

Making Benefit Elections as a New Hire

You may enroll using our online Employee Self Service (ESS) site, at <http://portal.adp.com>

1. Click 'First Time Users Register Here'.
2. On the Welcome page, click the 'Register Now' link on the right hand side of the page
3. Enter your employer provided Registration Pass Code: crunv-hr Click '**Next**'.
4. In order to Verify Your Identity, you will need to enter the following information:
 - First Name*
 - Last Name*
 - SSN—last 4 digits
 - Birth Month and Day

*Note: It is important that your name be entered exactly as it appears on your pay statement.

5. Click **Next**. If information does not match the data in the system, you may be sent to a second verification page. If this occurs, do not complete the fields on this page. Please use your Browser "Back" button and re-enter your information in the correct format.
6. **Enter Your Contact Information**. Please enter your email address and phone number (phone # is optional). The email is used for notification and you can update this email address as needed. Click **Next**.
7. **Enter Your Security Information** by creating some unique questions and answers that may be used to verify your identity if you forget your password, so choose information you can remember. Click **Next**.
8. Your User ID will be displayed and you will be asked to **Create Your Password**. Your password must be at least 8 characters in length and contain at least one letter and either one number or special character—for example: Lunch@12. Keep in mind, your password is case sensitive. Once you create your unique password, click **Submit**.
9. Please make note of your user ID and password and store them in a safe place.

Once you have successfully completed your registration, you will see a confirmation page stating "**Thank you for registering!**" You can now log on to, and start using the Benefits Online Website. An email containing your user ID will be sent to the address you provided.

Making Benefit Elections during Annual Enrollment

- Go to <http://portal.adp.com> Click 'User Logon' and enter your User ID and password.
- Next, click on the Benefit Enrollment tab.
- Click on **Annual Enrollment** to make your benefit elections for the 2011 year
- Select your Plan Option, coverage level, and dependents you wish to cover and click **Done**.
- After confirming your elections and selecting **OK**, you will be taken back to the **Summary** page. From here you can select the next benefit area you'd like to adjust and follow this pattern in each Benefit Enrollment area.

Confirming Your Elections

- Review your elections on the **Summary** screen
- To save your elections, click **Confirm Elections**.
- To complete your benefit enrollment, click **I Agree** on the Certification Statement.
- Upon submitting your elections, you will receive an online confirmation number. Please make note of this number for future reference.

Updating Dependent Information

- From the **Summary** page, click on **Dependents** in the left hand navigation panel.
- This will take you to the **Manage Dependents** screen to add, remove, or update your dependent information.
*Note: You must have the date of birth, and if available a Social Security Number (SSN) for new dependents.
- When you're finished, click **Submit**.

If you have questions or problems accessing the Benefits Enrollment portal, please call the Solution Center at 866.903.8216, Monday through Friday, 8:00am to 6:00pm, CST