

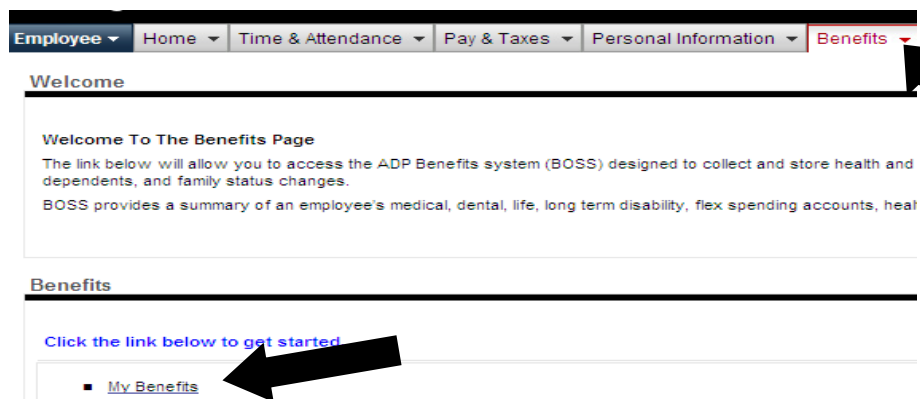
Step 1: Log into the ADP Self Service Portal at <https://portal.adp.com/> using your User Name & Password. If you have not yet registered for the portal, you must register for your ADP account by following the “ADP Self Service Portal Registration Instructions”. If you have forgotten your User Name or Password, click on the “Forgot User Name” or “Forgot Password” links.


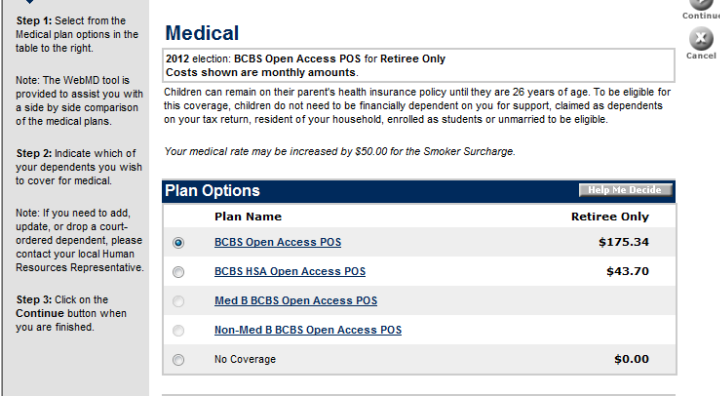


This site requires [Microsoft Internet Explorer Version 6.0](#) or higher.

IMPORTANT Note: If you enrolled on-line last year and have not accessed the system since last year’s Open Enrollment, your password will have expired. You will need to reset your password before logging into the website. Click on the “Change your Password” link from the main login page to change your password. Then you may log into the system and complete your enrollment.

Step 2: On the Main ADP Portal web page, click on the “Benefits” tab, Click on the “My Benefits” link.



<p>Step 3:</p>	<p>On the main page, you will see the following links: “2011 Benefit Summary” and “Open Enrollment”. Click on the “2011 Benefit Summary” link to review and print your current benefit coverage.</p>  <p>Please disregard the AFLAC Group Critical Illness link. Retirees are not eligible to enroll in this coverage.</p>
<p>Step 4:</p>	<p>To select your 2012 benefits, click on the “Open Enrollment” link.</p>
<p>Step 5:</p>	<p>Click on each benefit to make your 2012 Benefit Options. For example, when you click on “Medical”, you will see all the Medical Plan Options. When finished making your Medical selection, click “Continue”.</p>  <p>If your tobacco status has changed, click on the Tobacco User Status link and update your status.</p>
<p>Step 6:</p>	<p>Once you are finished, carefully review your selections and click “Submit”. Be sure to print the confirmation page.</p>
<p>Step 7:</p>	<p>If you enroll prior to November 4, 2011, you will receive an Enrollment Confirmation Statement in the mail during the week of November 7th – November 11th. Carefully review this statement and make sure it matches your online statement. If you need to make changes or corrections to your 2012 benefit selections, you will have until November 18th to do so. Friday, November 18, 2011 is your final day to enroll!</p>

Note: If you do not have access to the internet or a computer, you may complete the Enrollment Worksheet you received in the mail and return to Human Resources by November 11, 2011.

If you are not making changes to your benefit elections for 2012, you do not need to enroll on-line or submit a form to HR. Your 2011 elections will roll over to the 2012 plan year. REMEMBER: even if you do not make a change to your plan elections, the plans change each year. Make sure to read about the changes to the plans for 2012.