

2023 RUAN BENEFITS OPEN ENROLLMENT

October 28-November 14

ELECTIONS EFFECTIVE JANUARY 1, 2023. NOT ALL PLANS OR FEATURES ROLL OVER; IT IS TO YOUR ADVANTAGE TO RE-ENROLL, EVEN IF YOU SELECT THE SAME PLAN AS BEFORE.

Ruan Benefits Open Enrollment Instructions

1. Before you enroll, make sure to review your benefits options, premium prices, and helpful resources available on the **Hub**. From the home page dashboard click on **“Benefits”** on the top red menu bar.

4. Look for your Annual Enrollment square. Click on **“Enroll Now”**



5. Follow the prompts to enroll in your benefits.

- If you do not want or need a particular plan, there is a **“Waive This Benefit”** option at the bottom of the window.
- Don't forget to designate a beneficiary for your free company provided Core Life Insurance!

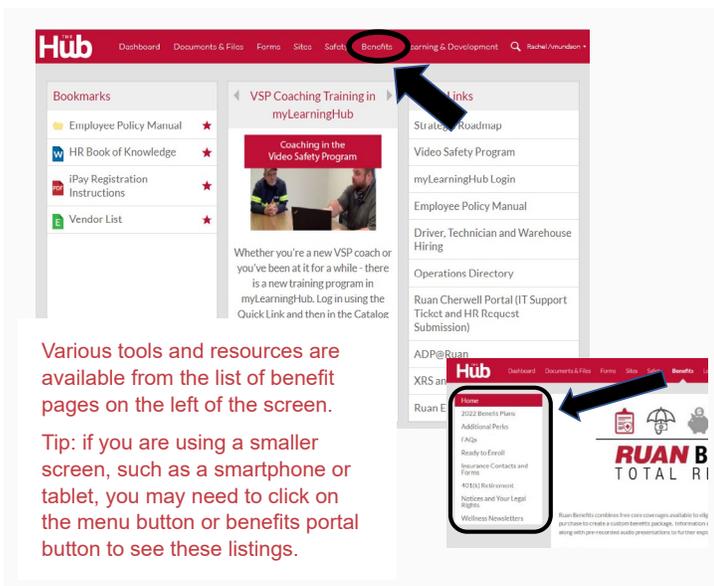


6. Once you've chosen your benefits you must **“Agree and Confirm”** your elections to complete the process. The ADP Benefits system will then generate a confirmation as proof of your enrollment. Note you may access your **“Annual Enrollment”** option and make/confirm changes as often as you want during the Open Enrollment period.



REMEMBER: Some elections may have follow-up tasks (e.g., complete an Evidence of Insurability/Underwriting questionnaire for a life insurance election). Access these instructions on the **“View Documents and Forms”** tile.

IMPORTANT: If you add a new dependent to a Ruan plan, ADP's Dependent Verification Services will reach out to you via email and/or letter asking for verification of a dependent. Failure to provide the requested information may result in a cancellation of their coverage retroactively to the dependent's start date.

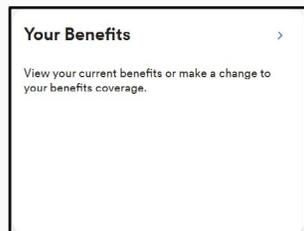


Various tools and resources are available from the list of benefit pages on the left of the screen.

Tip: if you are using a smaller screen, such as a smartphone or tablet, you may need to click on the menu button or benefits portal button to see these listings.

2. Log in to your <https://my.adp.com> account; a Google Chrome web browser works best with this system. You may follow the link posted on the **“Ready to Enroll”** Benefits page of the Hub to access this site. Not registered with ADP yet? Follow the ADP User Registration Instructions posted on the Hub. When prompted, use Company Registration Code: Ruans-1932

3. From the MyADP dashboard, click on the **Your Benefits** tile.



Tip: Need to double-check what you are currently enrolled in before selecting a plan for 2023? Click on the **“View Your Benefits”** tile first to view your current 2022 elections, then access your Annual Enrollment option.

QUESTIONS? CALL THE HR HOTLINE AT 800-845-6675 OPTION 4, OR EMAIL BENEFITS@RUAN.COM.