



IN THE BUSINESS OF YOUR SUCCESS®

**Great new plans offered
for the next 30 days!
Go online or call NOW.**

Sample A Sample
Address
City, State, Zip

Dear (Employee name):
TotalSource EEID: 12345678

ADP TotalSource® is pleased to offer TotalChoice™. This value-based program was created exclusively for ADP TotalSource by Mercer Voluntary Benefits, a leader in employee benefits program design. These benefits will help you protect your income and identity as well as manage aspects of your life.

Great news! You have a special opportunity to enroll in the following health and welfare benefits (by meeting a few eligibility requirements). **To take advantage of this opportunity, you must enroll within 30 days from the receipt of this letter.**

- Hospital Indemnity Insurance
- Critical Illness Insurance¹
- Accident Insurance
- Group Legal Services Plan

(If you do not enroll in the above voluntary benefits during your new-hire eligibility period within 30 days, your next opportunity will be during the annual open enrollment period.)

- Short Term Disability Insurance¹ *(if you enroll after the new-hire eligibility period has ended, your coverage options will be limited.)*
- Group Universal Life (GUL) Insurance *(if you enroll after the new-hire eligibility period has ended, you will be subject to full medical underwriting)*

You can enroll in/apply for the following products anytime:

- Voluntary Accidental Death & Dismemberment (AD&D) Insurance
- Auto and Home Insurance
- Veterinary Pet Insurance®
- Identity Theft Protection

You can find more information about these benefits in the Benefits Resource Center on My TotalSource under the **Myself** Tab. Just select **TotalChoice™** Voluntary Benefits from the menu.

All of these benefits are designed to help you save time and money by giving you access to quality coverage and services at prices you can afford. The enclosed brochure provides more details about all of your voluntary benefits and how to enroll or apply. Take advantage of these benefits offered to you as a worksite employee of ADP TotalSource.

Here are just a few more reasons to take advantage of these offers:

- The money-saving advantage of group rates²
- Worry-free payroll deduction
- The confidence of high-quality, reputable programs and services
- A comprehensive website where you can get all the information you need at any time
- A dedicated customer service center to answer any questions or to assist you with your enrollment
- The freedom of portable coverage options³

Consider this special enrollment opportunity now as some products will have limited coverage options available after your new-hire eligibility period has ended.

To learn more about these benefits and enroll, visit MyTotalSource.com, or call (800) 557-1038, 8:00 a.m. to 8:00 p.m., Eastern Time, Monday through Friday.

Sincerely,

Mercer Health & Benefits Administration LLC,
Program Administrator

¹Pre-existing conditions clause does apply.

²May not apply to all benefits.

³Auto and homeowners coverage is portable upon your disassociation with ADP TotalSource, depending on applicable law, your continued qualification under applicable underwriting guidelines, and local availability, should you also move to a new state alongside your disassociation.

Prepared for ADP TotalSource®

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