

THE SGMC BENEFITS PORTAL WILL BE AVAILABLE BEGINNING 11/02/2015.

Self-Register

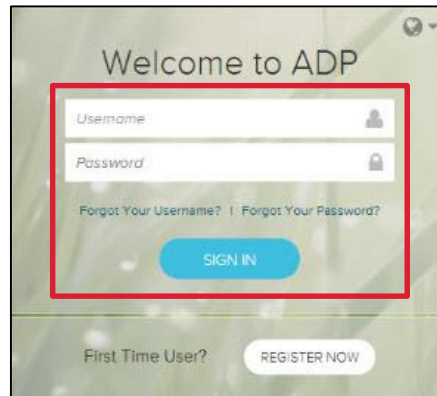
If this is your first time using ADP services, follow the self-registration process below. Otherwise, use your existing credentials.



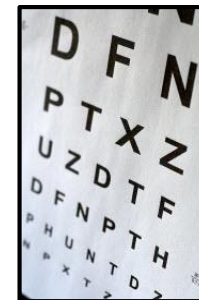
1. Go to <https://my.adp.com>.
 2. Click **Register Now**.
 3. Enter the registration code provided by your company. **SoGAMedCtr-ess**
 4. Click **Go**.
 5. Enter your name and other requested information.
 6. Click **Confirm**. A window is displayed.
 - If the window indicates that your record was found, click **Register Now**.
 - If the window indicates your record could not be found, contact your administrator or help desk.
 7. On the Register for Services page, follow these steps:
 - Enter your contact information.
 - View or create (if permitted) your user ID.
 - Create your password.
 - Select and answer security questions.
 - If requested, read the terms and conditions and select the **I Agree** check box.
 8. Click **Register** (or **Register Now**).
 9. Activate your contact devices by following the instructions in the two emails you will receive.
- You can now log in to your SGMC Benefits Portal.

Log In

1. Go to <https://my.adp.com>.
2. Enter your user name.
3. Enter your password
Note: Your user name is the user ID you received when you completed self-registration. Your password is the one you created during self-registration.
4. Click **Sign In**.



ADP® Benefits Administration



For further assistance, contact the help desk or your administrator at

1-844-BEN-SGMC
(1-844-236-7462)



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Managing Your Benefits

The benefits landing page provides quick access to all your benefits information with easy to use navigation.

The screenshot displays the 'Benefits' portal interface. At the top, there's a navigation bar with a hamburger menu, the word 'Benefits', and a user profile icon labeled 'Ben D.'. Below this is a large banner for 'Annual Enrollment' with the text 'It's Annual Enrollment Season!' and 'YOU HAVE 30 DAYS LEFT TO MAKE ANY CHANGES.' A 'CONTINUE ENROLLMENT' button is highlighted with a red circle and the number 1. Below the banner is a navigation bar with three options: 'View Current Benefits' (2), 'Declare a Life Event' (3), and 'Forms & Documents' (4). The main content area shows a list of current benefits with their respective costs:

Benefit	Cost
Medical (Aetna HMO Plan)	\$44.00
Dental (Cigna Dental Plan)	\$41.08
Basic Life (3 X Pay)	\$77.54
Optional Life 2 (2 X Salary)	\$19.38
Optional Life (Life 3 Option)	\$0.19
Optional AD&D (Life 4 Option)	\$5.19
Health Care FSA (FSA)	\$279.89

Below the list is a green bar for 'Estimated Cost of Benefits' set to 'Per Paycheck' at a total of '\$467.27'. A purple bar below that asks 'Looking for confirmation statements?' with a 'GO HERE' button (5). The bottom section, 'Who Is Covered' (6), shows three dependent cards: Beth Dziuba (Spouse), Jac Dziuba (Son), and American Cancer Associati... (Trust). Each card lists covered benefits and allocation amounts (e.g., 100 for Supplemental Add, Spouse Life, and BTA).

1. If applicable, access an open event (New Hire, Annual Enrollment, incomplete Life Events, and so forth) at the top of the page to begin or continue the enrollment process.
2. View the benefits you are currently enrolled in and applicable paycheck deductions.
3. Declare a Life Event, such as marriage, divorce, adoption, birth, and so forth.
4. Access forms and documents related to your benefits.
5. View Benefits Confirmation Statements.
6. View or update dependent and beneficiary information, allocations or coverage (with a qualifying event).