

Instructions for Completing Open Enrollment

- 1.) Log on to ADP
owu.edu/adp



OWU Account Login

Login to ADP Workforce Now at OWU

- > [Forgot your password?](#)
- > [Need Help?](#)

Username

Password

Login

OWU Information Services

R.W. Corns Building
Phone: (740) 368-3120
Email: helpdesk@owu.edu

- 2.) Select "Myself" from the Menu Bar
- 3.) Select "Benefits" from the drop down box
- 4.) Click on "Enrollments"

The screenshot shows the ADP Workforce Now portal interface. The top navigation bar includes 'HOME', 'RESOURCES', 'MYSELF', 'MY TEAM', 'PEOPLE', 'PROCESS', 'REPORTS', and 'SETUP'. The 'MYSELF' menu is expanded, showing options like 'Personal Information', 'Employment', 'Pay', 'Time & Attendance', 'Time Off', 'Talent', and 'Benefits'. The 'Enrollments' option is highlighted in blue, and the 'Benefits' option is highlighted in yellow. Below the navigation bar, there are sections for 'My Time', 'Company News and Announcements', and 'Forms'. The 'Forms' section lists 'State Tax Forms' and 'Benefits Forms'.

- 5.) Click on "Start" to begin your Open Enrollment

(You can review your current benefit selections)

Change Your Enrollments

NAME	START DATE	END DATE	ACTION
Open Enrollment	04/20/2017	04/21/2017	START

✓ Submitted to Administrator ✎ Changed, Not Submitted

Your Benefits As Of 4/20/2017

Click on a plan name to view enrollment details.

PLAN	EFFECTIVE DATE	COVERAGE LEVEL	YOUR COST
Medical			

on this screen prior to clicking “Start”.)

6.) After clicking “Start” you review your current dependents & beneficiaries.

Make changes as required. *Please note that documentation may be requested if changes are made.*

Continue through the Open Enrollment process by making a selection from the “Status” Section.

**** Walk Me Through My Benefit Options is the recommended selection!****

OE - Test 17-18

Review Information Choose Plans Submit

FINISH LATER REVIEW & COMPLETE

1. Review Dependents and Beneficiaries

Review your dependents and beneficiaries and make any additions. Only those people and organizations listed can be included in your benefits elections.

ADD DEPENDENT/BENEFICIARY

NAME	DEPENDENT	BENEFICIARY	RELATIONSHIP
[REDACTED]	✓	✓	Spouse
[REDACTED]	✓	✓	Child
[REDACTED]	✓	✓	Child
[REDACTED]		✓	Trust

Newly Added Pending Approval

2. Status

Tell us how you want to proceed through this enrollment.

Walk Me Through My Benefit Options
Take me through each available benefit option in the order that my administrator designated. I can review each option so that I can make any new selections or make changes to my existing enrollments.

I Know What I Want To Change
Choose one or more benefit options that you want to review. You will only be able to make changes or new selections for the options that you select.

I Do Not Want To Make Any Changes
I do not want to make any changes. Keep my current selections.

CANCEL CONTINUE

Notice that at the top of the screen you can advance to different benefit selections & change the cost breakdown.

Back To Vision

Show Plan Cost Each: Month Pay Period

PRINT

Forward To Flex: Dependent Care

7.) To make changes to a benefit enrollment – Click either Unroll from Plan, Edit Plan / More Info, or Enroll in This Plan.

Select the dependents that you would like to cover and Click “Done”.

Review Information **Choose Plans** Submit SAVED FINISH LA

Show Plan Cost Each: Month Pay Period PRINT

ALREADY ENROLLED
Effective July 1, 2016

Vision Core Plan 12 Month - All, Enrolled ⓘ
VSP

YOUR PLAN COST
\$22.87 /month

UNENROLL FROM PLAN

EDIT PLAN/MORE INFO ▾

Vision Buy up Plan 12 Month - All, Enrolled ⓘ
VSP

ESTIMATED PLAN COST
\$26.82 /month

ENROLL IN THIS PLAN

MORE INFO

g Plans 1-2 of 2

8.) When you have reviewed each benefit enrollment selection, click “Review & Complete”.

Review Information **Choose Plans** Submit SAVING... FINISH LATER **✓ REVIEW & COMPLETE**

9.) You will now click “Complete Enrollment”

Review Information **Choose Plans** **Submit** FINISH LATER **✓ COMPLETE ENROLLMENT**

10.) You will receive the confirmation message seen below. You can also choose to print your benefit statement.

Enrollments

✓ Your changes have been submitted.

Congratulations!

You have successfully completed your 2017-2018 Open Enrollment.

Contact Human Resources at hr@owu.edu or 740-368-3388 if you have questions.

Thank you!

[VIEW WAIVED PLANS](#)

[VIEW/PRINT BENEFITS STATEMENT](#)