



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

## **Your guide to ADP TotalSource benefit resources**

- ADP TotalSource Website – Worksite Employee Portal
  - [ADPTotalSource.adp.com](http://ADPTotalSource.adp.com)
- MyLife Advisors @ 844-448-0325 or [MyLifeAdvisor@adp.com](mailto:MyLifeAdvisor@adp.com)
  - Monday-Friday, 5:00 AM – 8:30 PM (PT)
  - Real people ready to help guide you through all ADP questions and beyond
    - Ex: Password Resets, Benefits Enrollment/Questions, Navigating Total Source
- 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
  - Spouses, children, parents, and parents-in-law may use this service as well
  - Please mention your affiliation to ADP TotalSource
- 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 problems
  - Please mention your affiliation to ADP TotalSource
- LifeMart (Download the Mobile App) or log in to ADPTotalSource© and click on Myself > Benefits > Discounts
  - Cost savings discounts across an array of services
  - Please mention your affiliation to ADP TotalSource
- MetLife Voluntary Benefits @ 855-943-8638
- Benefit Offerings Overall
  - Medical Coverage is with **Anthem and Kaiser** (Download the Mobile App) or [www.anthem.com/ca/](http://www.anthem.com/ca/) or [www.kp.org](http://www.kp.org)
  - Dental Coverage is with **Aetna Dental** (Download the Mobile App) or [www.aetna.com](http://www.aetna.com)
    - No ID Cards Required
  - Vision Coverage is with **VSP** (Download the Mobile App) or <http://www.vsp.com/>
    - No ID Cards Required
- Benefit Enrollment
  - **Enrollment Window: April 8<sup>th</sup> - April 22<sup>nd</sup>**
- Important Reminders
  - Deductibles are “calendar year” (JAN-DEC).
  - Open Enrollment - Changes or new selections for the new plan year starting June 1, 2019 – May 31, 2020.
  - Flexible Spending Account Selections require re-enrollment for the plan year June 1, 2019 – May 31, 2020.