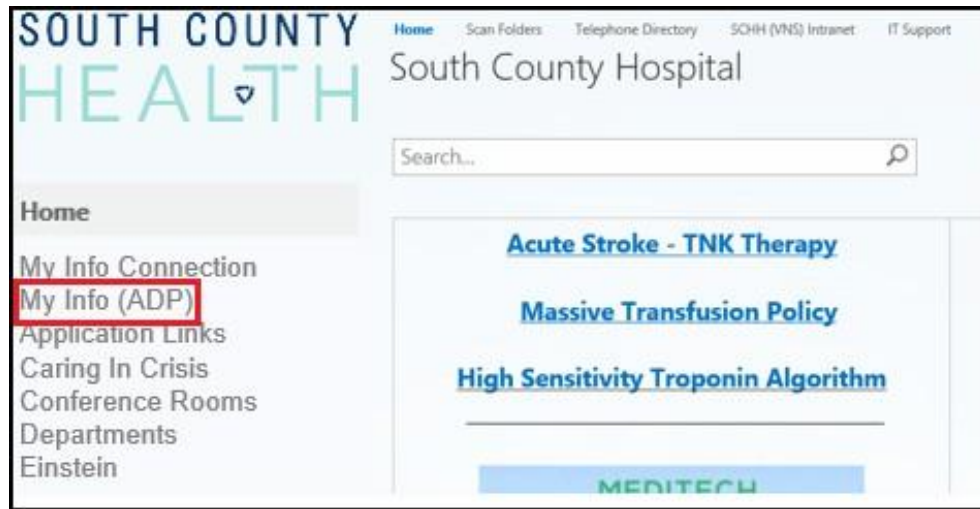




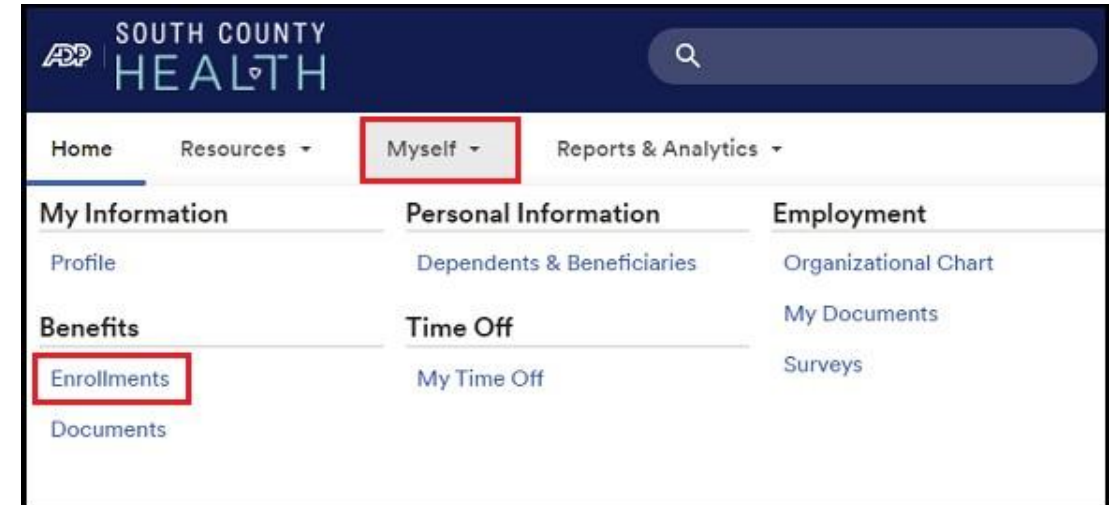
Employee Open Enrollment Guide

Open Enrollment Getting Started

- Login to My Info (ADP) from the Intranet Home Page



- Click on “Myself” and select “Enrollments”
- Click “Start Enrollment” on the 2026 Open Enrollment Event



2026 Open Enrollment

31 days left to make changes (11/30/2025)

[Reset event](#)



Welcome to Open Enrollment

Please review the Open Enrollment Welcome Letter as there is important information regarding your benefits.

Click “Next” to move to the next step.

Dear Patrick,

It's that time of year again. **Annual open enrollment for 2026 employee benefits is November 3 - 30, 2025.**

During this annual open enrollment period, you select your 2026 benefits which will become effective January 1, 2026. Payroll deductions for 2025 benefits will be reflected on your January 2, 2026 paycheck.

During the annual open enrollment process, you may:

- Add, drop or switch benefit plans
- Add or drop dependents - if you are adding dependents for the first time, you must also upload supporting documentation (i.e., marriage license, birth certificates)
- Contribute to the Flexible Spending Accounts (FSAs) - health care, dependent care or both. You must make new elections each year to participate - elections do not carry over from year-to-year.
- Enroll in or change your contributions to the Health Savings Account (HSA) if you are enrolled in the BlueSolutions HDHP - you can also change your HSA contributions anytime during the year.
- Add/update Beneficiary assignments for life insurance

Learn more about your 2026 benefit options and costs in the Virtual Benefits Fair. Carefully review your elections prior to submitting. You may review and change your elections anytime on or before November 30, 2025. After the enrollment period ends at midnight on November 30th, your 2026 benefits are final until the next enrollment period or until you have a qualifying life event.

Contact the HR/Benefits department with questions: 401-788-3800

[Virtual Benefits Fair](#)

[Working Spouse Affidavit](#)

[Finish later](#)

[Next →](#)



View / Update Dependents and Beneficiaries

- Click “Add dependent or beneficiary” to update this information.
- Click “Next”

Manage Dependents and Beneficiaries

Make sure you add everyone you want covered, then you can enroll them on the Enroll in Benefits step.



Add Dependents and Beneficiaries

People eligible for coverage from your benefits and people or organizations who you want to receive your benefits (usually financial) after you die.

Add

Your Details


Self

You

Enrolled In

- Medical
- Miscellaneous
- Dental

[Finish later](#)

[← Back](#)

[Next →](#)



View Selected and Eligible Plans

- View your current selected plans.
- Click “View all plans” to make any changes
- You can view all other Eligible Plans
- Click “View all Plans” to enroll in additional benefits.
- Click “Next”

Enroll in Benefits

Health Insurance

Spending Accounts

Life and Other Supplemental Insurance

Additional Benefits

Update Beneficiary Percentages

Review and Confirm

Health Insurance

Review and edit your benefit options. Make sure you add or remove dependents as needed.

Your Cost Per Paycheck
Benefits changes will start on 01/01/2026

 **Medical**

Blue Cross Blue Shield of Rhode Island: VantageBlue PPO - Medical*, SCH Full Time Current Edit Waive
Effective Date: October 30, 2025

 Enrolled

4 Plans Available

VantageBlue PPO - Medical*, SCH Full Time
Effective: October 30, 2025

Provider	Who is Covered?
Blue Cross Blue Shield of Rhode Island	You

 Waive

BlueSolutions HDHP - Medical*, SCH Full Time
(1 individual selected)

Provider
Blue Cross Blue Shield of Rhode Island

Select plan



Review and Submit

Review your elections and confirm that everything is correct, then click “Submit Enrollment”.

If you are not ready to submit, click “Finish Later”. Your elections will save and you can submit at a later time.

Please be sure to submit before Open Enrollment ends on November 30th.

Review and Confirm

Your Cost Per Paycheck

☒ Benefits changes will start on 01/01/2026

 Your benefit elections will not be effective until you click Submit enrollment.

Your Elections



Medical

Blue Cross Blue Shield of Rhode Island: VantageBlue PPO - Medical*, SCH Full Time

Current

Effective Date: October 30, 2025

Finish later

[← Back](#)

[Submit enrollment](#)



Upload Documents

- Upload and assign a name to any required documents pertaining to benefit eligibility.
- Required documents must be in your ADP record by 11/30/25 for dependent coverage in 2026.
- Required once, as applicable for coverage:
 - Marriage license – name as “**Marriage**”
 - Dependent birth certificates – name as “**BC**”
- Required annually, as applicable for spousal coverage:
 - 2024 tax form verifying that you are still married (black out other financial and personal info) – name as “**Tax**”.
- Working Spouse Affidavit if your spouse does not have access to other medical coverage – name as “**WSA**”. (Access via link on the right of this slide)
- Supporting WSA documentation must be uploaded and assigned the name of “**WSA Support**”. (Required documents are detailed on the link)

