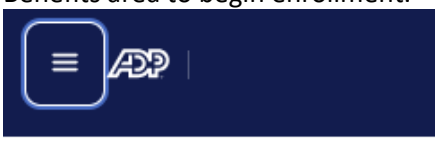
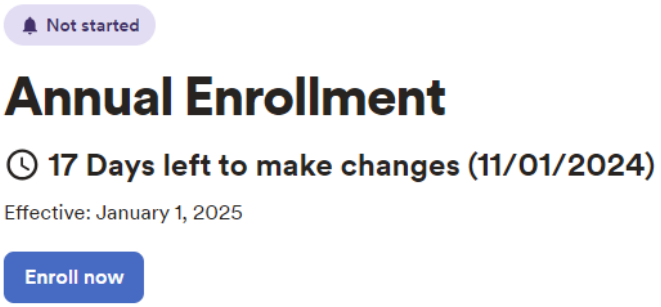
How to Perform Annual Benefits Enrollment via Desktop Computer

1. Log into myADP for Benefits to enroll in your Benefits at https://my.adp.com. From the Dashboard choose the Benefits area to begin enrollment.

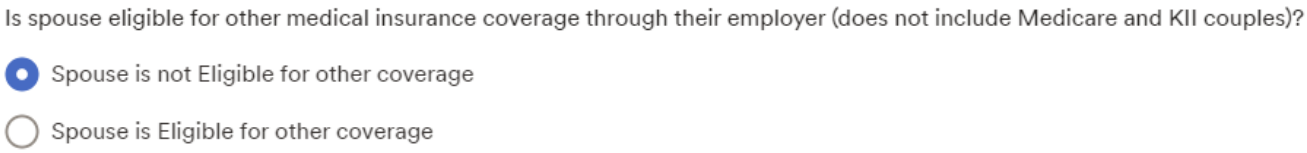


2. From the Benefits area you will see an opportunity to enroll and the number of days remaining to enroll.



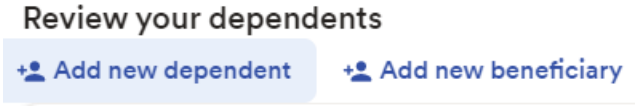
Choose "**Enroll Now**".

3. The enrollment will begin by asking you the following Survey Question:



4. Choose the applicable answer, then choose **Next** at the bottom of the screen.

5. On the "Review Your Dependents" screen you have the ability to add new dependents and beneficiaries or edit existing ones. When editing choose the Edit link within each beneficiary or dependent.
Choose **Add New Dependent** to add dependents and **Add New Beneficiary** to add any beneficiaries for Life and AD&D. **You need to add your dependents here to add them to your benefits.**



6. You will be prompted to enter the information or copy information from an existing beneficiary/dependent.

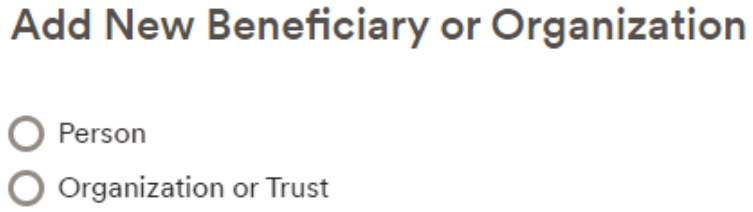
7. If entering the information when adding a new dependent, populate all fields to add them. Along with name, enter the following (required ones are shown with an *).
    a. Address
    b. Relationship: Spouse, Domestic Partner, Child or Child of Domestic Partner (Domestic Partner requires proof of Domestic Partnership).
    c. Gender
    d. Date of Birth

e. Social Security Number
f. Status: Full time student or disabled (if pertinent)

Choose **Save** when complete.

8. You can add another dependent or review your dependents.

9. When you are back to Beneficiaries and Dependents you can add a beneficiary. You can choose a person, organization or trust as the beneficiary. Choose **NEXT**.



10. You will add information on the following fields:
Name
Address
Phone
E-mail
Relationship: Domestic Partner, Parent, Child, Child of Qualified Domestic Partner, Other
Date of Birth

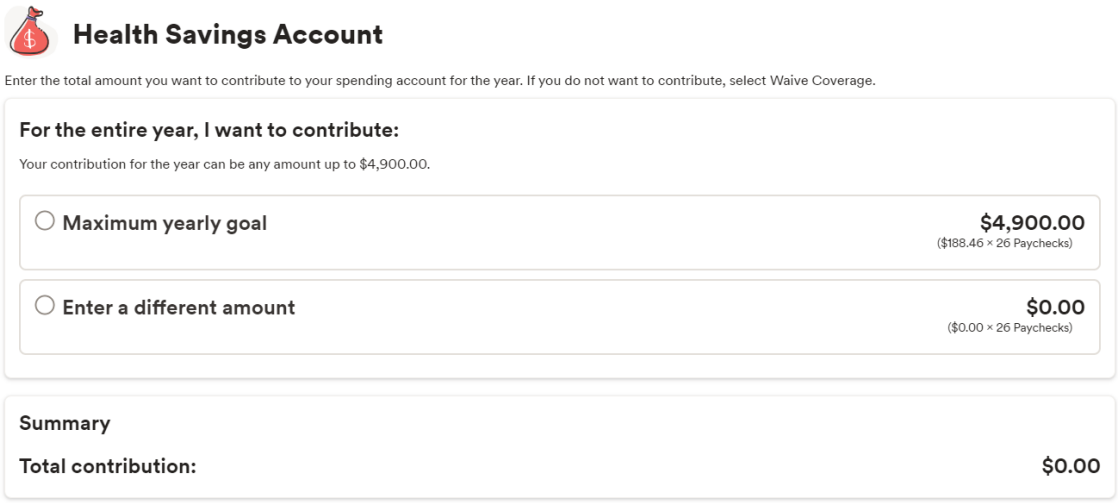
11. If you need to delete a dependent, please contact the MCR Service Center and they will be able to delete your dependent. You will not be able to delete them.

12. Choose **Save** when complete. You will see a message that states your information was added successfully. On the Dependents and Beneficiaries screen choose **Next** to go to the main enrollment screen.

13. The Benefit election screen displays the benefits you currently have elected. As a reminder, you can also go back and edit your survey answers by choosing "**Survey Questions**" in the Benefit election screen. Benefit changes can be made to the respective plan along with Beneficiary Designations if it relates to the event. Please note the enrollment cannot be completed unless you act on all benefit options that need attention, which will be designated as "**Needs Attention**" similar to the following:

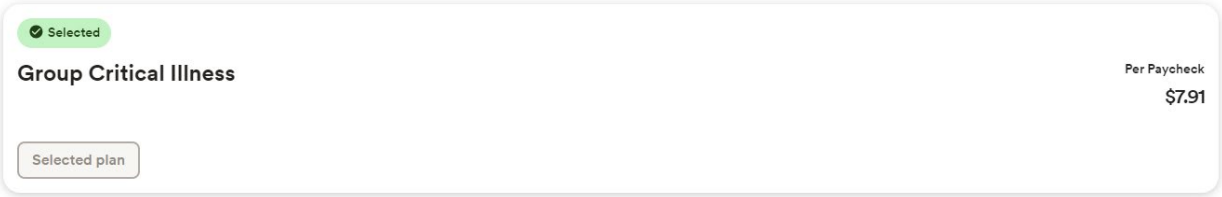
14. Under Health Care, select which medical plan and dependents you want on your plan. Choose **Select Plan** for your medical plan option. If you do not wish to elect any medical plan, choose **Waive Benefit**. If you answered the question your spouse is eligible for other coverage in the survey questions you will not be able to add them to a medical plan. You can edit your survey answers on the main enrollment screen.
You can save and continue to the next benefit election option by choosing **Continue to Health Savings Account** or return to the main window by choosing **Save and return to all benefits**.

15. If you elect a plan that includes HSA (Health Savings Account), you can set your annual goal amount for the year. The minimum amount you can set is $52. The maximum is defined annually by the IRS and is configured in the system to not go above the maximum. Choose **Select** after designating an amount or **Waive this benefit** to decline contributing to a HSA.



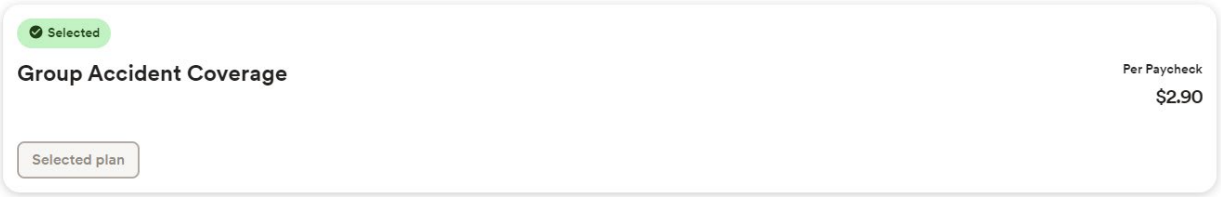
You can save and continue to the next benefit election option by choosing **Continue to Critical Illness** or return to the main window by choosing **Save and return to all benefits**.

16. For Critical Illness, you can elect to take this coverage. Choose **Select** to choose this benefit or **Waive benefit** to decline. **You must take Employee Group Critical illness if you plan to take Critical Illness for your spouse or dependents.** If you select Critical Illness you will see something similar to the following:

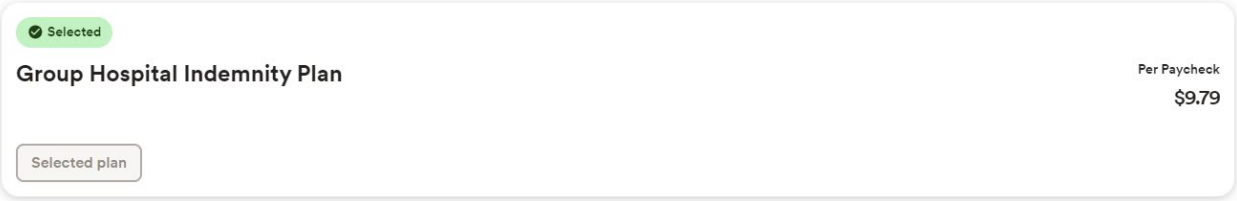


Choose **Continue to Group Accident Plan** or **Save and return to all benefits**.

17. For Group Accident, choose the plan and dependents you want on your plan. Choose **Select** under your plan option. If you do not wish to elect this plan, choose **Waive benefit** at the bottom of the screen.
Save and continue to the next benefit election option by choosing **Continue to Group Hospital Indemnity Plan** or return to the main window by choosing **Save and return to all benefits**.

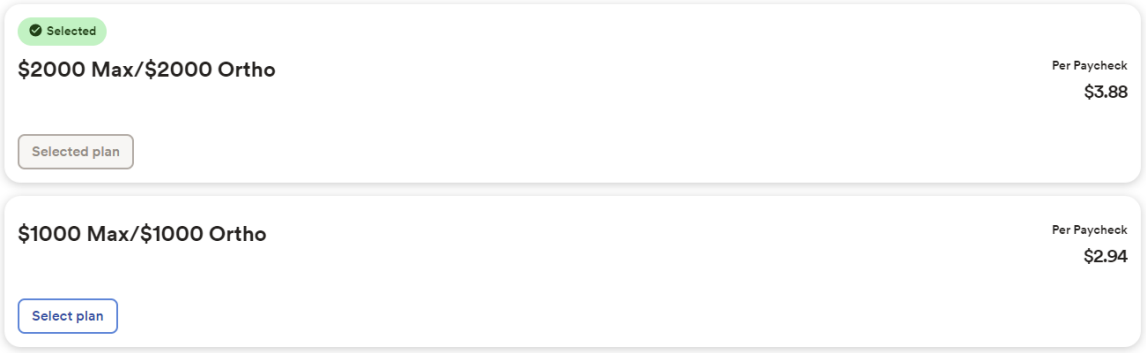


18. Under Group Hospital Indemnity, choose the plan and dependents you want on your plan. Choose **Select** under your plan option. If you do not wish to elect this plan, choose **Waive this benefit** at the bottom of the screen. Save and continue to the next benefit election option by choosing **Continue to Dental** or return to the main window by choosing **Save and return to all benefits**.



19. For Dental, choose the plan and dependents you want on your plan. Choose **Select** under your plan option. If you do not wish to elect a plan, choose **Waive benefit** at the bottom of the screen.

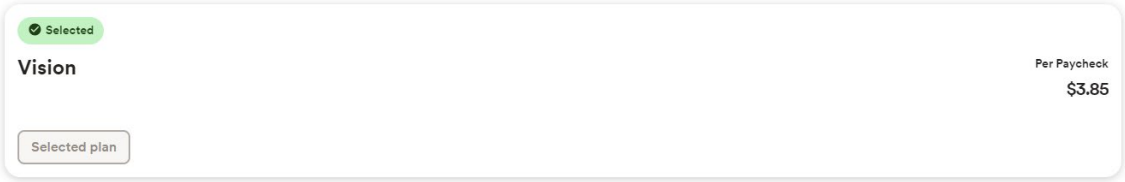
2 Plans Available



Save and continue to the next benefit election option by choosing **Continue to Vision** or return to the main window by choosing **Save and return to all benefits**.

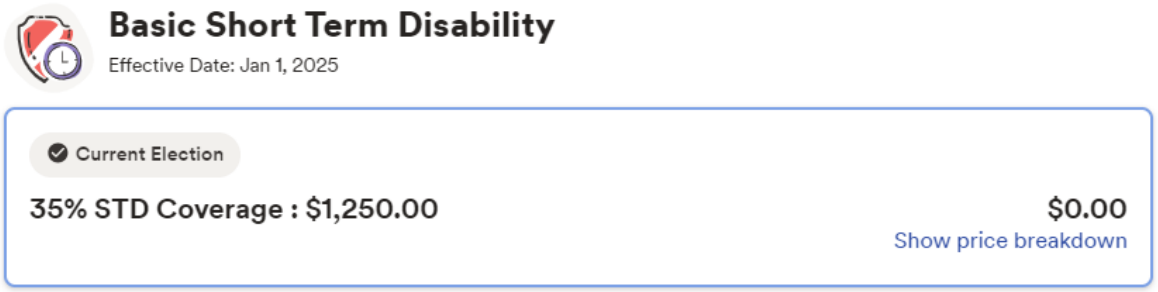
20. For Vision, choose the plan and dependents you want on your plan. Choose **Select** under your plan option. If you do not wish to elect a plan, choose **Waive benefit** at the bottom of the screen.

1 Plans Available



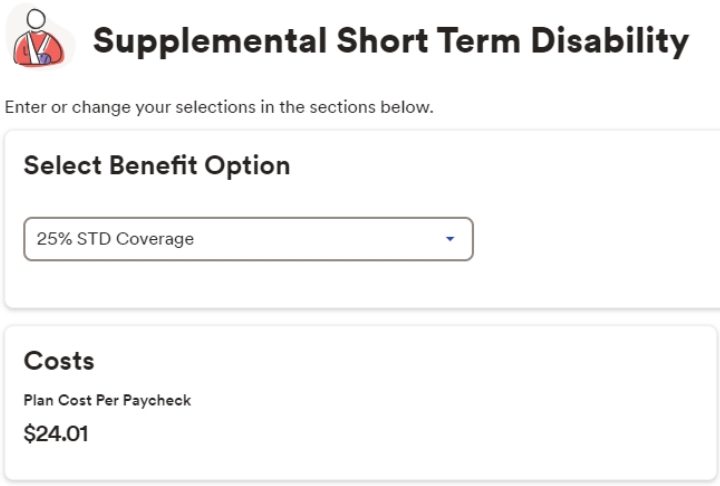
Save and continue to the next benefit election option by choosing **Continue to Basic Short Term Disability** or return to the main window by choosing **Save and return to all benefits**.

21. For Basic Short Term disability, you do not need to decline coverage as this is a benefit provided by Kimball International.



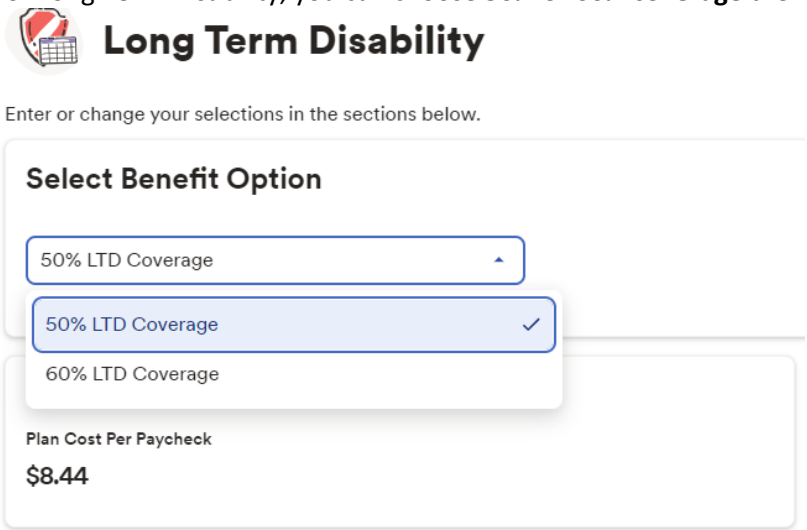
Save and continue to the next benefit election option by choosing **Continue to Supplemental Short Term Disability** or return to the main window by choosing **Save and return to all benefits**.

22. For Supplemental Short Term Disability, choose **25% additional option then Select** or **Waive this benefit** to decline additional Short Term Disability coverage.



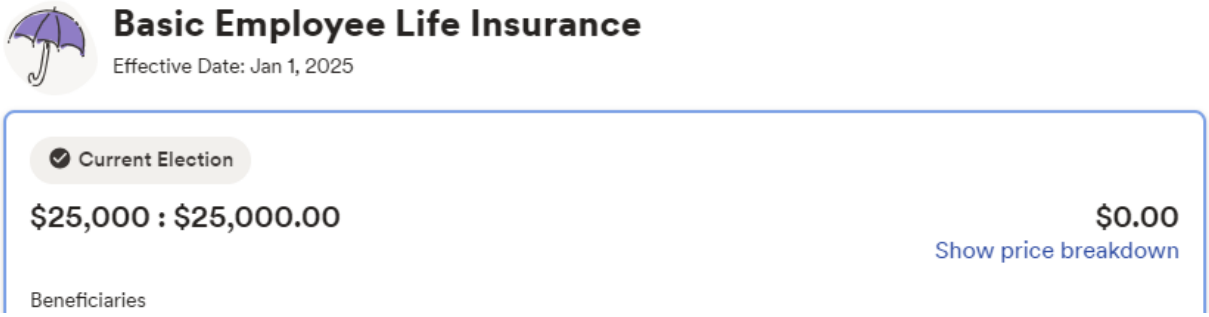
Save and continue to the next benefit election option by choosing **Continue to Long Term Disability** or return to the main window by choosing **Save and return to all benefits**.

23. For Long Term Disability, you can choose **50% or 60% coverage** then **Select**, or choose **Waive this benefit**.



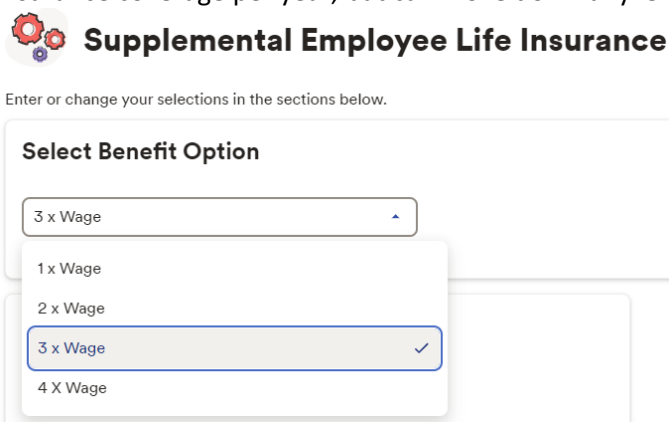
Save and continue to the next benefit election option by choosing **Continue to Basic Employee Life Insurance** or return to the main window by choosing **Save and return to all benefits**.

24. For Basic Employee Life Insurance, you do not need to decline coverage as this is a benefit provided by Kimball International. Designate the percentage to your beneficiaries (added at the beginning of enrollment). The total must equal 100%. **Primary** beneficiaries are mandatory but **Secondary** beneficiaries are optional. You can also add additional beneficiaries if you did not add them at the beginning of enrollment.



Save and continue to the next benefit election option by choosing **Continue to Supplemental Employee Life Insurance** or return to the main window by choosing **Save and return to all benefits**.

25. For Supplemental Employee Life Insurance, choose the coverage by wage levels. Designate the percentage to your beneficiaries (added at the beginning of enrollment). The total must equal 100%. **Primary** beneficiaries are mandatory but **Secondary** beneficiaries are optional. You can also add additional beneficiaries at the bottom of the page if you did not add them at the beginning of enrollment. You can only move up one level of life insurance coverage per year, but can move down any level.

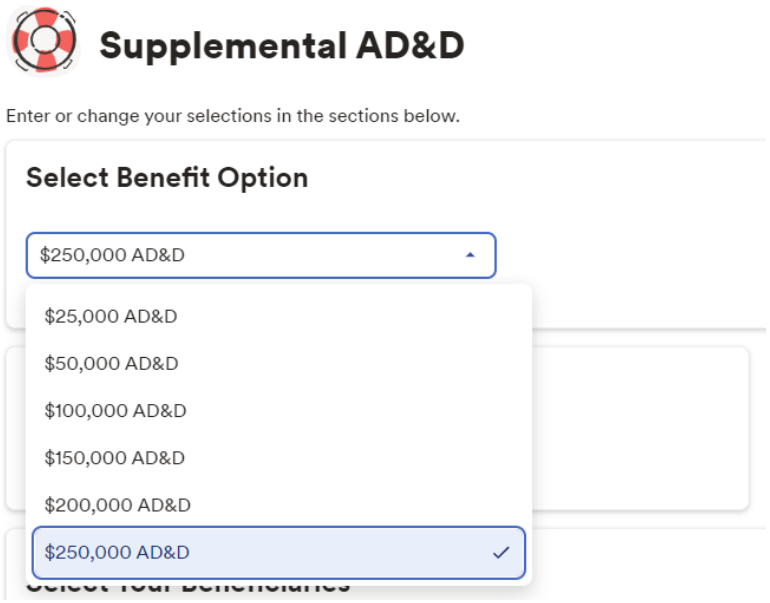


You can save and continue to the next benefit election option by choosing **Continue to Basic AD&D** or return to the main window by choosing **Save and return to all benefits**.

26. For Basic AD&D you do not need to decline coverage as this is a benefit provided by Kimball International. Designate the percentage to your beneficiaries (added at the beginning of enrollment). The total must equal 100%. **Primary** beneficiaries are mandatory but **Secondary** beneficiaries are optional. You can also add additional beneficiaries if you did not add them at the beginning of enrollment.

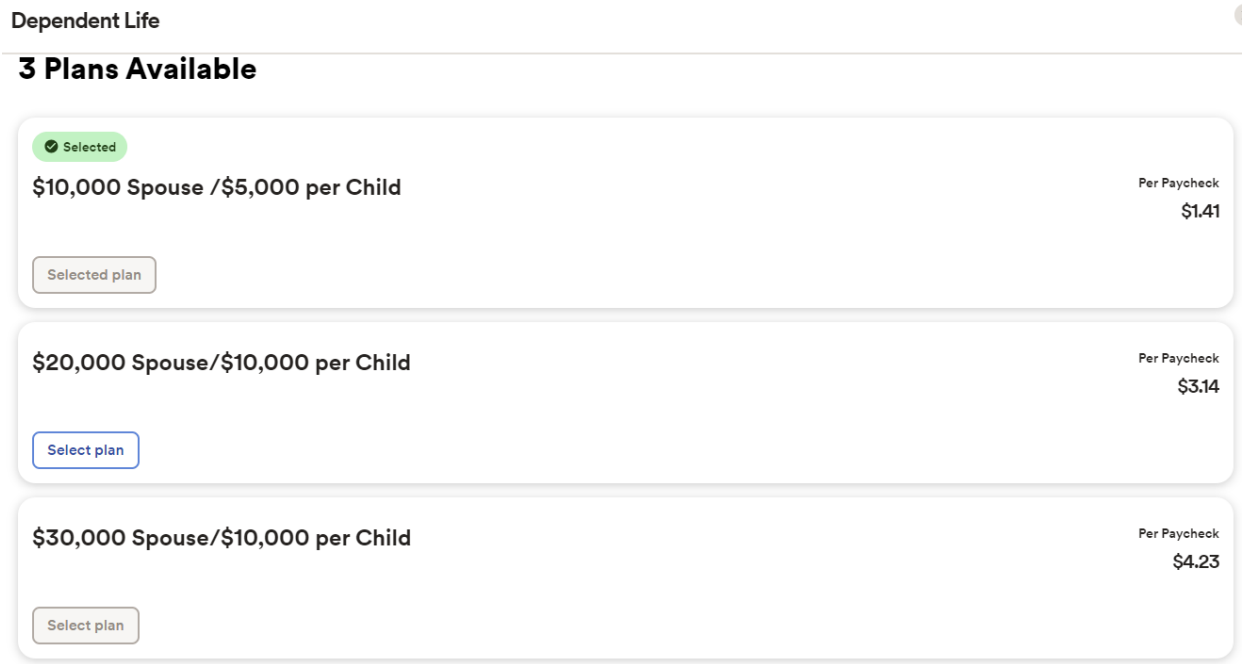
Save and continue to the next benefit election option by choosing **Continue to Supplemental AD&D** or return to the main window by choosing **Save and return to all benefits**.

27. For Supplemental AD&D, choose your benefit option. Designate the percentage to your beneficiaries (added at the beginning of enrollment). The total must equal 100%. **Primary** beneficiaries are mandatory but **Secondary** beneficiaries are optional. You can also add additional beneficiaries if you did not add them at the beginning of enrollment. You can only move up one level during enrollment.



Save and continue to the next benefit election option by choosing **Continue to Dependent Life** or return to the main window by choosing **Save and return to all benefits**.

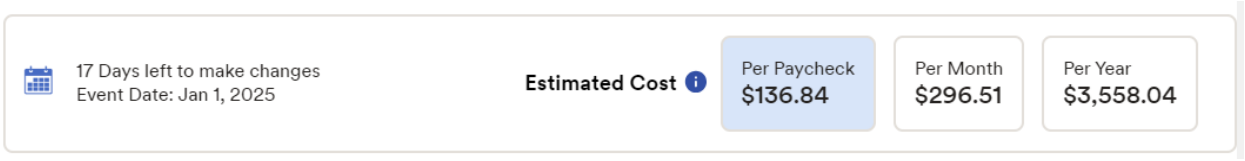
28. For Dependent Life, You must select at least one dependent. You can only move up one level during enrollment and down any level. You must have at least $30,000 of Supplemental Life insurance on yourself to choose the $30,000/$10,000 option.



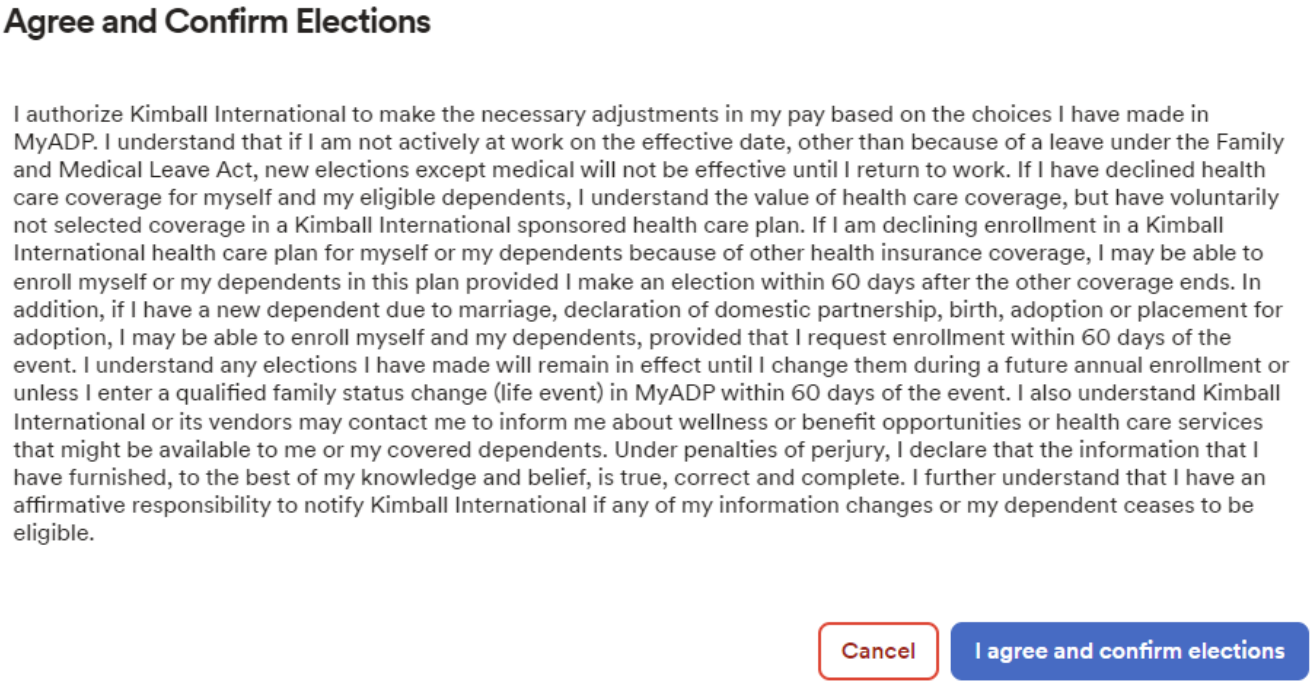
A confirmation window will pop up asking you to confirm your choice. You are the beneficiary of Dependent Life coverage. You can save and return to the main window by choosing **Save and return to all benefits**.

On the main enrollment page you can review your elections to ensure you have what you elected. If a section requires action you will them listed in “Needs Attention” at the top of the screen.

If you are satisfied with your elections, choose **Confirm Elections**. You can also **Save & Finish Later**. You will not be able to confirm your elections until all required benefit elections are completed.



29. Choose **Next: Confirm Elections**.



30. The enrollment will process and provide you with a confirmation number stating you have completed your enrollment. You can download your confirmation to print or save or exit and return to the main Benefit screen. It is HIGHLY recommended to review your confirmation statement to ensure you have elected what you planned to elect.