](image)

6. On the **Phone/Email/Contact** tab, you can enter your contact information (see illustration below).
   a. Enter your work e-mail address in the field labeled **Work** and select the button under **Use for Notifications** to receive e-mail notifications at this address.
   b. If you prefer to receive communications and notifications at your personal e-mail address (not recommended if you have a Trilogy e-mail address), enter the address in the field labeled **Personal** and select the circle under **Use for Notifications** to receive e-mail communications and notifications at this address.
c. Note that you can only receive communications and notifications at one e-mail address and that it is preferred that this is your work e-mail address in the event you have been provided with one.

You are required to have a valid e-mail address on file as part of the registration process for ADP Vantage, but this address does not automatically transfer to this screen. If you do not have an e-mail address on file under the Emails header, you need to enter at least one e-mail address where you can receive electronic communications and notifications as well as set your preferences as a secondary step. Preferably, you should use your Trilogy e-mail address as your preferred e-mail address for notifications, if one has been provided to you. If you don’t have an e-mail address you can use, please refer to the section entitled Obtaining an Email Account for ADP Vantage Registration in the general section of the user manual.

7. If no information is available in the Work Phones section, enter at least one work phone number (see illustration below). All phone numbers in this section should be entered in the format 9999999999, or digits only. Please do not enter anything other than numbers in these fields.

Make sure to enter any phone numbers without dashes.
8. After making your changes, click the Save button at the bottom left of the screen.

9. On the Regulatory tab, you can view and change your marital status, the date of your change, and your highest educational level. The other fields displayed on this screen cannot be edited (see illustration below).

10. Click Save at the bottom left when you’re done.
EDITING YOUR EMERGENCY CONTACTS

1. In the top left corner, click on the item labeled Myself, then point your mouse to the Personal section in the top left of the popup screen. Click on Emergency Contacts (see illustration below).

![Myself Personal Money Benefits]

   Express Profile
   Personal Information
   Emergency Contacts
   Additional Information

2. To add a new emergency contact, **click the small button** containing the + sign **Add**.

![Emergency Contacts]

3. On the popup screen, enter your contact’s **first and last name**, select their **Relationship** to you from the drop-down pick list, and at least one phone number. You can also add an address if desired. If your emergency contact’s address is the same as your own home address, simply check the box labeled **Same As Home Address** (see illustration below).
4. When you’ve completed the form, click **Done**. The information will now appear on your Emergency Contacts screen. If you want to add another emergency contact, go back to **Step 2**.

5. To change your primary emergency contact designation, click the selection box in the column labeled **Primary**.

6. To remove someone from your list of emergency contacts, click the checkbox next to their name and press the circle with the – sign **Delete**.

7. Make sure you click **Save** at the bottom right to save your changes before you leave this section (see illustration below).

---

**Emergency Contacts**

View, add new, or change existing employee contacts to call in the event of an emergency.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Primary Phone</th>
<th>Alternate Phone</th>
<th>Address</th>
<th>PRIMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnny Vantage</td>
<td>Friend</td>
<td>5625096633</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jimmy Vantage</td>
<td>Brother</td>
<td>5625096712</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Adaptation:**

- **First Name** and **Last Name** fields are emphasized.
- **Relationship** dropdown is highlighted.
- **Primary Phone Number** and **Alternate Phone Number** fields are marked.
- **Same As Home Address** checkbox is circled.
- **DONE** button is underlined.
- **Save** button is circled and underlined.
REVIEWING YOUR PROFILE

1. In the top left corner, click on the item labeled Myself, then point your mouse to the Personal section in the top left of the popup screen. Click on Express Profile.

![MYSELF]

- Personal
  - Money
  - Benefits

Express Profile

<table>
<thead>
<tr>
<th>General Personal Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Information</td>
<td></td>
</tr>
<tr>
<td>Compensation</td>
<td></td>
</tr>
<tr>
<td>Compensation History</td>
<td></td>
</tr>
<tr>
<td>Payroll Information</td>
<td></td>
</tr>
<tr>
<td>Voluntary Deductions</td>
<td></td>
</tr>
<tr>
<td>Benefits Enrollments</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact Information</td>
<td></td>
</tr>
</tbody>
</table>

2. Here, you can find all of your profile information in the system, including personal information, emergency contacts, job information, compensation history, and benefits enrollments. Click on the + sign within a header label to see more information. Alternatively, you can click Expand All in the right hand corner to display the content for all sections (see illustration below).
YOUR PAY, TAXES, AND DEDUCTIONS

HOW TO SET UP OR EDIT YOUR DIRECT DEPOSIT

To get paid on time, it is very important that you set up your direct deposit information quickly. The steps to do this are provided below.

1. Navigate to the following web address: https://adpvantage.adp.com/public/index.htm
2. Log in using your user ID and password. If you haven’t registered yet, please see the section entitled How to Register for ADP Vantage for more information.

3. On the main screen, click on the item labeled Myself, then point your mouse to the Money section in the top left of the popup screen. Click on Direct Deposit.

The screen showing now will have some important information about setting up direct deposit. It is critical the information you enter on this form is accurate. Failure to do so could result in delays in deposits to your bank account(s).

4. To add a new account for direct deposit, click on the circle with the + sign Add. (If you later want to delete an account, check the box before the account type and click the – sign Delete.)
5. Upon clicking the + sign Add, you will have the opportunity to complete the setup of the new account. Select the Account Type from the drop-down pick list (CKX – CHECKING = checking account; SVX – SAVINGS = savings account). You may add up to 5 checking accounts and 5 savings accounts.

6. Next, enter the Bank Transit Number (also known as the routing number or Transit/ABA number) for your bank. Enter a 9-digit number only. The sample check image (see illustration above) indicates where you can find this number on your checks.

7. Add your Account Number next. The sample check image (see illustration above) indicates where you can find this number on your checks.

8. Checking the Full Net Deposit button indicates whether or not you want all of your pay (if you only have one account) or the remaining balance of your pay (if you have multiple accounts) deposited into the specified bank account. If you want to send a portion of your pay to multiple bank accounts, the Full Net Deposit button should be checked for only the account that should receive the remaining balance of your paycheck after all other accounts have been funded. Always enter an amount lower than your total pay in the Deposit Amount box.

For example, if you wish to route $20 per paycheck to your savings account and the remainder to your checking account, enter $20.00 in the Deposit Amount for your savings account and do not check the Full Net Deposit button. Then, check the Full Net Deposit button for your checking account and leave the Deposit Amount at $0.00. Note that if you accidentally check Full Net Amount, you can uncheck it by entering a number in Deposit Amount.

9. When you are done adding, editing or deleting accounts, check the box and click Save to finalize your changes.
**HOW TO SET UP OR EDIT YOUR TAX WITHHOLDING**

1. Navigate to the following web address: [https://adpvantage.adp.com/public/index.htm](https://adpvantage.adp.com/public/index.htm)
2. Log in using your user ID and password. If you haven’t registered yet, please see the section entitled How to Register for ADP Vantage for more information.

3. In the top left corner, hover over the item labeled Myself, then point your mouse to the Money section in the top left of the popup screen. Click on Tax Withholding.

4. The screen that follows is an electronic version of the Federal W-4 Form that you can use to make changes to your tax withholding. This screen is comprised of three tabs: Federal, State, and Local.

   **Please note that you can only make changes to your federal tax withholding here.** You will need to work with your Business Office for changes to your state and local tax withholding.
5. Prior to making any changes to this form, first review your address on file is correct (see illustration below).

6. If your address is correct, move on to marital status. If your address needs to be updated, click on the hyperlink labeled **Click to update**.
   a. You will receive a prompt from Vantage. Click **Yes** to continue (see illustration below).

   ![Warning]

   If you access your address information before you have saved your changes to the form, you will lose the changes. Do you want to continue to the address information?

   ![NO YES]

   b. Make any necessary updates in the pop-up window that follows. When finished, click **Done** at the bottom of the window.

7. Choose your **marital status** from the options provided.
8. If you are a **nonresident alien (a foreign national without a permanent visa)**, check the first box.
9. If your **last name differs from your social security card**, check the second box (see illustration below).
10. Enter the **number of allowances you are claiming** in the corresponding field. You may also add an additional amount to be withheld from your paycheck, if desired.

11. Check the next box if you fulfill the two conditions mentioned (see illustration below).

![Illustration of allowances and withholding fields]

12. **Check the last two boxes to agree and save your form.** Click the **Save** button to finish.

![Checkbox and signature fields]

**The State and Local tax tabs do not allow changes.** If you want to make changes to the number of exemptions or additional withholdings amounts for your state and/or local taxes, you will need to work with a member of your business office to make these changes. Additionally, if your city, county, state, or zip code has changed, you will need to see the business office, as well.
**HOW TO VIEW YOUR PAY STATEMENTS**

1. Upon logging into the system, you will either be taken to the Home screen or the Message Center, if you have recent tasks you’ve worked on. Click on the Myself menu, then navigate to the section labeled Money. Click on Pay Statements (see illustration below).

2. On the Pay Statements overview page, click on an available Pay Date to view its details (see illustration below).

3. The details of the pay date you clicked on will appear in a popup screen (see illustration below).
HOW TO VIEW YOUR PAYROLL DEDUCTIONS

1. Navigate to the following web address: https://adpvantage.adp.com
2. Log in using your user ID and password. If you haven’t registered yet, please see the job aid How to Register for ADP Vantage for more information.

3. On the main screen, click on the item labeled Myself and click on Deductions under the Money section (see illustration below).
4. You will see the **Deductions** screen (see illustration below). As an employee, this screen is for viewing only. You are not able to make changes to your deductions.

If you want to add or remove any deductions, please contact your Business Office.
1. Navigate to the following web address: https://adpvantage.adp.com
2. Log in using your user ID and password. If you haven’t registered yet, please see the section How to Register for ADP Vantage for more information.

3. You can find the benefits activities by clicking on Myself and then Benefits (see illustration below).

4. To view or add a qualifying life event, click on Life Events. Refer to the How to Register a Qualifying Life Event section for more information.
5. To enroll, click on Enrollments. Refer to the How to Enroll in Benefits section for more information.
6. To view or add your listed dependents, click on Dependents. Refer to the How to Manage Your Beneficiaries section for more information.
7. To view a summary of your benefit elections, choose Election Confirmations.
8. Choose Additional Benefits to view a summary of your elections for specific voluntary benefits, such as Met Home, Automobile, and Pet Insurance.
**HOW TO ENROLL IN BENEFITS**

1. Navigate to the following web address: [https://adpvantage.adp.com/public/index.htm](https://adpvantage.adp.com/public/index.htm)
2. Log in using your user ID and password. If you haven’t registered yet, please see the section entitled *How to Register for ADP Vantage* for more information.

3. On the main screen, click on the item labeled *Myself*, then click on *Enrollments* under the *Benefits* menu (see illustration below).
4. On the following screen, click Enroll (see illustration below).

You don’t have to complete your enrollment in one session. **You can save your work** at any time during the process by clicking the **Cancel** button. When you come back, you will be asked if you want to resume where you left off or start over.
5. The first task you will be prompted to complete is to add your dependents. This includes your spouse and child(ren). On the **Manage Dependents** screen, click the small + button to add a dependent.

If you want to temporarily reveal the Birth Date and SSN for your dependents, click the **Reveal masked data** link.
6. Next, complete the required fields (marked with a red asterisk *), in addition to the field labeled Social Security Number (see illustration below).
   a. If the dependent you’re adding is a full-time student, click the checkbox labeled Full Time Student.
   b. If the dependent you’re adding is disabled, click the checkbox labeled Disabled. In the field Disability Date just below, enter the date your dependent became disabled.
   c. In the area called Choose dependent’s communication address, choose whether you want the dependent to be contacted at the listed address (your home address) or enter a new address.

7. If you want to add another dependent, click the Add another link at the bottom of the screen.
8. When you’re done adding dependents, click Done to save your work.
9. When you get back to the Manage Dependents screen, click Next to continue.
10. If the screen below pops up, you are encouraged to click **Yes, tell me more** to open the Decision Support Center in a new window. This tool will help you make an informed choice about your insurance needs based on your individual circumstances. Alternatively, you can click **No, thanks** to return to the **Health Insurance** screen. Note that you can still open the Decision Support Center on this screen by clicking **Help with Choosing your Options**.

![Need help choosing a plan option?](image)

11. On the **Health Insurance** screen, the insurance options that are available to you are listed (see illustration below), along with the costs for **Employee Only** and **Employee + Child(ren)** coverage.
12. To select a plan, select the button in front of the plan name. To waive your coverage, select the button labeled **Waive Coverage** and then select your reason for waiving the coverage. You can choose from the following reasons to waive coverage:

   a. **Covered Under Domestic Partner Insurance**: choose this option if you are already covered by domestic partner insurance.
   b. **Covered Under Medicaid**: if you already have Medicaid insurance, choose this option.
   c. **Covered Under Medicare**: if you already have Medicare insurance, choose this option.
   d. **Covered Under Parent’s Plan (Adult Dependent)**: choose this option if you are 18 to 26 years old and still covered under your parent’s plan.
   e. **Covered Under Spouse Health Insurance**: if you receive coverage through your spouse’s insurance, choose this option.
f. **Do Not Want To Be Insured:** choose this option to decline coverage altogether. Note that you may be required to pay a penalty under the Affordable Care Act requirements if you are not covered.

g. **Employer Coverage Does Not Meet My Needs:** if you feel the insurance options available to you are insufficient and you want to obtain insurance elsewhere, choose this option.

h. **Employer Coverage Is Too Expensive:** if you have found a more affordable alternative for your needs elsewhere, choose this option.

i. **No Health Coverage:** do not choose this option.

j. **Plan To Purchase Public Exchange Coverage:** choose this option if you’re planning to obtain insurance through a public exchange.

k. **Purchased Health Coverage From Retail Market:** choose this option if you acquired your own insurance without using a public exchange.

l. **Purchased Public Exchange Coverage For Self And Family:** if you used a public exchange to acquire coverage for yourself and your family, choose this option.

m. **Purchased Public Exchange Coverage For Self Only:** if you used a public exchange to acquire coverage for yourself only, choose this option.
13. When you’re done, click **Next** to move on to **Health Savings Account** (see illustration below). NOTE: this screen is only accessible if you chose a plan with an HSA in the previous step. Otherwise, please go to the next step.

   a. **To contribute to your HSA**, click the circle by **Annual Contribution Amount** and enter the amount you want to contribute for the year. You can determine the weekly per-pay amount of your annual contribution by clicking the **Calculate Cost** button.

   b. **If you do not want to contribute**, click the circle by **No Coverage**.

   c. If you want additional information about your options, click **Help with Choosing your Options**.

   d. Click **Next** when you’ve made your selection.
14. The next screen is for enrolling in **Dental Insurance**. Choose whether you want to enroll in dental coverage or waive it and then click the checkbox next to the dependents’ names that you also want to cover. Click **Next** when you’re ready (see illustration below).

15. The next screen is for enrolling in **Vision Insurance**. Choose whether you want to enroll in vision coverage or waive it and then click the checkbox next to the dependents’ names that you also want to cover. Click **Next** when you’re ready (see illustration below).
16. On the **Company Paid Basic Life and AD&D** screen, you can view the life insurance the company provides you at no cost to you. You do not need to make any changes here. Click **Done** when you’re ready.

17. To designate your beneficiaries, click the small + button **Add** to add a designation (see illustration below).
   a. Pick a name from the list or add a new beneficiary. If you choose the latter, you will need to fill out a form containing all required information for the new beneficiary.
   b. Enter the allocation percentage that should go to the designated beneficiary and choose **Primary** or **Contingent** in the **Designation** field. The primary beneficiary or beneficiaries will be paid out first. A contingent beneficiary will only be paid out in the event the benefit is unable to be paid to the primary beneficiary.
   c. Note that the **Total Primary Percent** should total 100% when you have completed your entry of your beneficiaries, as should the **Total Contingent Percent**, if you have specified contingent beneficiaries.
   d. If you want to remove a beneficiary, click the checkbox next to their name and click the small – sign **Delete**.

   **Example:** you want to designate your spouse as the only primary beneficiary. In this case, you would select their name from the list, enter 100 in the **Percent** box, and select **Primary** as the designation. You also want to designate your two children as equal contingent beneficiaries. To do this, select their names from the list (or add them), enter 50 in the **Percent** box for each child, and select **Contingent** as the designation for each child.
18. On the **Employee Voluntary Life** screen, you can choose additional life insurance coverage and view the weekly, monthly, and yearly cost of your selection. If you don’t want to add additional coverage, choose **Waive Coverage**. Click **Next** to continue.

19. To designate your beneficiaries, click the small + button **Add** to add a designation (see illustration below).
   a. Pick a name from the list or add a new beneficiary. If you choose the latter, you will need to fill out a form containing all required information for the new beneficiary.
   b. Enter the allocation percentage that should go to the designated beneficiary and choose **Primary** or **Contingent** in the **Designation** field. *The primary beneficiary or beneficiaries will be paid out first. A contingent beneficiary will only be paid out in the event the benefit is unable to be paid to the primary beneficiary.*
   c. Note that the **Total Primary Percent** should total 100% when you have completed your entry of your beneficiaries, as should the **Total Contingent Percent**, if you have specified contingent beneficiaries.
   d. If you want to remove a beneficiary, click the checkbox next to their name and click the small – sign **Delete**.

20. If you added dependents on the **Dependent Management** screen in an earlier step, you may now see the **Voluntary Spouse Life** and/or **Voluntary Dependent Child(ren) Life** screens. If you didn’t list any dependents, you will not see these sections. You can complete these screens in a similar fashion as the **Employee Voluntary Life** section.
21. The next screen is the **Short-Term Disability** screen (see illustration below). You can choose to add short-term disability or waive coverage. Click **Next** to continue.

22. On the **Long-Term Disability** screen – which is very similar to the Short-Term Disability screen – select whether you want to add long-term coverage or not. Click **Next** to continue.

23. If you elected coverage for the Choice Plus Plan Traditional on the **Medical** screen, you will be presented with the **Health Care Flexible Spending Account** screen. If you want to contribute to this account, select the option labeled **Annual Contribution Amount** and enter the amount you want to contribute on a yearly basis. If you don’t want this coverage, click **No Coverage**. Click **Next** when you’re done.

24. The following screen is called **Dependent Care Spending Account**. If you want to contribute to a DCSA, add the appropriate **Annual Contribution Amount** and click on **Calculate Cost**. If not, select **No Coverage**. Click **Next** to continue.
25. You’ll now see the **MetDefender** screen, where you can elect identity theft insurance (see illustration below). Choose whether you want to add this protection (including any dependents that you want to add to the coverage) or alternatively, **Waive Services** if you do not want to add identity theft protection. Click **Next** to continue.

26. The next screen is called **HYATT Legal Services**. Here, you can select whether you want to enroll in legal services and view the cost associated with this service. Choose **Yes, enroll in legal services** to add this coverage or **No, waive coverage** to opt out of coverage (see illustration below). Click **Next** to continue.
27. The following screen is labeled **Critical Illness – Non-Grandfathered**. Here, you can select whether you want to add coverage to receive a flat amount of money in case of critical illness. There are three options you can choose from (see illustration below):
   a. **Flat Election – Smoker**: select this option if you want to add this coverage and you are a smoker.
   b. **Flat Election – Non-Smoker**: select this option if you want to add this coverage and you are a non-smoker.
   c. **Waive coverage**: select this option if you do not want to add this coverage. Note that this is the default option selected but you may need to scroll to see it.

28. If you choose to add this coverage, select which dependents to include in the area labeled **Coverage Information**. Click **Next** when you’re done.
29. You’ll now be led to the **MetLife Group Accident** screen (see illustration below). Again, you can choose from three options:
   a. **Accident Coverage (Smoker)**: select this option if you want to add this coverage and you are a smoker.
   b. **Accident Coverage (Non-Smoker)**: select this option if you want to add this coverage and you are a non-smoker.
   c. **Waive coverage**: select this option if you do not want to add this coverage. Note that this is the default option selected but you may need to scroll to see it.

30. If you choose to add this coverage, select which dependents to include in the area labeled **Coverage Information**. Click **Next** when you’re done.

31. On the next screen, you can choose whether you want to enroll in the **401K** plan. Make your selection and click **Next**.
32. The following screen contains a **Summary** of your elections. You will see an overview of your personal information, your dependents (if any), your benefit elections and the weekly cost to you and your employer, and your beneficiary designations.

   a. If you are satisfied with your elections, click **Confirm Elections** to make them final and go to the Confirmation page. You have now completed this process.
   
   b. If you want to **make any changes now**, click on any button in the left-hand bar to go back to that page.
   
   c. If you want to **make any changes later**, click **Save & Return Later** in the bottom-left corner of the screen. While your elections will be saved, you will need to come back to finalize them before your deadline expires.
**HOW TO REPORT A QUALIFYING LIFE EVENT**

1. Navigate to the following web address: [https://adpvantage.adp.com/public/index.htm](https://adpvantage.adp.com/public/index.htm)
2. Log in using your user ID and password. If you haven’t registered yet, please see the section entitled *How to Register for ADP Vantage* for more information.

![Login Screen](image)

3. On the main screen, click on the item labeled *Myself*, then point your mouse to the *Benefits* section. Click on *Life Events* (see illustration below).

![Myself Screen](image)

4. On the next screen, click on *Report a Life Event* to get started (see illustration below).

```
Life Events

Report a Life Event
To record your life event, select Report a Life Event.

After you report your life event, you will be returned to this page. A message will appear indicating the event you recorded is being processed.

To update your benefit elections, including adding your new dependents to coverage, select Myself > Benefits > Enrollments.
```
5. A screen will pop up and prompt you to **select the reason why you would like to change your benefits** (see illustration below). You can choose from the following options:
   a. **Adoption**: you’ve recently adopted a child and you want to add the child to your coverage.
   b. **Amnesty Disenrollment**: you have received a notification that one or more of your dependents do not qualify for insurance coverage and you need to remove them from your coverage.
   c. **Birth of Child**: you or your spouse has recently given birth to a child and you want to add your child to your coverage.
   d. **Change in After Tax Benefits**: your after-tax benefits have changed recently and you need to update your coverage.
   e. **Death of Dependent**: one of your dependents has passed away and you need to remove the dependent from your coverage.
   f. **Death of Spouse**: your spouse has passed away and you need to remove your spouse from your coverage.
   g. **Dependent Gains Other Coverage**: one of your dependents has acquired other insurance coverage and you want to remove your dependent from your coverage.
   h. **Dependent Loses Other Coverage**: one of your dependents has lost their other insurance coverage and you want to add your dependent to your coverage.
   i. **Divorce**: you’ve recently been divorced and need to change your insurance coverage.
   j. **Employee Gains Other Coverage**: you’ve recently obtained other insurance and want to cancel your current insurance.
   k. **Employee Loses Other Coverage**: you’ve recently lost insurance coverage and want to change your insurance coverage.
   l. **Gain of CHIPRA Coverage**: your child or children recently gained CHIPRA coverage and you want to remove them from your current coverage.
   m. **HSA Election**: you’ve made an HSA election and need to update your insurance coverage.
   n. **Legal Separation**: you have legally separated from your spouse and need to remove them from your coverage.
   o. **Loss of CHIPRA Coverage**: your child or children recently lost CHIPRA coverage and you want to add them to your current coverage.
   p. **Marriage**: you’ve recently been married and need to change insurance coverage for yourself or add coverage for your new spouse.
   q. **Spouse Gains Other Coverage**: your spouse has gained other insurance coverage and you need to remove them from your coverage.
   r. **Spouse Loses Other Coverage**: your spouse has lost their other insurance coverage and you need to add them to your coverage.
6. When you've selected the reason from the list above, enter the date the change occurred (mm/dd/yyyy) and click **Submit** (see illustration below).
7. On the next screen you will be asked to add or remove dependents based on the choice you made in Steps 5 and 6 (see illustration below).
   a. To **add a dependent**, click the small + sign **Add** and go to Step 8.
   b. To **remove a dependent**, select the checkbox in front of their name and click on the small red – sign **Delete**. In the box that pops up, click **Yes** to confirm that you want to remove this dependent.

When you are done adding or removing dependents, make sure you click **Submit** to save your changes.
8. To add a dependent, fill out the required fields (marked with a red asterisk *), as well as the field labeled **Social Security Number** (see illustration below).
   a. If the dependent you’re adding is a full-time student, click the checkbox labeled **Full Time Student**.
   b. If the dependent you’re adding is disabled, click the checkbox labeled **Disabled**. In the field **Disability Date** just below, add the date your dependent became disabled.
   c. In the section titled **Choose dependent’s communication address**, choose whether you want the dependent to be contacted at the listed address (your home address) or enter a new address.

   ![Add Dependent Form](image)

9. If you want to add another dependent, click the link titled **Add another**.

10. When you’re done adding dependents, click **Done** to save your work.

   **QUICK TIP**

   When you are done adding or removing dependents, make sure you click **Submit** to save your changes.
HOW TO MANAGE YOUR BENEFICIARIES

1. Navigate to the following web address: https://adpvantage.adp.com/
2. Log in using your user ID and password. If you haven’t registered yet, please see the job aid How to Register for ADP Vantage for more information.

3. On the home screen, click on the item labeled Myself, then point your mouse to the Benefits section in the bottom left of the popup screen. Click on Enrollments (see illustration below).
4. On the following screen, click on **Manage Beneficiary Information** under the **My Links** header on the right-hand side of the screen (see illustration below).

5. Upon clicking **Manage Beneficiary Information** link, you will arrive at the **Beneficiary Designations** screen, will list your life insurance plans as well as the beneficiaries you have designated for each plan, if any (see illustration below).

6. To add or remove beneficiaries, click the link titled **Manage Beneficiaries**.

7. **To remove a beneficiary**, click the checkbox next to their name and then click the small circle with the – sign **Delete**.

8. **To add a beneficiary**, click the small green circle with the + sign **Add**. You will then see the **Add Beneficiary** screen (see illustration below).
9. First, select whether the beneficiary is a person, organization, or other from the dropdown list. The default selection is **Person. If the beneficiary is a Person:**
   
   a. Fill out the beneficiary’s **first and last name** and their **relationship** to you, as well as any other requested information.
   
   b. Under **Contact Information**, select the checkbox next to **Use my address** if the beneficiary lives at the same address as you. Alternatively, you may enter a new address in the fields that immediately follow.
10. If the beneficiary is an Organization, select **Organization** from the dropdown list (see illustration below).
   a. Enter the **Name** of the organization.
   b. Supply the requested contact information for this organization in the fields that follow, including a phone number and an e-mail address, if available.
11. If the beneficiary is neither a person nor an organization, select *Other* from the dropdown list (see illustration below).
   a. Enter a **Description** for this beneficiary. For example, if you are designating a trust for your beneficiary, enter **Trust** in the Description field.
   b. Enter the **Name** of this beneficiary.
   c. Supply the requested contact information for this organization in the fields that follow, including a phone number and an e-mail address, if available.

12. When you’re done, either click **Add another** to add another beneficiary or **Submit** to finish adding your beneficiaries.
13. When you are done adding or deleting beneficiaries, click **Manage Designations** (see illustration below).

14. If you do not have any beneficiaries listed for one or more insurance policies, you will be required to list them now. To add, edit, or remove a beneficiary, click the plan for which you want to apply changes under the **Benefits** column heading (see illustration below).
15. To designate your beneficiaries, click the small + button Add to add a designation (see illustration below).
   a. Pick a name from the list or add a new beneficiary. If you choose the latter, you will need to fill out a form containing all required information for the new beneficiary.
   b. Enter the allocation percentage that should go to the designated beneficiary and choose Primary or Contingent in the Designation field. The primary beneficiary or beneficiaries will be paid out first. A contingent beneficiary will only be paid out in the event the benefit is unable to be paid to the primary beneficiary.
   c. Note that the Total Primary Percent should total 100% when you have completed your entry of your beneficiaries, as should the Total Contingent Percent, if you have specified contingent beneficiaries.
   d. If you want to remove a beneficiary, click the checkbox next to their name and click the small – sign Delete.

   ![Add and Delete beneficiary buttons](image)

   **Example:** you want to designate your spouse as the only primary beneficiary. In this case, you would select their name from the list, enter 100 in the Percent box, and select Primary as the designation. You also want to designate your two children as equal contingent beneficiaries. To do this, select their names from the list (or add them), enter 50 in the Percent box for each child, and select Contingent as the designation for each child.

16. When you’re done, click Submit to save your selections. You will be taken back to the Beneficiary Designations screen, where you can review your selections (see illustration below).
17. When you’re done making your selections, click **Continue** (see illustration below).

**Beneficiary Designations**

The Total Primary Percent and Total Contingent Percent must each equal 100%.

When you remove a designation for a beneficiary, only the designation is removed and not the beneficiary.

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Name</th>
<th>Relationship</th>
<th>Percent</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Paid Basic life and AD&amp;D</td>
<td>Janine Vantage</td>
<td>Spouse</td>
<td>100% Primary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jimmy Vantage</td>
<td>Child</td>
<td>50% Contingent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Joey Vantage</td>
<td>Child</td>
<td>50% Contingent</td>
<td></td>
</tr>
</tbody>
</table>

Beneficiary designations (primary and contingent) indicated here will replace all previous designations and are effective immediately. Payment at my death is to be made to my beneficiaries if they are living. If no primary beneficiary survives me, the contingent beneficiary shall receive the designated share of my benefits. If none of my designated beneficiaries are living at the time of my death, or I have not designated a beneficiary, then no distribution shall be payable to a default beneficiary in accordance with the terms of the plan. In addition, by clicking the **Continue** button below, I agree that I am the insured individual under the applicable life insurance policy and that this option constitutes an electronic signature signifying my agreement to the terms (including any changes in designations) above.

18. On the following screen, you will be asked whether you want to receive an e-mail when your selections have been accepted (see illustration below).

   e. If you want to receive a notification, select **I would like an email sent to the following address** and enter an e-mail address in the box.

   f. If you do not want to receive a notification, select **I do not wish to have an email sent at this time**.

   g. Click **Submit**. You will then be taken to the **Confirmation** screen, where you can choose to print your selections. Click **Done** when you’re ready to go back to the Enrollments screen.
REVIEWING YOUR ELECTION CONFIRMATIONS

1. Navigate to the following web address: https://adpvantage.adp.com/
2. Log in using your user ID and password. If you haven’t registered yet, please see the section entitled How to Register for ADP Vantage for more information.

3. You can find the Benefits section by clicking on Myself and navigating to the Benefits section (see illustration below). To view summaries of your benefit elections, click Election Confirmations.
4. On the next screen, select which election summary you want to view from the drop-down pick list (most likely **Current Election**) and click **View** (see illustration below).

5. A new window will pop up called **Election Summary**. **Note:** this may take a minute to load. This window will have a printable summary of your benefit elections for the period you selected (see illustration below).

For information on how to change your benefit elections, see **How to Enroll in Benefits**. Note that enrolling and changing your benefits is only possible during the annual enrollment period or when a qualifying life event has occurred. To learn more about life events, see **How to Report a Qualifying Life Event**.
# INDEX

<table>
<thead>
<tr>
<th>A</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Insurance</td>
<td>51</td>
</tr>
<tr>
<td>Account Number</td>
<td>27</td>
</tr>
<tr>
<td>Add a Beneficiary</td>
<td>59</td>
</tr>
<tr>
<td>Adoption</td>
<td>54</td>
</tr>
<tr>
<td>Amnesty Disenrollment</td>
<td>54</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Transit Number</td>
<td>27</td>
</tr>
<tr>
<td>Benefits</td>
<td>12, 13, 15, 16, 17, 35, 36, 53, 54, 58, 63, 66, 67</td>
</tr>
<tr>
<td>Birth of Child</td>
<td>54</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIPRA Coverage</td>
<td>54</td>
</tr>
<tr>
<td>Critical Illness</td>
<td>50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Death of Dependent</td>
<td>54</td>
</tr>
<tr>
<td>Death of Spouse</td>
<td>54</td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>44</td>
</tr>
<tr>
<td>Dependent Care Spending Account</td>
<td>48</td>
</tr>
<tr>
<td>Dependents</td>
<td>13, 35, 38, 39</td>
</tr>
<tr>
<td>Deposit Amount</td>
<td>27</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>26</td>
</tr>
<tr>
<td>Direct Deposit, How to Set Up or Change</td>
<td>26</td>
</tr>
<tr>
<td>Divorce</td>
<td>54</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Election Confirmations</td>
<td>13, 35</td>
</tr>
<tr>
<td>Election Confirmations, Reviewing</td>
<td>66</td>
</tr>
<tr>
<td>Election Summary</td>
<td>52</td>
</tr>
<tr>
<td>Emergency Contacts</td>
<td>12, 18, 23, 24</td>
</tr>
<tr>
<td>Enrollments</td>
<td>13</td>
</tr>
<tr>
<td>Express Profile</td>
<td>12, 25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Flexible Spending Account</td>
<td>48</td>
</tr>
<tr>
<td>Forgot your Password</td>
<td>9</td>
</tr>
<tr>
<td>Forms Library</td>
<td>12, 15, 17</td>
</tr>
<tr>
<td>Full Net Deposit</td>
<td>27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>H</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance</td>
<td>40, 41</td>
</tr>
<tr>
<td>Section</td>
<td>Page Numbers</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Health Savings Account</td>
<td>43</td>
</tr>
<tr>
<td>Identity Theft Insurance</td>
<td>49</td>
</tr>
<tr>
<td>Known As</td>
<td>19</td>
</tr>
<tr>
<td>Legal Services</td>
<td>49</td>
</tr>
<tr>
<td>Life Events, Qualifying</td>
<td>13</td>
</tr>
<tr>
<td>Logging in to ADP Vantage HCM</td>
<td>9</td>
</tr>
<tr>
<td>Long-Term Disability</td>
<td>48</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>20</td>
</tr>
<tr>
<td>Manage Your Beneficiaries</td>
<td>16, 17, 35, 58</td>
</tr>
<tr>
<td>Marital Status</td>
<td>22</td>
</tr>
<tr>
<td>Marriage</td>
<td>54</td>
</tr>
<tr>
<td>Menu Overview</td>
<td>11</td>
</tr>
<tr>
<td>Pay Statements</td>
<td>13, 31</td>
</tr>
<tr>
<td>Payroll Deductions</td>
<td>33</td>
</tr>
<tr>
<td>Personal Information</td>
<td>12, 18, 19</td>
</tr>
<tr>
<td>Personal Information, Changing</td>
<td>18</td>
</tr>
<tr>
<td>Phone Numbers</td>
<td>21</td>
</tr>
<tr>
<td>Qualifying Life Event</td>
<td>16, 35, 53</td>
</tr>
<tr>
<td>Registration</td>
<td>4</td>
</tr>
<tr>
<td>Registration Code</td>
<td>4</td>
</tr>
<tr>
<td>Remove a Beneficiary</td>
<td>46, 47, 59, 63, 64</td>
</tr>
<tr>
<td>Reviewing Your Profile</td>
<td>25</td>
</tr>
<tr>
<td>Short-Term Disability</td>
<td>48</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>5, 39, 57</td>
</tr>
<tr>
<td>Student, Full Time</td>
<td>39, 57</td>
</tr>
</tbody>
</table>
T

Tax Withholding, Federal
Tax Withholding, Local
Tax Withholding, Setting Up or Changing
Tax Withholding, State

V

Vision Insurance
Voluntary Life Insurance

W

Waive Coverage