

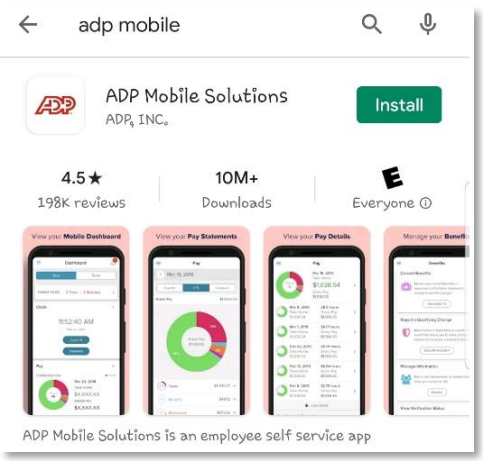
Open Enrollment through ADP Mobile

Always Designing for People®

Open Enrollment through ADP Mobile

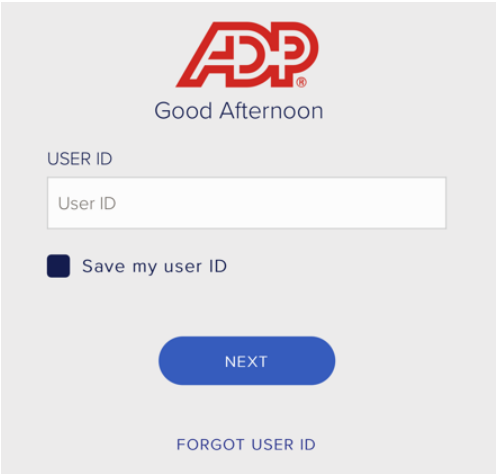
This guide will assist users with how to download ADP Mobile Solutions and to use the mobile app to make their open enrollment benefit elections.

1. Download ADP Mobile Solutions





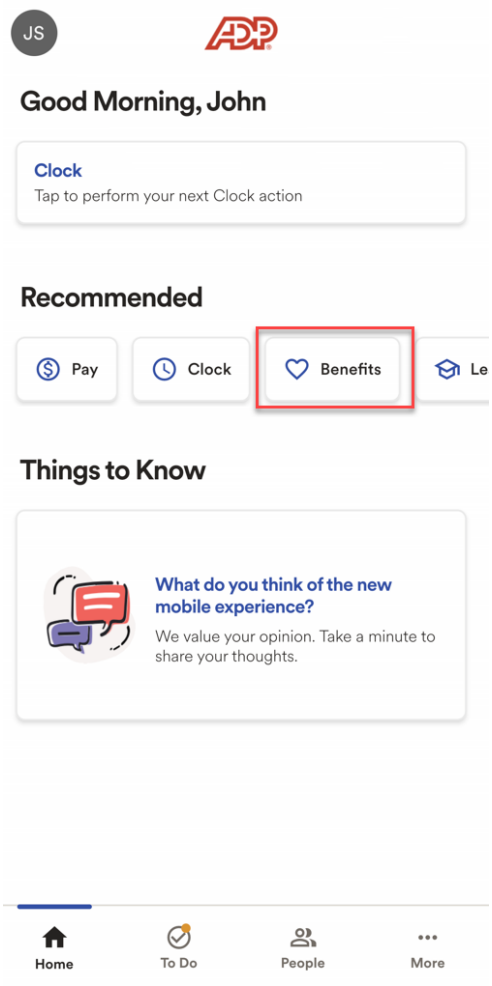
2. Enter your User ID and password, and then click **Sign In**.



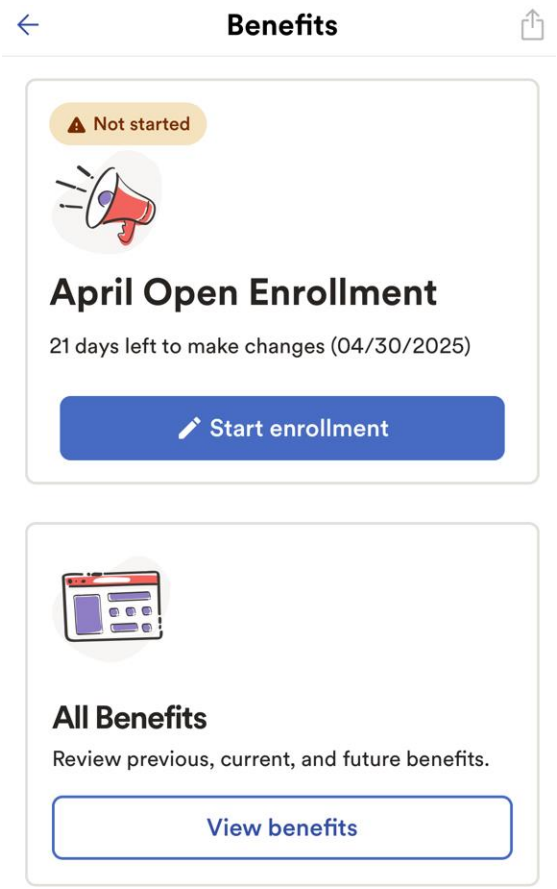
Note: If this is your first time logging in, **New? Get Started**
If you are unsure of the registration code, please contact your HR team.

ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc. All other marks are the property of their respective owners. Copyright © 2025 ADP, Inc. All rights reserved.

Upon logging in, you will be presented with recommended tiles. You can click on **Benefits.**

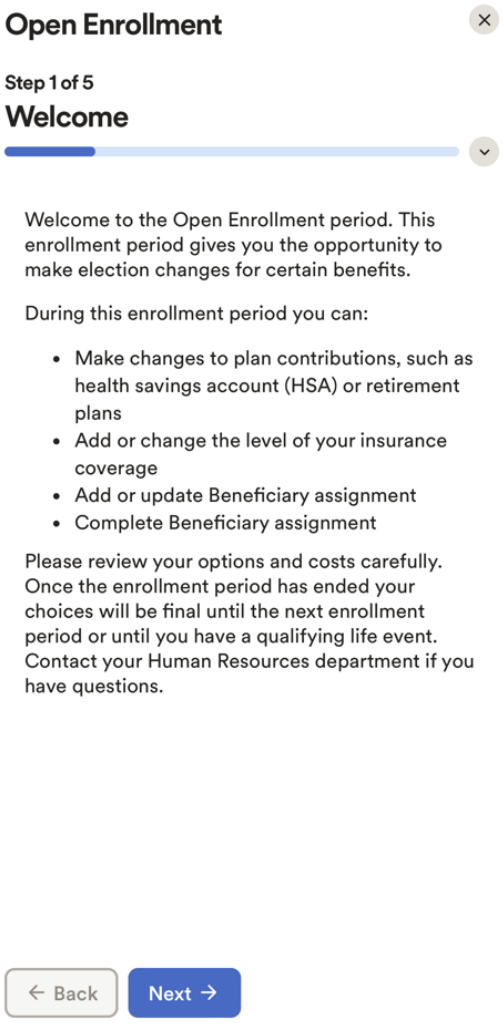


To start, click **Start enrollment**.

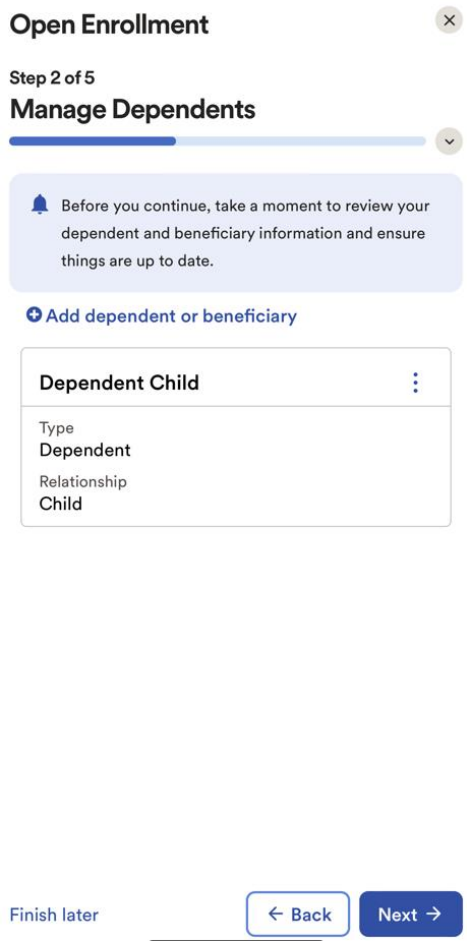


ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc. All other marks are the property of their respective owners. Copyright © 2025 ADP, Inc. All rights reserved.

You will be taken to the **Welcome Note**. Please review all information on this page, as there are often important references for your Open Enrollment options. Click **Next** after reviewing the Welcome Note to move to **Manage Dependents**.



The **Manage Dependents** page is where you can add/view/edit your dependent and beneficiaries. Select "**Add dependent or beneficiary**" to add a new dependent/beneficiary. You would use the 3-dot action icon to view/edit an existing dependent/beneficiary.



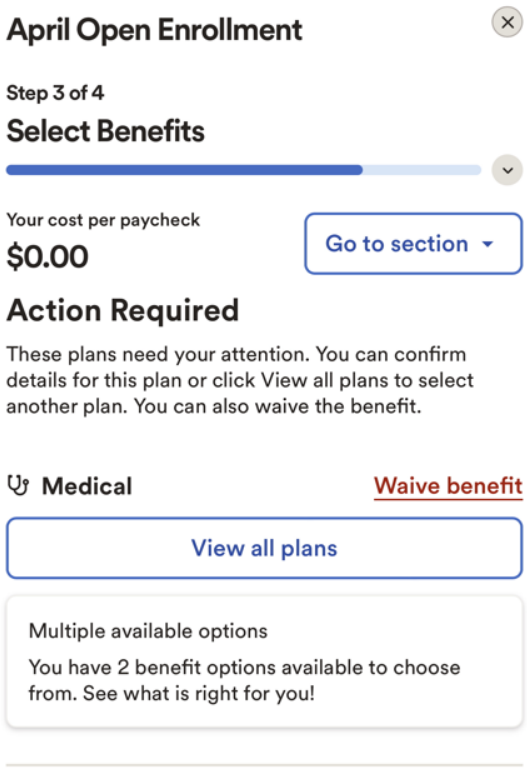
ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc. All other marks are the property of their respective owners. Copyright © 2025 ADP, Inc. All rights reserved.

Select Benefits

You may notice three sections now to complete your benefit elections. Action Required, Selected Plans and Eligible Plans.

- **Action Required** –*These are items that need to be reviewed to move forward. These plans could require a beneficiary or need to waive. As these items are complete, they will move to either the Selected Plans section or Eligible Plans section.*
- **Selected Plans** –*These are benefit plans that the employee is enrolled in and can make changes. If the employee decides that they would like to waive a benefit or unenroll from a benefit within this section, it will move to the Eligible Plans section.*
- **Eligible Plans** –*These are other benefit plans that are available to the employee to enroll in. If the employee selects a benefit plan in the eligible plans section, they will move to the selected plans section.*

When you click ***view all plans***, all available plan options will be displayed on the screen for that plan type.

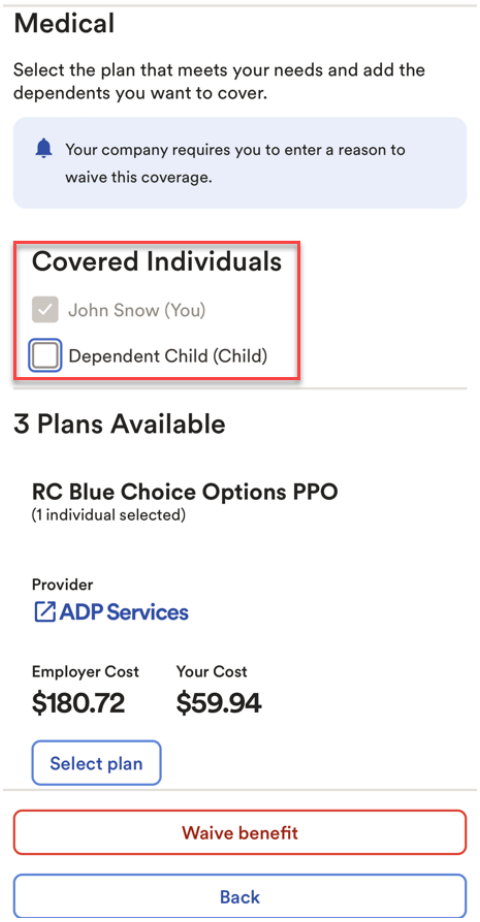


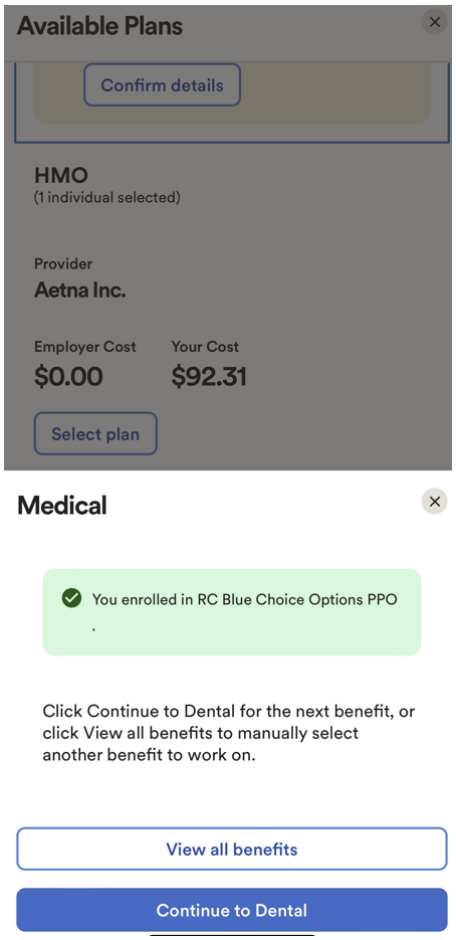
ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc. All other marks are the property of their respective owners. Copyright © 2025 ADP, Inc. All rights reserved.

Please review and make changes to your benefits as needed. You cannot complete enrollment unless you take action on any benefits that are listed under ***Action Required.***

When enrolling you need to designate ***Covered Individual*** in this plan by ***clicking*** on the box next to the applicable dependents name. You may then choose to ***Select plan*** for desired enrollment.

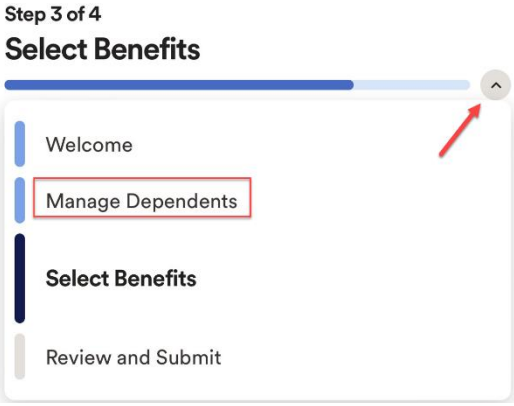
You will then be presented a screen *confirming* your enrollment details.



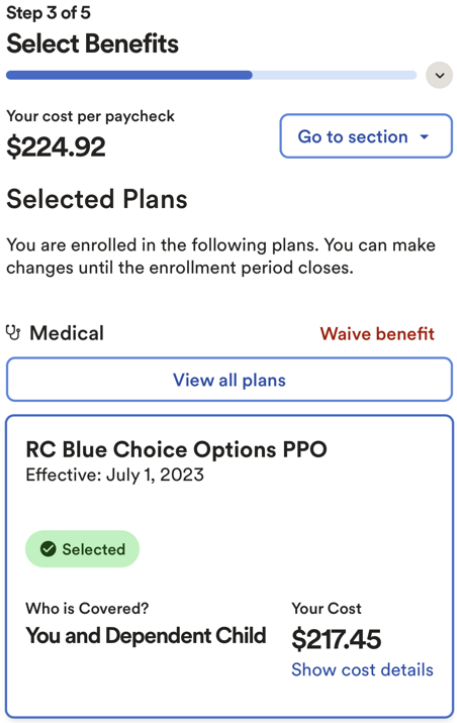


ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc. All other marks are the property of their respective owners. Copyright © 2025 ADP, Inc. All rights reserved.

- Please note: The coverage level for your enrollment (Employee Only, Employee + Spouse, Employee + Child(ren), Employee + Family) is driven by which dependents you select to enroll.
- You can click **Manage dependents** to add or edit dependents and beneficiaries during your enrollment process.

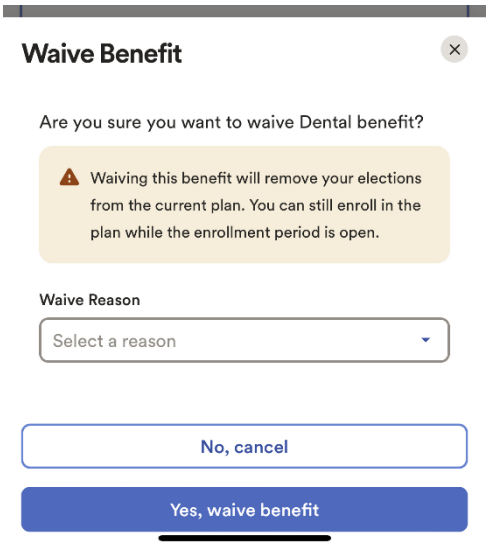


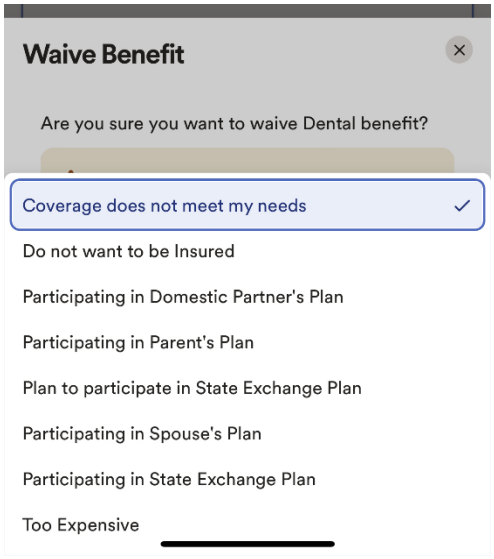
Once enrollment is confirmed it will now display under **Selected Plans**.



ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc. All other marks are the property of their respective owners. Copyright © 2025 ADP, Inc. All rights reserved.

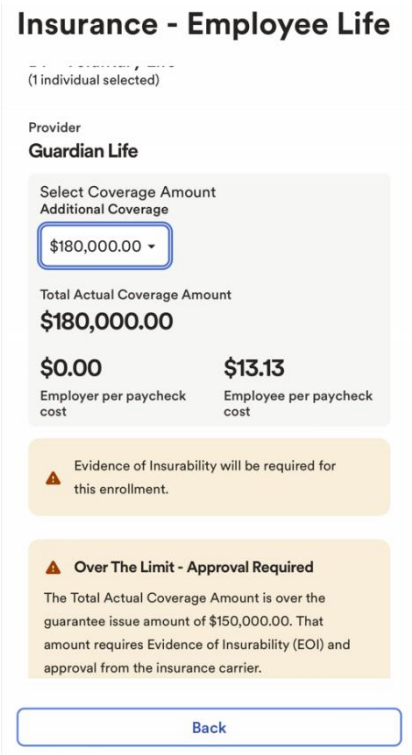
If you chose to **waive** a benefit, you will be required to select a **Waive Reason.**





Voluntary Life Elections and Beneficiaries:

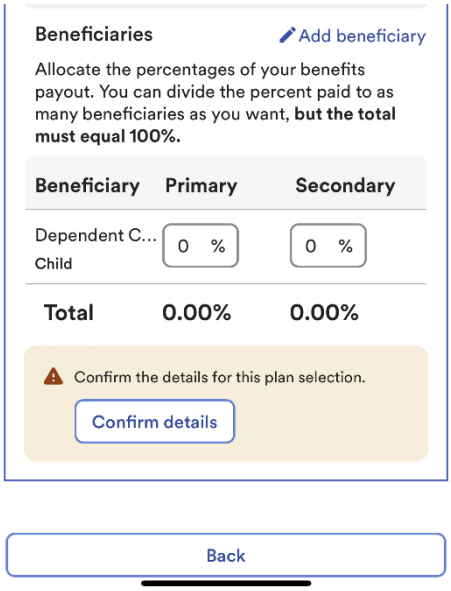
When you elect Voluntary Life, you will also need to select your beneficiaries. Start by clicking **View Available Plans** and then choose the amount of coverage you want to elect from the drop down.

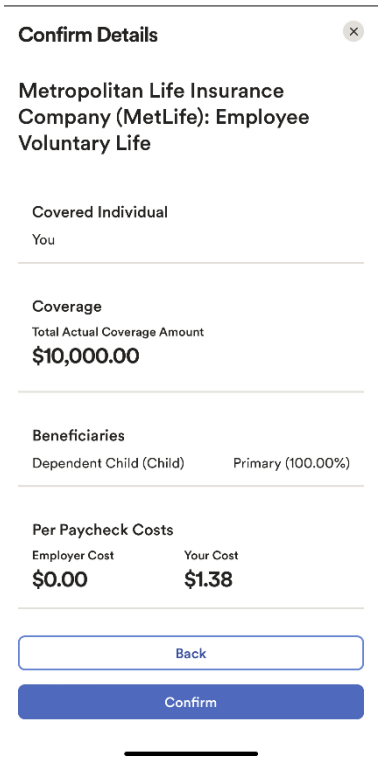


If the amount selected is over the Guarantee Issue amount, additional approval will be required, and you will be asked to complete an **Evidence of Insurability** (EOI) and submit it to your employer. Your full election amount will not be approved until this document is received.

ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc. All other marks are the property of their respective owners. Copyright © 2025 ADP, Inc. All rights reserved.

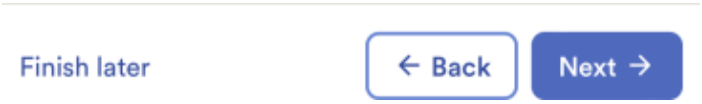
Next you will want to enter your beneficiary designation. Including **Primary** and **Secondary**, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary). Click ***Confirm details***. Then click **Confirm** to continue with your enrollment elections.





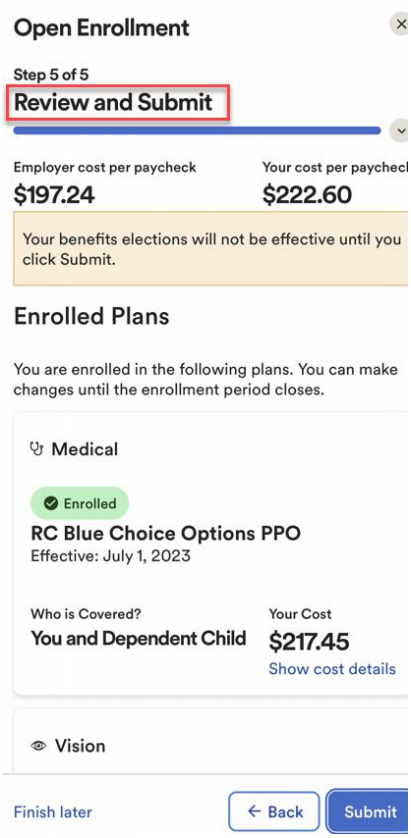
Note: At any time, you can click "***Finish Later***" to save your enrollment information. If you start the enrollment process on mobile and then move to the self service on your computer/desktop the information you saved on mobile will sync to desktop.

Continue through each step until all elections are complete and all tasks under the Action Required section are addressed. When ready to proceed to the **Review and Submit** step, click **Next**.



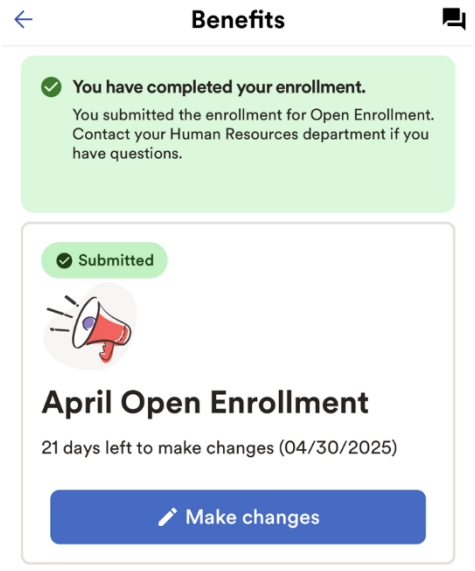
ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc. All other marks are the property of their respective owners. Copyright © 2025 ADP, Inc. All rights reserved.

Your benefit elections will not be processed until you click **Submit** and receive confirmation. If you click **Finish Later** instead, these enrollments will not be submitted to your HR team but will be saved for a later time.





Please ensure you receive the confirmation note indicating your elections have been submitted.



ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc. All other marks are the property of their respective owners. Copyright © 2025 ADP, Inc. All rights reserved.