



Dear NBER Staff,

We are excited to announce the start of Open Enrollment on the ADP HR/B web site. We hope you find this new way of participating in Open Enrollment faster and more convenient. This letter explains what you need to do in order to complete your enrollments. The Open Enrollment period will last approximately one month, starting November 15, 2013 and ending December 15, 2013. All changes to your benefits must be completed by December 15, 2013.

1. Log on to the self service web site at:

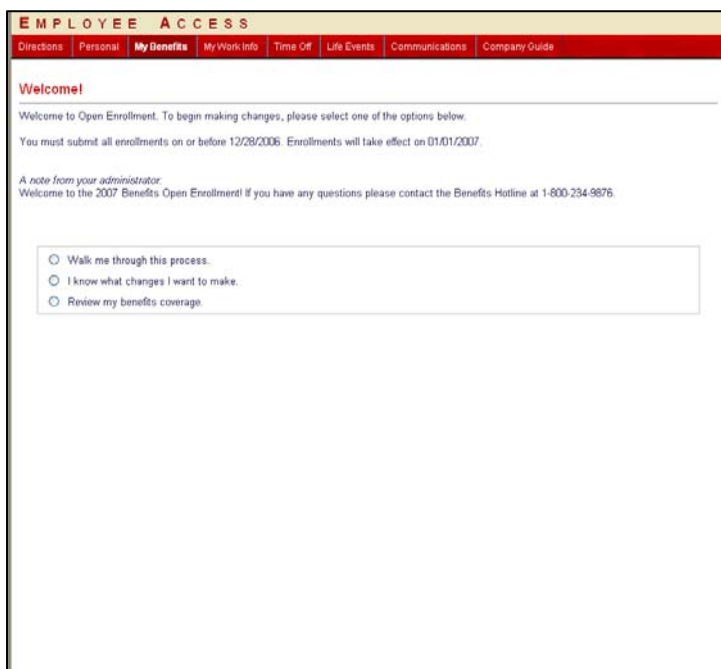
<https://portal.adp.com/public/index.htm>.

2. Complete the following fields on the Login page.

- Login/User Name
- Company Identifier (nber.org)
- Password

3. Click Login.

**Result:** The screen displays as illustrated below.





4. A wizard-based Enrollment Tool begins the Enrollment process. The following three benefit enrollment options are available:

- Walk me through this process
- I know the changes I want to make
- Review my benefits coverage

5. The Enrollment Wizard will walk you through the changes you need to make if you select “Walk me through this process.” If this is the first time you’ve enrolled in benefits using the ADP HR/B site, we recommend that you select the “Walk me through this process” option.

**Note:** When you enroll in a new benefit plan you will automatically end your enrollment in your current benefit. You do not need to terminate your current benefit plan. **The new benefit will take effect on January 1, 2014.**

*For example if you are currently enrolled in PPO Option 1 and select PPO Option 2 under New Elections, PPO Option 1 will automatically be removed from your list of enrollments. Therefore, it is not necessary to Opt Out of PPO Option 1.*




- You can check your progress while you make changes or stop in the middle to return later and the system will remember where you left off.

EMPLOYEE ACCESS							
Directions	Personal	My Benefits	My Work Info	Time Off	Life Events	Communications	Compan
<b>My Progress</b>							
Select which benefits you would like to change, then click <b>Go to Selected</b> at the bottom of the page to launch the enrollment process.							
Coverage as of 01/31/2007							
<b>All</b>							
<input type="checkbox"/>							<b>You Pay</b>
<input type="checkbox"/>	<b>Medical</b>						
	Aetna, Inc.: Aetna Healthcare Coverage: Yourself and Your Family. Family members covered: William Breslauer, Breslauer Don. PCP for Yourself: PCP for William Breslauer: PCP for Breslauer Don:						\$23.08
<input checked="" type="checkbox"/>	<b>Dental</b>						
	UHUMProvident: Dental - High Deductible Coverage: Yourself and Your Family. Family members covered: Breslauer Don, William Breslauer.						\$5.08
<input checked="" type="checkbox"/>	<b>Vision</b>						
	No Vision coverage.						
<input checked="" type="checkbox"/>	<b>Life</b>						
	Guardian Life: Voluntary Life Coverage: \$500,000.00. Beneficiaries: none						\$0.00

EMPLOYEE ACCESS							
Directions	Personal	My Benefits	My Work Info	Time Off	Life Events	Communications	Compan
<b>Come back later.</b>							
Your progress has been recorded, but your changes will not be final until submitted to your administrator.							
You may return at a later time to complete your enrollments, but you must submit all enrollments on or before 01/10/2007.							



7. When your changes are complete, the following screen displays. Click **View/Print Summary of Changes** for a print out of your changes. You can log out of self service by clicking the log out button on the top navigation bar.

EMPLOYEE ACCESS							
Directions	Personal	<b>My Benefits</b>	My Work Info	Time Off	Life Events	Communications	Com
<b>Changes Submitted Successfully!</b>							
Congratulations! You have completed the New Hire process.							
							<b>View/Print Summary of Changes</b> 
A summary of changes you made this session.							
<b>Begin Open Enrollment</b>							Go >>
Now that you have completed the New Hire process you may begin Open Enrollment.							

**Note:** If you have any questions or problems enrolling in your benefits using the ADP HR/B site or if you've made an enrollment error, please contact Diane Birnbaum at [birnbaum@nber.org](mailto:birnbaum@nber.org), or 617.588.1484. Once you've completed your open enrollment, changes can only be made by your administrator.