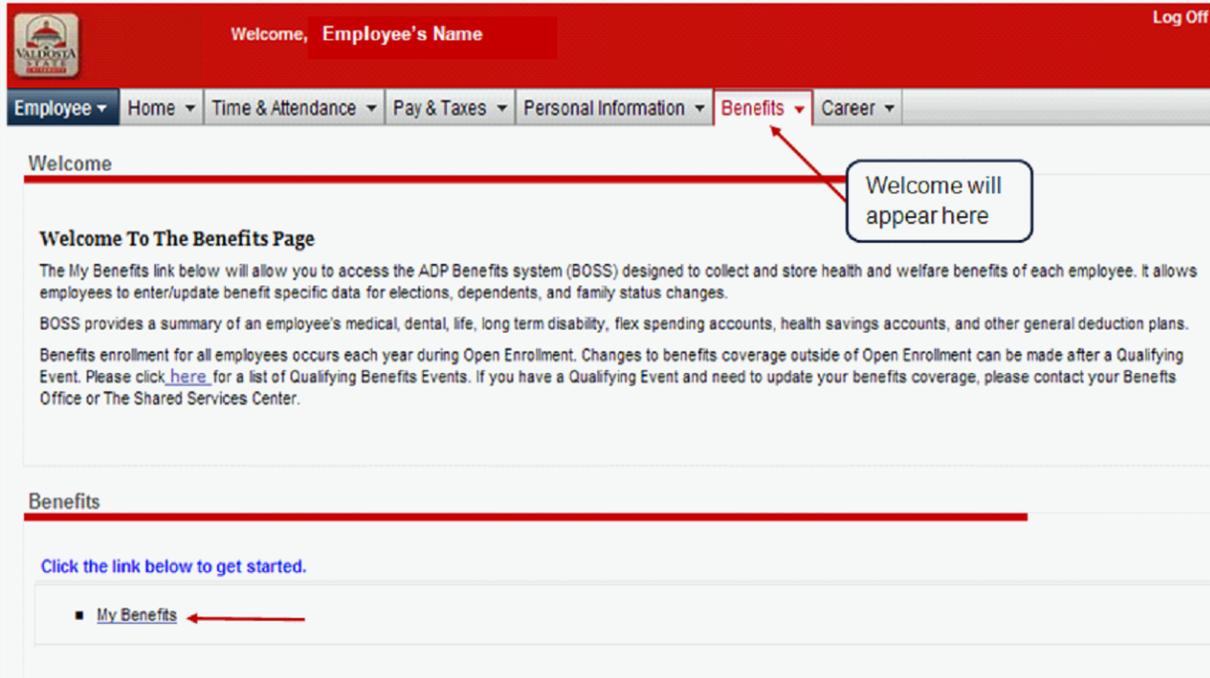


Instructions for Annual Enrollment

Step 1: Log into the portal (<https://portal.adp.com>) and go to the Benefits Tab and click on **Welcome**. Click on My Benefits.



Step 2: Click Continue.



Welcome to the University System of Georgia benefits website.

Please remember...

- You must submit your elections. Review your elections on the Summary screen and click the **Submit** button to save those elections.
- The system is designed to work with the navigation buttons provided on the site. Do not use the Back and Forward buttons on your browser.
- Use the scroll bar to view all of the information on each screen.
- You **will need to provide birth dates and Social Security Numbers for dependents you wish to cover. If you do not have this information available at this time, you may wish to log off and return to the site when you have this information. Please update this information by Friday, November 05, 2010 or your dependent will be dropped from benefits coverage.**
- You can only make changes to your benefits elections during the Open Enrollment period or due to a qualifying life event change such as marriage, birth, etc.

Note: After 15 minutes of inactivity, your access to the site will end and any changes you have made will be lost.

Step3: A window will pop up asking if you are a tobacco user. Choose yes or no. If you choose yes a \$50 monthly charge will be added to your Medical election. Then click Annual Enrollment.

Cancel

Main Menu

➤ [Annual Enrollment](#)

Make your annual enrollment elections for 2011.

➤ [Family Status Change](#)

Make benefit changes as a result of a qualifying change in family status.

➤ [Update Dependent Information](#)

Update basic data about your dependents.

➤ [Update Beneficiary Information](#)

Add beneficiaries or update your beneficiary designations.

➤ [2010 Benefit Summary](#)

View a summary of your 2010 benefits.

➤ [2011 Benefit Summary](#)

View a summary of your 2011 benefits.

Step 4: Click on the links to make your elections.

Benefit Elections				
Benefit	Plan Election	Coverage	Employee Cost Per Pay Period	
			Before-Tax	After-Tax
Medical	BCBSGA PPO	Employee + Spouse	\$400.02	
Tobacco User Status	Yes			
Dental	Board of Regents Dental Plan	Employee + Spouse	\$61.66	
Basic Life and AD&D	BOR Basic Life & AD&D	\$25,000.00		Company Paid
Supplemental Life and AD&D	BOR CIGNA Life/AD&D-1x Salary <i>Your coverage will continue at your previous level until carrier approval.</i>	\$53,000.00		\$10.60
Dependent Life	No Coverage			\$0.00
Long-Term Disability	ORP 90 Day Elimination Period			\$11.48
Short-Term Disability	No Coverage			\$0.00
Optional Retirement Plan	Enrolled		5% Contribution	



Total Employee Before-Tax Cost Per Pay Period: \$461.68
Total Employee After-Tax Cost Per Pay Period: \$22.08
Total Credits Per Pay Period: \$0.00
Net Employee Cost Per Pay Period: \$483.76

Retirement Contributions not included in Per Pay Period Totals.

Annual Spending Account Elections		
Benefit	Plan Election	Before-Tax Contribution
Dependent Care Reimbursement Account	Not Contributing	\$0.00
Health Care Reimbursement Account (FSA)	Not Contributing	\$0.00

Step 5: Once you click **Continue** after updating the final election, you will then the click on **Submit**.

Once you have submitted the change(s), you will receive a confirmation page that you can print out for your records as verification that the change(s) was submitted. You will also receive notification in the mail that the change(s) was submitted within a few days.