

2015 Open Enrollment

November 17 – December 1, 2014

Please read the following instructions on how to access and elect your 2015 benefits.

Open Enrollment is the one time during the year when you can make changes to your benefits without having a qualified life event. The 2015 Open Enrollment period is **November 17 - December 1, 2014**.

If you need assistance, please call (203) 861-3100, email EmployeeBenefits@greenwichct.org, or stop by Town Hall, Employee Benefits Department between 8:00 AM - 4:00 PM.

DO YOU WANT TO:

- Contribute to your Health Savings Account in 2015?
- Contribute to a Dependent Care and/or Health Care Flexible Spending Account?
- Contribute to the Transit and/or Parking Plan?
- Add or Remove a Dependent?
- Change your Plan Participation?
- Change Life Insurance Beneficiaries?

YOU MUST TAKE ACTION!!

**CURRENT ELECTIONS FOR THESE BENEFITS
WILL NOT CARRY OVER TO 2015!**

Important: *If you do not take action, you will **only** be enrolled in your current medical and/or dental plan, or defaulted to the plan designated by your Collective Bargaining Agreement, if applicable. All other elections listed above will be waived if you do not re-enroll.*

Follow these quick & easy enrollment steps:

1. Log in to ADP Self-Service <https://portal.adp.com> **
2. Click on "Benefits" tab to the right of the Personal Information tab
3. Click on "Welcome"
4. "Click [Here](#) to Access Open Enrollment"
5. Navigate through your Enrollment Elections. Be sure to select "Finish" on the last page to submit your updates.
6. Once complete, a confirmation email will be sent to the email address you provided during the ADP registration process.
7. If you do not receive an email confirmation, your enrollment elections have not been processed.

All information pertaining to plans for which you are eligible, including premium cost share will be visible once you have logged on to the ADP Self-Service portal and followed the steps above. You will **not** have access to this information until November 17, 2014 when Open Enrollment begins. **All changes will be effective January 1, 2015.**

** You must be registered on the ADP Self-Service portal in order to access Open Enrollment for 2015. If you have not yet registered on the ADP Self Service portal please contact Human Resources at (203) 618-3082 for assistance.