



The age of one-size-fits-all HR is over

Your guide to ADP TotalSource benefit resources

IMPORTANT REMINDER

Deductibles are "calendar year" (January - December)
First Benefits plan year (08/01/2021- 05/31/2022)
Benefit enrollment deadline (07/30/2021)

- **ADP TOTALSOURCE WEBSITE – Worksite Employee Portal**
 - workforcenow.adp.com
 - Registration Code: **Norkol-600634**
- **ADP TOTALSOURCE APP – Complete Your Enrollment on our App**
 - For more information, visit adp.com/gomobile (From Your Mobile Device)
- **MYLIFE ADVISORS @ 844-448-0325 or MyLifeAdvisor@adp.com**
 - Monday-Friday, 5:00 AM – 8:30 PM (PT)
 - Real people ready to help guide you to the correct resources and through all ADP related. questions
 - Ex: Navigate Benefits, Handling unexpected life events
- **HEALTH ADVOCATE @ 866-695-8622 (Download the Mobile App) or <http://www.healthadvocate.com>**
 - Takes health care and benefits problems off your hands and into trained professionals
 - Available to all employees, enrolled in any company medical plan. Extended to children, parents and in-laws.
- **EMPLOYEE ASSISTANCE PROGRAM – (EAP) @ 866-574-7256 or log in to ADPTotalSource©**
Select Myself->Benefits->EAP.
 - A confidential service designed to help employees with a variety of personal or life situations.
- **LIFEMART – (Download the Mobile App) or log in to ADPTotalSource and click on Myself > Benefits > Discounts**
 - Cost savings discounts across an array of services
- **METLIFE Voluntary Benefits @ 877-737-8701**
- **BENEFIT OFFERINGS OVERALL**
 - **Medical Coverage** is with **AETNA** (Download the Mobile App) or www.aetna.com
 - **Aetna Pre-Member Assist Line, 1-866-208-5931**
 - Monday through Friday, 5 am to 6 pm PT.
 - Please note callers must identify as a "Pre-member" from ADP TotalSource.
 - Have your plan description name
 - **AETNA-EPO OA 25/100%**
 - **Aetna Teladoc 1-855-Teladoc (835-2362) or Teladoc.com/Aetna**
 - **Aetna Preventive Care:** www.aetna.com/health-guide/preventive-care-by-age.html
 - **Dental Coverage** is with **Guardian** (Download the Mobile App) or www.GuardianAnytime.com
 - [Guardian College Tuition Benefit - Guardian.CollegeTuitionBenefit.com](http://Guardian.CollegeTuitionBenefit.com)
 - Set up an account - User ID: 404556, Password: Guardian
 - **Vision Coverage** is with **VSP** (Download the Mobile App -No ID Cards Required) or www.vsp.com

