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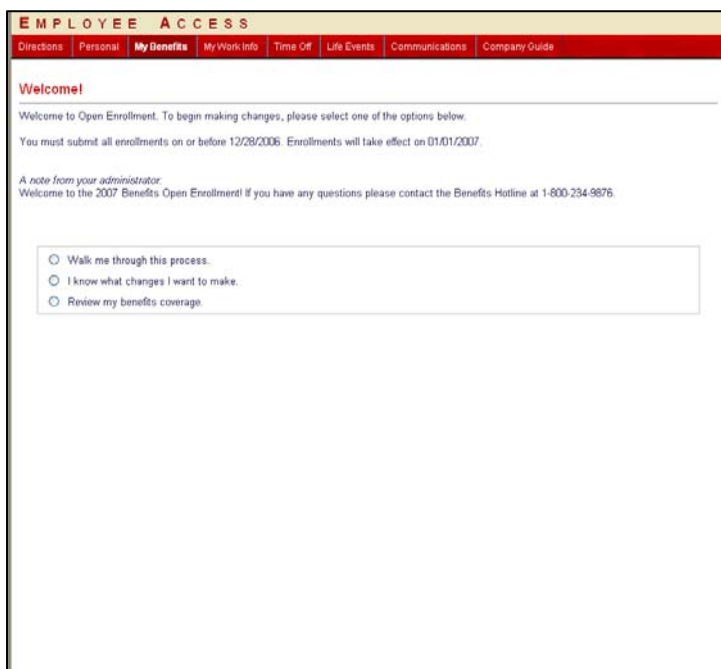
1. Log on to the self service web site at:

   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 <u>automatically end</u> 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.

6. 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.

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.

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, or 617.588.1484. Once
you've completed your open enrollment, changes can only be made by your
administrator.