



A more human resource.™

ADP TotalSource
10200 Sunset Drive
Miami, FL 33173

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Every great partnership starts with a plan – and that is exactly what ADP TotalSource® provides to you as you create your 2017-2018 benefits program and begin the journey through the Open Enrollment process.

We'll help you understand your benefit options and will walk you through a proven process to identify your business needs and employee expectations to develop the right benefits program for your business. It's that simple.

Your employees will also need to take action to choose the benefits options that best satisfies their lifestyle. ADP® makes all of this easy with our Benefits Enrollment Wizard on My TotalSource®.

See below for what you and your employees can expect over the next several months:

- **February:**
 - Display the enclosed poster announcing Open Enrollment is coming in a high-traffic area where employees are most likely to see it. This poster informs your employees of key dates and steps they need to take.
 - Encourage your employees to confirm their email addresses on My TotalSource at mytotalsource.com and sign up for paperless enrollment. It's the easiest way to go through Open Enrollment.
 - Your employees can review benefits information by visiting MyLife@MyTotalSource.
 - Participate in a Benefits Consultation discussion with your HR Business Partner to help you build a benefits plan that meets the needs of your business and employees.
- **March - April:** Your employees will receive personalized benefits videos throughout the benefits enrollment window driving them to enroll in their benefits on My TotalSource.
- **April - May:** Remind your worksite employees to confirm the benefits shown on their confirmation statements.
- **June:** Your employees' 2017-2018 benefits Plan Year begins on June 1.

We look forward to building a 2017–2018 benefits strategy that helps ensure your organization's readiness for the coming year.

If you have any questions, please reach out to your Human Resources Business Partner.

Sincerely,
ADP TotalSource