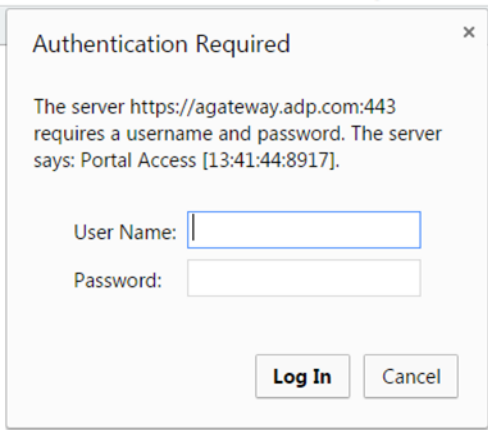


Open Enrollment 2015 – ADP Portal Guide

1. In your web browser, go to <https://portal.adp.com>



2. From the ADP Portal home screen (pictured above), click on the “User Login” button to access the login screen (pictured below).



The screenshot shows a dialog box titled "Authentication Required". The text inside reads: "The server https://agateway.adp.com:443 requires a username and password. The server says: Portal Access [13:41:44:8917].". Below the text are two input fields: "User Name:" followed by a text box, and "Password:" followed by a password box. At the bottom of the dialog are two buttons: "Log In" and "Cancel".

User Name and Password

- The standard User Name convention is first initial + last name/last name @lsss
 - Please note: the first initial of both the first and last name must be capitalized
 - Example: an employee named Fred Meyer would enter: **FMeyer@lsss**
- Passwords are unique to the individual and would have been set it up during the employee onboarding process.
 - If you've forgotten your User Name and/or Password, each can be recovered using the appropriate links on the [ADP Portal home page](#) (see first image above).
 - In the event, you're unable to recover your account credentials in this manner, please contact one of the following individuals:

Terry Platz
terry.platz@upbring.org

Valerie Cruts
valerie.cruts@upbring.org

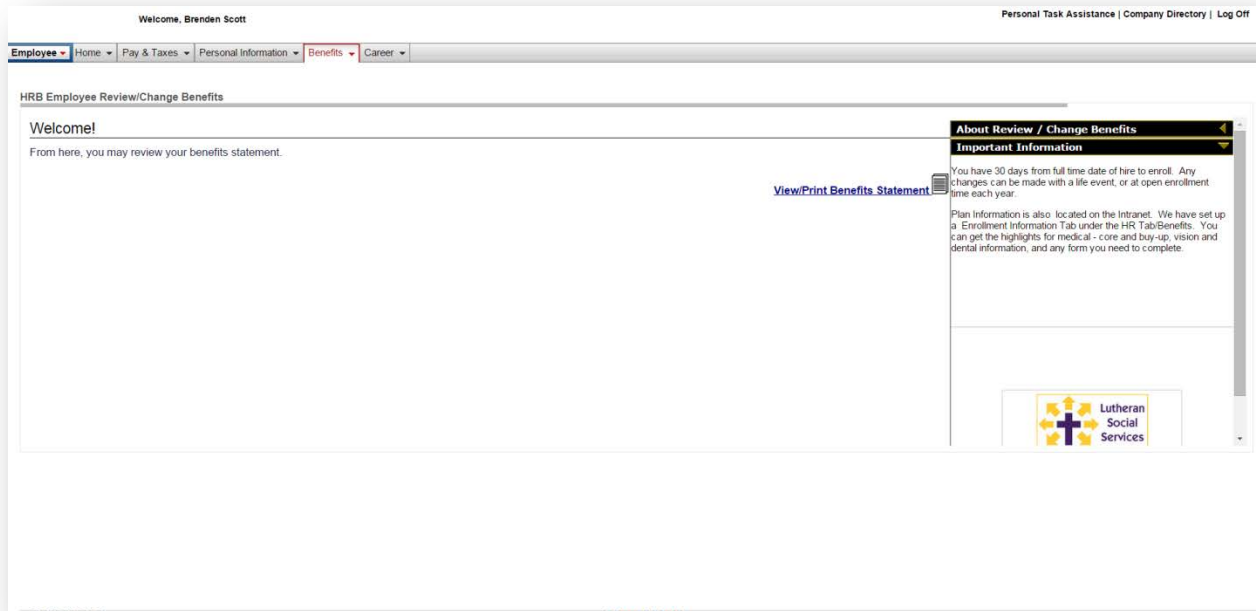
User Dashboard

After successfully logging in, you will be taken to the ADP Dashboard (pictured below). From here, navigate to the **Benefits tab** – “Review/Change Benefits”.

The screenshot shows the ADP dashboard for user Brenden Scott. The top navigation bar includes tabs for Home, Pay & Taxes, Personal Information, Benefits, and Career. The Benefits dropdown menu is open, and a red arrow points to the 'Review / Change Benefits' option. The main content area features a 'Welcome' message, a 'Spotlight' section with a red banner stating 'The Payroll for PD 06/09/2015 has PROCESSED', and a 'Message Center at a Glance' section. The dashboard also displays payroll information, including the current payroll date (13/2015) and pay date (06/23/2015). A 'News and Announcements' section is visible at the bottom left, and a 'Features' section is at the bottom right.

Change and Review Benefits

At the time this tutorial was created, Open Enrollment options were not yet live on the Review/Change Benefits page (shown below). During Open Enrollment (**Tuesday, June 16 to Friday, June 26 at 5 p.m.**), you will be able to make changes and/or confirm your elections on this page.



Have questions?

Email your Open Enrollment questions to [Human Resources](#).