Enrolling For Coverage

Forgot Password? You will have three attempts to reset your password in ADP. If you become locked out, you will need to submit a **Payroll Inquiry Ticket** in AskSyndi.

STEP 1: REGISTER	STEP 2: ENROLL

STEP 1: REGISTER

If you are new to the ADP Benefits Enrollment portal:

1. Visit **https://my.adp.com** on any device using the latest browser.
2. Click **Get Started** and then **I have a registration code**.
3. Enter the registration code **syneos-1234** and click **Go**.
4. Enter your information and click **Confirm**.
   - If the prompt says that your record was found, click **Register Now.**
   - If the prompt says that your record was not found, and it has been seven business days since your hire date, submit an **AskSyndi** ticket → Benefit Inquiry → ADP Benefits Portal.
5. Enter your contact information on the Register for Services page using an email address you check frequently, such as your work email.
6. Copy down your User ID, which will end in **@syneos**.
7. Create a password.
8. Create security questions and answers.
9. If prompted, read the terms and conditions. Then select **I Agree** to proceed.
10. Click **Register**.
11. You will receive email instructions from ADP Security Services; follow the steps given to complete your registration.
12. Click on the **https://my.adp.com** and log in.

STEP 2: ENROLL

Before you begin, make sure you have the legal names, birth dates and Social Security numbers for all dependents you plan on covering, as well as names and contact information for your beneficiaries.

When adding or reviewing dependents, please ensure that the first and last name in the ADP system identically matches their Social Security card.

1. Once logged in at **https://my.adp.com**, select **Benefits** from the left menu bar on your dashboard.
2. Select the appropriate event tile.
   - If you are a new hire, select **New Hire**.
   - If you are a rehire, select **Rehire**.
   - If you are newly eligible for benefits, select **Newly Eligible**.
   - If you are an existing employee participating in Open Enrollment, select **Open Enrollment**.
   - If you experience a qualifying life event, please select the appropriate instructions **here**.
3. Follow the steps to make your elections. Click **Save** to finish later.
4. Click the **Confirm Elections** button when you're ready.
5. Double-check your elections and click **Confirm Enrollment**.
6. Read the disclosure and select **I Agree** to proceed.
7. Once you have finalized your enrollment, you will see a green check mark and your confirmation number. **Download a confirmation statement** for your records and click **Exit & Return to Benefits**.