

ADP Employee Self Service

403(b) contribution change

- 403(b) contribution changes can be made at any time during the year.
You do not need to wait for open enrollment!
- The IRS adjusts contribution limits every year. Check that you do not
over contribute!

ADP Login

ADP Login

- www.workforcenow.adp.com

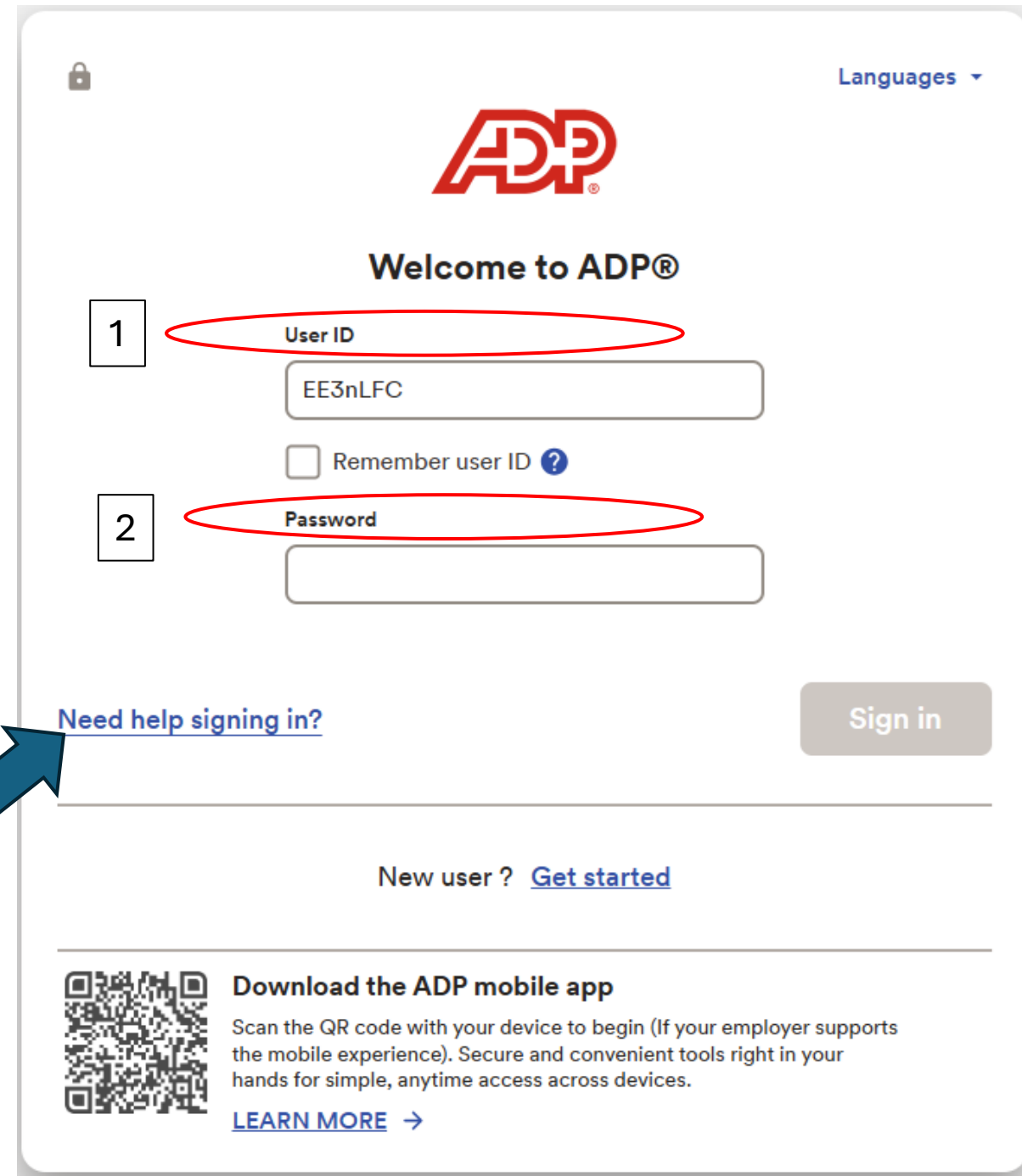
1. Enter your User ID and click the Next button

- Once you click the Next button the Password field will appear

2. Enter your Password and click the Sign In button

- Once you Sign in
 - ADP will send you a verification code
3. Enter the verification code

- If you forget either your User ID or Password, select the link “Need help signing in?”



The screenshot shows the ADP login interface. At the top right is a 'Languages' dropdown. The ADP logo is centered at the top. Below it is the heading 'Welcome to ADP®'. The login form consists of two main sections: 1. 'User ID' field with a red oval around the label and a text box containing 'EE3nLFC'. Below this is a checkbox labeled 'Remember user ID' with a question mark icon. 2. 'Password' field with a red oval around the label and an empty text box. To the right of the password field is a 'Sign in' button. Below the password field is a link 'Need help signing in?'. At the bottom, there is a section for 'New user ?' with a 'Get started' link. At the very bottom, there is a QR code and a section titled 'Download the ADP mobile app' with a description and a 'LEARN MORE' link with a right arrow.

ADP

Welcome to ADP®

1 User ID

EE3nLFC

☐ Remember user ID ?

2 Password

Need help signing in?

Sign in

New user ? [Get started](#)

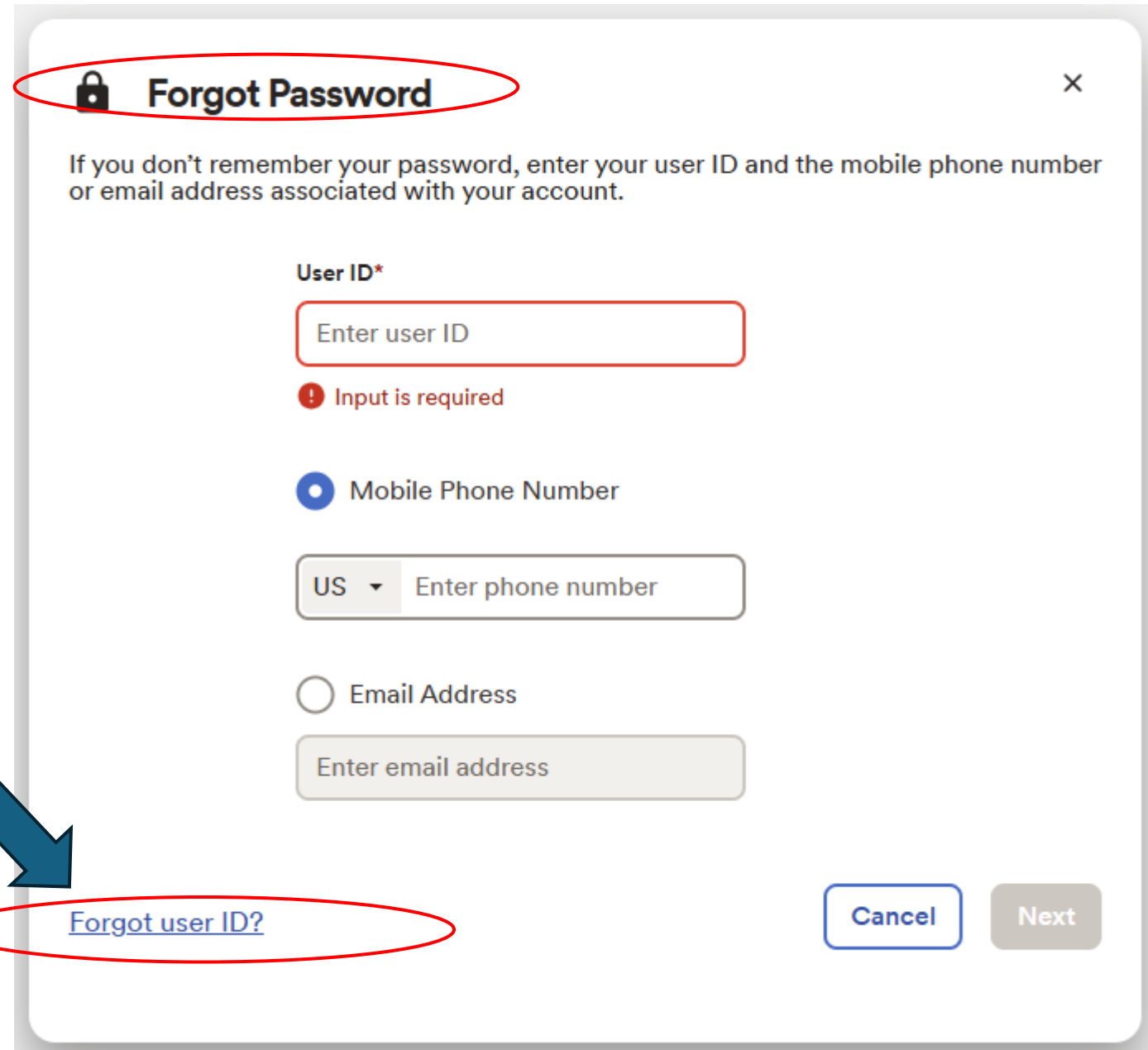
 Download the ADP mobile app

Scan the QR code with your device to begin (If your employer supports the mobile experience). Secure and convenient tools right in your hands for simple, anytime access across devices.

[LEARN MORE](#) →

Need Help Signing In Window

- Once you click on “Need help signing in?”
- A new window will open- follow prompts for Forgot Password or
- Click the link [Forgot user ID?](#) And follow prompts



The screenshot shows a 'Forgot Password' window. The title 'Forgot Password' is circled in red. Below the title, there is a text prompt: 'If you don't remember your password, enter your user ID and the mobile phone number or email address associated with your account.' There are three input options: 'User ID*' (selected with a red border and a red error message 'Input is required'), 'Mobile Phone Number' (selected with a blue radio button), and 'Email Address' (unselected). The 'Mobile Phone Number' input field has a dropdown menu set to 'US' and a placeholder 'Enter phone number'. The 'Email Address' input field has a placeholder 'Enter email address'. At the bottom left, the link '[Forgot user ID?](#)' is circled in red, with a blue arrow pointing to it from the text 'Click the link Forgot user ID? And follow prompts' in the list. At the bottom right, there are 'Cancel' and 'Next' buttons.

Forgot Password

If you don't remember your password, enter your user ID and the mobile phone number or email address associated with your account.

User ID*

Enter user ID

! Input is required

☒ Mobile Phone Number

US Enter phone number

☐ Email Address

Enter email address

[Forgot user ID?](#)

Cancel Next

Need Help Signing In Window

- Once you click on “Forgot User ID?”
- A new window will open- follow prompts for Forgot User ID
- To retrieve your user ID, enter the mobile phone number or email address associated with your account.

 **Forgot User ID** ×

To retrieve your user ID, enter the mobile phone number or email address associated with your account.

☒ **Mobile Phone Number**

US

☐ **Email Address**

[Forgot password?](#) Cancel Next

ADP Home Page Myself Tab

Navigate to Myself > Benefits > Enrollments

The screenshot displays the ADP Workforce Now dashboard. At the top, a dark blue header bar contains the ADP logo, a search bar with the text "Search for anything", and a row of utility icons including "What's New", "Things to Do", "Calendar", "Learn", "Bridge", "Support", "Marketplace", "Chat", and a user profile icon labeled "JB". Below the header, a navigation menu features several tabs: "Home", "Resources", "Myself", "My Team", "People", "Process", "Reports & Analytics", and "Setup". The "Myself" tab is circled in red, and a blue arrow points to it from the left. The main content area is divided into five vertical columns: "My Information", "Employment", "Pay", "Time & Attendance", and "Time Off". The "Time Off" column is expanded, showing a list of options: "My Time Off", "Benefits", "Enrollments", and "Employee Discounts - LifeMart". Both "Benefits" and "Enrollments" are circled in red, and an orange arrow points to the "Enrollments" option from the right. The bottom of the dashboard includes a row of quick links such as "Recruitment", "Quarter End", "Self Service", and "Billing & Invoice", along with a "My Time Off" section and a "Helpful Links" area.

In the Enrollments Window, select the link “Year Round Enrollment”

The screenshot displays the 'Enrollments' window of a web application. The top navigation bar includes a search bar and various icons. The sidebar on the left shows the 'Enrollments' section selected. The main content area is divided into two sections: 'All Benefits' and 'Qualifying Life Events'. The 'All Benefits' section features a 'View benefits' button and a 'Year Round Enrollment' link, which is circled in red. An orange arrow points to the 'Year Round Enrollment' link. The 'Qualifying Life Events' section is partially visible below.

Enrollments

All Benefits
Review previous, current, and future benefits.

[View benefits](#)

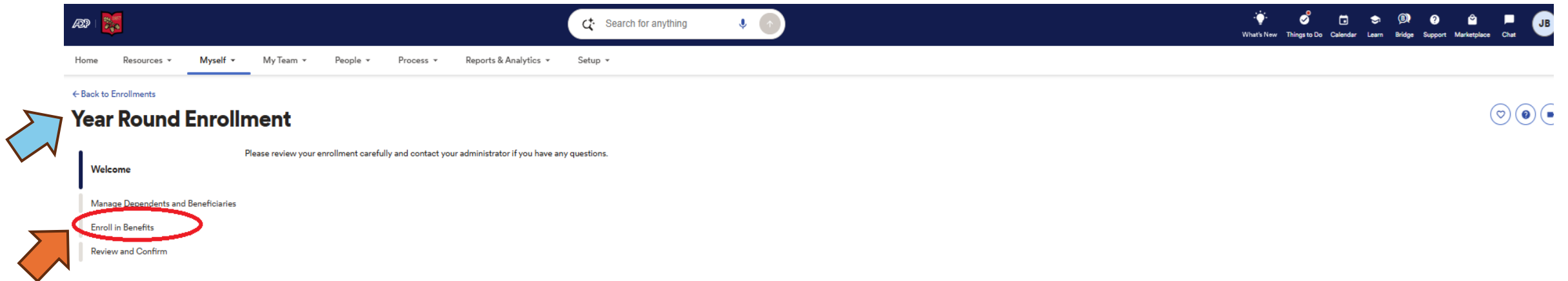
Year Round Enrollment
You can make changes to these benefits any time.

[Year Round Enrollment](#)

Qualifying Life Events

Items to Review Annually

In the Year Round Enrollment window, select Enroll in Benefits



The screenshot displays the 'Year Round Enrollment' interface within the ADP system. At the top, a dark blue header bar contains the ADP logo, a search bar with the placeholder 'Search for anything', and a row of utility icons including 'What's New', 'Things to Do', 'Calendar', 'Learn', 'Bridge', 'Support', 'Marketplace', 'Chat', and a user profile icon labeled 'JB'.

Below the header is a navigation menu with the following items: Home, Resources, **Myself** (highlighted with a blue underline), My Team, People, Process, Reports & Analytics, and Setup. A link labeled '← Back to Enrollments' is positioned above the main content area.

The main content area is titled 'Year Round Enrollment' in a large, bold font. To the left of this title is a large blue arrow pointing towards the page. Below the title, a vertical sidebar contains four menu items: 'Welcome', 'Manage Dependents and Beneficiaries', 'Enroll in Benefits' (which is circled in red), and 'Review and Confirm'. A large orange arrow points towards this sidebar. To the right of the sidebar, a message reads: 'Please review your enrollment carefully and contact your administrator if you have any questions.'

In the top right corner of the main content area, there are three circular icons: a heart, a magnifying glass, and a square.

The Additional Benefits window will pop up, and here you can enroll or edit your 403(b) plan dollar amount or percent for Pre-tax or Roth.

The screenshot shows the ADP Year Round Enrollment interface. The top navigation bar includes links for Home, Resources, Myself, My Team, People, Process, Reports & Analytics, and Setup. A search bar is located in the center of the top bar. On the right side of the top bar, there are icons for What's New, Things to Do, Calendar, Learn, Bridge, Support, and Marketplace.

The main content area is titled "Year Round Enrollment" and "Additional Benefits". A sidebar on the left contains links for Welcome, Manage Dependents and Beneficiaries, Enroll in Benefits, Additional Benefits, and Review and Confirm. A blue arrow points from the "Enroll in Benefits" link to the "Additional Benefits" section.

The "Additional Benefits" section displays a list of 403(b) plans. Each plan entry includes a "No Coverage" status, a "Current" label, and a "Your available benefit option is" field. The first plan shows "4038 Plan \$." and has an "Enroll" button circled in green. The second plan shows "TIAA Financial Services: 4038 Plan %" and has an "Edit" button circled in red. The third plan shows "Roth 4038 Plan \$." and has an "Enroll" button. The fourth plan shows "Roth 4038 Plan %" and has an "Enroll" button.

A yellow box on the left side of the page contains the text: "The yellow highlighted boxes are choices within the 403b Plan- Pre-tax dollar amount or Pre-tax percent or Roth dollar amount or Roth percent". An orange arrow points from this text to the yellow highlighted boxes in the plan entries.

At the top of the plan entries, there is a section titled "Your Cost Per Paycheck" with a note: "Benefits changes will start on 07/23/2026".

Make Sure to confirm your details when editing or enrolling.

Editing

Available Plans

Retirement and Savings - 403(b) plan
Select the plan that meets your needs.

1 Plan Available

403B Plan %
Effective: May 1, 2026

Provider
[TIAA Financial Services](#)

Contribution Details

Contribution Type	Percentage of Earnings
Percentage ▾	% Maximum 100% of Employee's Applicable Earnings

Per Paycheck Costs

Your Cost

Confirm details

Confirm details

Enrolling

Available Plans

Retirement and Savings - 403(b) plan
Select the plan that meets your needs.

1 Plan Available

Roth 403B Plan %
Enter your percentage of earnings to view the cost.

Provider
[TIAA Financial Services](#)

Contribution Details

Contribution Type	Percentage of Earnings
Percentage ▾	% Maximum 100% of Employee's Applicable Earnings

Confirm details

Confirm details

Back

Thank You!