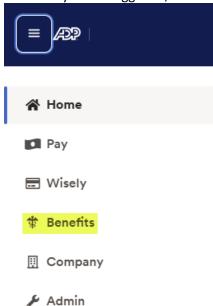
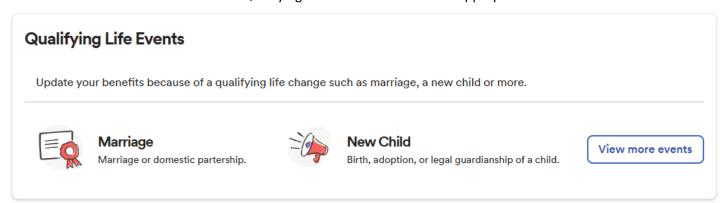
Completing a Life Event in MyADP

Certain events will occur during the year that qualify for a Life Event. These events will allow you to make changes to your elections outside of the standard annual enrollment period. These changes must be entered within 60 days of the qualifying event.

- Using a Chrome browser, log into MyADP at https://my.adp.com/
- Once you are logged in, Choose "Benefits" from the menu on the left side of the screen.



• Choose "View More Events" under Qualifying Life Events to choose the appropriate life event.



Choose the appropriate reason for the life event by selecting the drop down beside the description. X **Qualifying Life Events Select Your Life Event** Depending on the event, you might need to upload important documents. Marriage Marriage or Add Domestic Partner New Child Birth of Child, Adoption or Establish Legal Guardianship Divorce or Domestic Partner Dissolution Loss of Coverage Employee Loses Other Coverage, Spouse Loses Other Coverage, Dependent Loses Other Coverage or Loss of CHIPRA Coverage **Employee Loses Other Coverage** Select You now have the opportunity to update your benefits due to your loss of other coverage. Spouse Loses Other Coverage Select You now have the opportunity to update your benefits due to your spouse's loss of other coverage. Dependent Loses Other Coverage Select You now have the opportunity to update your benefits due to your dependent's loss of other coverage.

A few Life Event examples are:

You now have the opportunity to update your benefits due to your loss of CHIPRA coverage.

Loss of CHIPRA Coverage

Reason	Example
Dependent Gains Other Coverage	Dependent can receive Medicaid coverage
Dependent Loses Eligibility	Dependent is age 26 and is no longer a full-time student
Dependent Loses Other Coverage	Dependent lost healthcare coverage from spouse's employer and is eligible to receive coverage through Kimball International
Employee Gains Other Coverage	Employee can gain healthcare coverage from Medicare
Employee Loses Other Coverage	Employee was on Spouse's healthcare and unable to stay on spouse's plan
Establish Legal Guardianship	Employee gains guardianship of dependent through legal proceedings
HSA Election (in the Other section)	Employee wants to decrease/increase the amount contributing to their Health Savings Account (HSA)
Spouse Gains Other Coverage	Spouse can gain coverage from their employer
Spouse Loses Other Coverage	Spouse loses coverage from recent employer

Select

- Enter the exact date of the life event (events cannot be future dated unless switching to a Marketplace plan).
- You will receive a welcome screen to get started on your life event.

Welcome

Hi, let's get started

Manage Dependents

Enroll in Benefits

Managing benefits can be hard, especially when you're experiencing a significant change in your life, but we'll help you through it.

During this enrollment period, you can do the following:



Manage Dependents

Add or change dependents such as your spouse and children. After you add them, you'll enroll them in benefits on a different step.



Manage Beneficiaries

Update your beneficiaries and their percentages. These are the people or organization you want to receive a financial benefit after you die.



Review your Benefits

Make sure everyone you need to have benefits is covered.

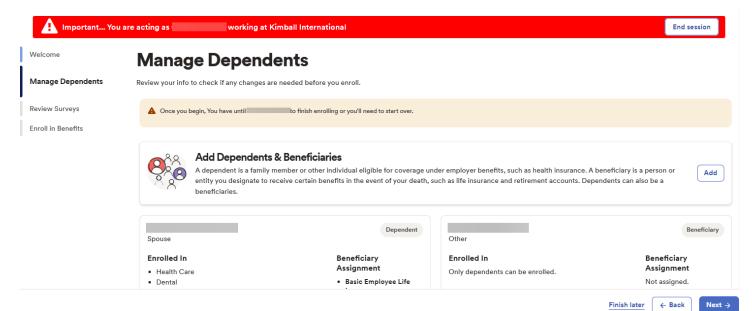


Remember to submit your enrollment on time

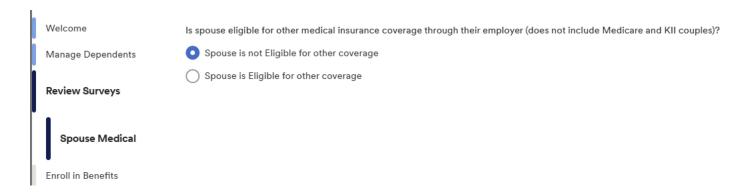
Your enrollment can only take effect after you confirm and submit.

• A life event gives you the opportunity to add, review and edit dependents and beneficiaries. If you do not need to make any changes, choose **Next**.

Spouse Gains Other Coverage



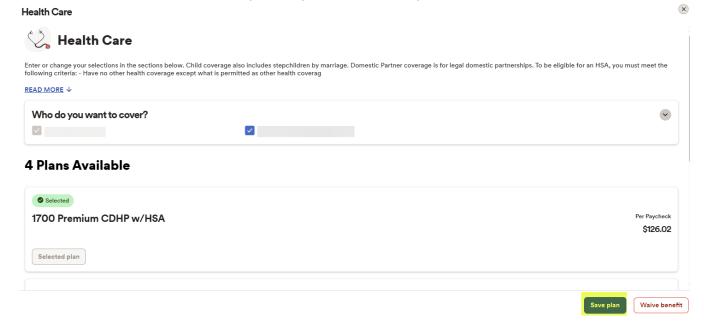
Enrollment changes will begin by asking you the following Survey Question, choose the applicable answer then
choose "Next" at the bottom of the screen.



For any plan you would like to add/remove dependents you will need to click "Change Plan".

Your Elections (8) Your Elections (8) Health Care Effective Date: Mar 13, 2025 Who do you want to cover? Current Election 1700 Premium CDHP w/HSA St26.02 Show price breakdown Covered Individuals (Employee + Spouse)

 Once that plan opens, click the check box by the appropriate name you want to add or remove and click "Save Plan". You cannot switch to a different plan, only add or remove dependents.



- You will have to go through all benefit elections where you would like to add/remove the dependent. After you have completed all changes, click "Confirm Elections"
- If you contribute to a Health Savings Account (HSA), you will need to be aware if you switch to an employee only
 coverage and you have met the employee only maximum contribution, your HSA contributions will cease in the ADP
 system.
- Terms and conditions will pop up. You will need to click "I agree and confirm elections"

Agree and Confirm Elections

I authorize Kimball International to make the necessary adjustments in my pay based on the choices I have made in MyADP. I understand that if I am not actively at work on the effective date, other than because of a leave under the Family and Medical Leave Act, new elections except medical will not be effective until I return to work. If I have declined health care coverage for myself and my eligible dependents, I understand the value of health care coverage, but have voluntarily not selected coverage in a Kimball International sponsored health care plan. If I am declining enrollment in a Kimball International health care plan for myself or my dependents because of other health insurance coverage, I may be able to enroll myself or my dependents in this plan provided I make an election within 60 days after the other coverage ends. In addition, if I have a new dependent due to marriage, declaration of domestic partnership, birth, adoption or placement for adoption, I may be able to enroll myself and my dependents, provided that I request enrollment within 60 days of the event. I understand any elections I have made will remain in effect until I change them during a future annual enrollment or unless I enter a qualified family status change (life event) in MyADP within 60 days of the event. I also understand Kimball International or its vendors may contact me to inform me about wellness or benefit opportunities or health care services that might be available to me or my covered dependents. Under penalties of perjury, I declare that the information that I have furnished, to the best of my knowledge and belief, is true, correct and complete. I further understand that I have an affirmative responsibility to notify Kimball International if any of my information changes or my dependent ceases to be eligible.



• You will know you have completed your life event when you get a green confirmation bar. You can download a PDF of your elections by clicking "Download confirmation"

