



The Business Behind Business®



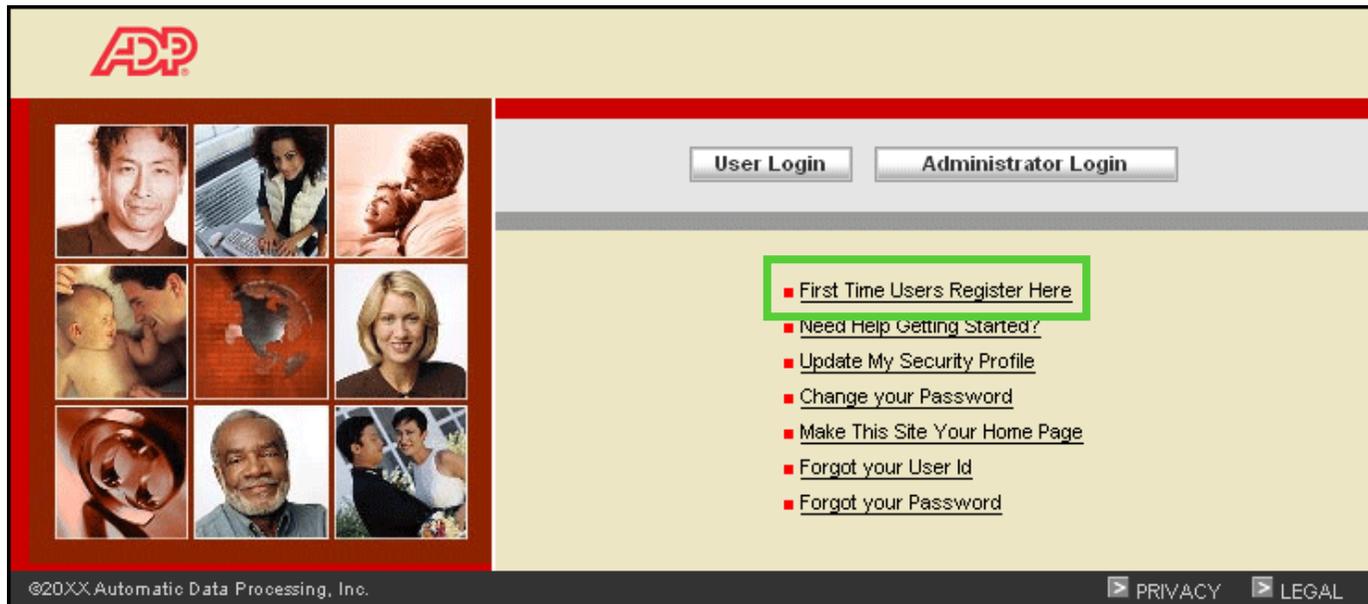
Welcome to Your New *Employee Self Service* Web Site



Logging On for the First Time

Portal Website: <https://portal.adp.com>

Click on "First Time Users Register Here"



The screenshot shows the ADP portal website. At the top left is the ADP logo. Below it is a grid of nine small images depicting various people and scenes. To the right of the grid are two buttons: "User Login" and "Administrator Login". Below these buttons is a list of links, with "First Time Users Register Here" highlighted by a green box. At the bottom left of the page is the copyright notice "©20XX Automatic Data Processing, Inc." and at the bottom right are links for "PRIVACY" and "LEGAL".

ADP

User Login Administrator Login

- [First Time Users Register Here](#)
- [Need Help Getting Started?](#)
- [Update My Security Profile](#)
- [Change your Password](#)
- [Make This Site Your Home Page](#)
- [Forgot your User Id](#)
- [Forgot your Password](#)

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This site requires Microsoft® Internet Explorer® Version 6.0 or later.

Registration

Enter the City's Registration Code into the prompt box.



Your registration code is BAYCITYMI-ESS

Register for ADP Services

- Step 1**
Begin Registration
- Step 2
Verify Identity
- Step 3
Get User ID & Password
- Step 4
Select Security Questions
- Step 5
Enter Contact Information
- Step 6
Enter Activation Code
- Step 7
Review and Submit

Step 1 of 7: Begin Registration

Enter the registration code that you received from your employer or ADP. If you do not have this information, contact your company administrator. Registration code is not case sensitive.

Registration Code:

Registration (Continued)

In order to have access to the portal, the system must verify your identity by confirming your social security number.

Register for ADP Services

- Step 1 Begin Registration
- Step 2** Verify Identity
- Step 3 Get User ID & Password
- Step 4 Select Security Questions
- Step 5 Enter Contact Information
- Step 6 Enter Activation Code
- Step 7 Review and Submit

Step 2 of 7: Verify Identity

ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity.

Company Name: Devon Alpha Services (Not your company? Re-enter your registration code.)

Identity Type*

First Name: *

Last Name: *

SSN or EIN or ITIN: *

Confirm SSN or EIN or ITIN: *

Cancel Previous Next Done

Registration (Continued)

Step 3 will provide you with your User ID. You MUST use this ID to login in the future.

Be sure to write down your User ID!

Here you will also create your password. Be sure to keep this in a safe place for future logins.



Register for ADP Services

- Step 1 Begin Registration
- Step 2 Verify Identity
- Step 3 Get User ID & Password**
- Step 4 Select Security Questions
- Step 5 Enter Contact Information
- Step 6 Enter Activation Code
- Step 7 Review and Submit

Step 3 of 7: Get User ID & Password

Welcome, Mary Tester
You will use this information to log in to your ADP service.

Your User ID: MTester@devon

Create Your Password
Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters.

Password: ?
Password strength:

Confirm Password:

Registration (Continued)

Enter your security-related information (the information used to verify your identity if you forget your user ID or password).



Register for ADP Services

- Step 1 Begin Registration
- Step 2 Verify Identity
- Step 3 Get User ID & Password
- Step 4** Select Security Questions
- Step 5 Enter Contact Information
- Step 6 Enter Activation Code
- Step 7 Review and Submit

Step 4 of 7: Select Security Questions and Answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Security Questions and Answers*

Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

Registration (Continued)

In Step 5, you will need to enter in an email address that the City and ADP can use to send you information. Make sure this is an email that you use regularly.

You will need to access your email to complete registration.

You may use your City-provided email address to receive information. See page ## for instructions on how to access your City email account.

Every employee has access to a City email.



Register for ADP Services

- Step 1: Begin Registration ✓
- Step 2: Verify Identity ✓
- Step 3: Get User ID & Password ✓
- Step 4: Select Security Questions ✓
- Step 5: Enter Contact Information**
- Step 6: Enter Activation Code
- Step 7: Review and Submit

Step 5 of 7: Enter Your Contact Information

Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you.

ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or workflow items need your attention. If you forget your login information, ADP can send you an email with your temporary password and/or user ID.

Email Addresses*

	Use for Notifications
Work:	<input type="radio"/>
Personal Email:	<input type="radio"/>

Phone Numbers

If you forget your login information, ADP can send you a text message with your temporary password and/or user ID. ADP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier. [Terms and conditions.](#)

Work Phone:	United States +1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	I authorize ADP to send my login information to this phone at my request.
Work Mobile:	United States +1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	I authorize ADP to send my login information to this phone at my request.
Personal Mobile:	United States +1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	I authorize ADP to send my login information to this phone at my request.

Registration (Continued)

ADP will send an email to the address you entered in Step 5. This email will include the activation code you need to complete registration.



Register for ADP Services

- Step 1 Begin Registration
- Step 2 Verify Identity
- Step 3 Get User ID & Password
- Step 4 Select Security Questions
- Step 5 Enter Contact Information
- Step 6** Enter Activation Code
- Step 7 Review and Submit

Step 6 of 7: Enter Activation Code

An activation code has been sent to your email address and mobile phone numbers you selected. Activate your contact information now to ensure that they are in service and can be used to reach you.

Note: If you want to activate later or you did not receive your activation code(s), you may skip this step. Follow the instructions in your registration confirmation email to activate at your earliest convenience.

carlenloy@gmail.com
Activation Code:

Note: You may need to wait longer for an activation code to arrive by email. There can be a delay due to Internet traffic, your service provider, firewalls, etc. If you request a new activation code, the activation code previously issued to you will expire and become invalid even if it has not arrived.

Didn't receive a code? [Send a new activation code.](#)

Registration (Continued)

Again, take note of your User ID. Confirm the other information and hit "Done" to complete registration.



Register for ADP Services

Step 1 ✓
Begin Registration

Step 2 ✓
Verify Identity

Step 3 ✓
Get User ID & Password

Step 4 ✓
Select Security Questions

Step 5 ✓
Enter Contact Information

Step 6 ✓
Enter Activation Code

Step 7 **Review and Submit**

Step 7 of 7: Review and Submit

Review the information on this page; click Done to confirm and continue. To make changes, use the left navigation options or click **Review**.

User ID: MTester@devon

Security Questions and Answers

Question 1: What was your childhood nickname that most people do not know?
Answer 1: bubba

Question 2: What was the name of your first pet?
Answer 2: odie

Question 3: What is the first and last name of your mother's father? (Your maternal grandfather)
Answer 3: O'hara

Contact Information

Personal Email: carlenloy@gmail.com Notification Activated

Cancel Previous Next Done

Registration (Continued)

Once you receive this screen, you can now log in to the portal. Click on "Log in" to continue.

Register for ADP Services

 Your registration is complete!

Log In to Your ADP Service

The following ADP services are currently available to you. To access a service, select the service and click Log In. You will be required to enter your user ID and password to continue.

ADP Portal



Logging On

Click on "User Login" to begin!

ADP

[User Login](#) [Administrator Login](#)

- [First Time Users Register Here](#)
- [Need Help Getting Started?](#)
- [Update My Security Profile](#)
- [Change your Password](#)
- [Make This Site Your Home Page](#)
- [Forgot your User Id](#)
- [Forgot your Password](#)

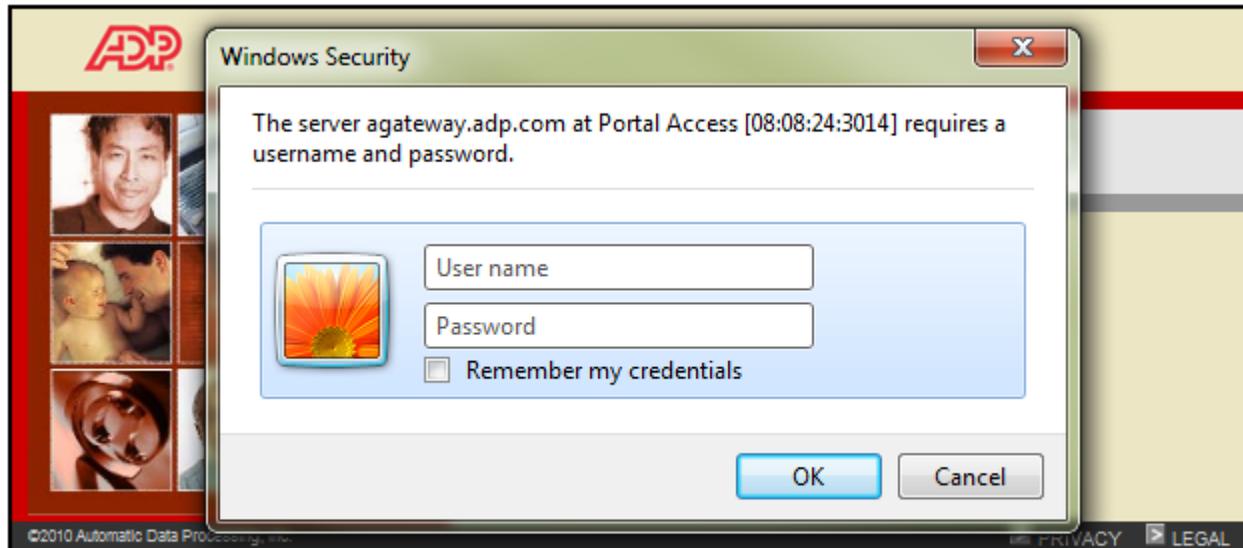
©20XX Automatic Data Processing, Inc. [PRIVACY](#) [LEGAL](#)

This site requires Microsoft® Internet Explorer® Version 6.0 or later.

Logging On (Continued)

Enter the Username provided to you in registration, the password you just created, and hit "OK"

i.e. ***ssample@baycityymi***
password





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Data Update Wizard

When you first log in you will be asked to confirm your personal information, enter any dependent information and emergency contacts.

HRB Data Update Wizard (Continued)

You must agree to the terms to continue.

TERMS AND CONDITIONS

BY CLICKING ON I AGREE BELOW AND/OR BY ACCESSING OR USING THE SITE IN ANY MANNER, YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS.

* If you do not agree to all of the Terms, you are not authorized to access or otherwise use this site (the "Site").

1. SITE OVERVIEW. This Site is available only to users that have a registered Username and PIN and are employees or plan participants of the employer indicated on the Site (the "Employer"). If you do not have a valid registered Username and PIN or are no longer an employee of the Employer or plan participant in the Employer's benefit plan, you are not authorized to use or access this Site.

I have read the agreement: Yes No

Note: Our Web site contents may vary.

HRB Data Update Wizard (Continued)



Welcome, Mary Tester

HRB Data Update Wizard

This tool will walk you through the following steps:

- Reviewing your demographic information
- Reviewing your emergency contact information
- Reviewing your family member information
- Assigning your family members to your benefit plans

You must complete this section before gaining entry. Please click the Next button to continue.

Next >>

Note: Our Web site contents may vary.

HRB Data Update Wizard (Continued)

On this screen, you will need to update and/or confirm your personal information. If you have no changes, hit "Next".

HRB Data Update Wizard

Your Personal Information:

Please update your demographic information.
Fields marked with an asterisk* are required.

Personal

Name:

*Address Line 1: *Home Phone:

Address Line 2:

Address Line 3:

*City:

*State:

*Zip Code:

*Country:

Race & Ethnicity

NOTE: Completion of race and ethnicity information is voluntary and is not a requirement.

I decline to identify my race & ethnicity.

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White
 Two or More Races

Select one or more values

<< Back

Clear Changes

Next >>

Note: Our Web site contents may vary.

HRB Data Update Wizard (Continued)

Enter contact information for an individual that you would like the City to contact in the event of an emergency. You must have at least one contact on file.

HRB Data Update Wizard

Your Emergency Contact Information:

Please update your emergency contact information.

Fields marked with an asterisk* are required.

Add Contact

Contact Name

Clear

Name: *

Relationship: *

Country:

Home Phone: †

Address Line 1:

Work Phone: †

Address Line 2:

Wireless Phone: †

City:

Alternate Phone: †

State:

Email:

Zip Code:

Primary Contact?

Yes No

<< Back

Clear Changes

Next >>

† at least one phone number per contact is required.

Note: Our Web site contents may vary.

HRB Data Update Wizard (Continued)

You will also be asked to add or update your dependent information. Your dependents must be listed here in order to enroll them in any benefits, such as health insurance.

HRB Data Update Wizard

Worksheet:

Please review the following information and make appropriate changes. If you do not have changes to make to this information, click the Save button to continue with the Update Wizard.

Spouse add

no spouse on record

Child(ren) add

no child(ren) on record

Note: Our Web site contents may vary.

HRB Data Update Wizard (Continued)

Once you have completed the Data Update Wizard, you will then be able to proceed to the Self-Service Portal.

HRB Data Update Wizard

Changes Submitted Successfully!

If you had trouble adding any family members because they are new dependents, remember to add them using the Life Events tool.

Congratulations! You have completed the data update wizard.

[Proceed to your account >>](#)

Note: Our Web site contents may vary.



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Your Self Service Menus

Self-Service Welcome Screen

This welcome screen will show important information, such as job postings, announcements, and upcoming events.

To access the different menus of the portal, click on the grey tabs at the top. Each tab will be explained in greater detail later in this document.

Welcome, Jennifer Grigg

Support Company Directory | Log Off

Search Company Directory

Employee Home Time & Attendance Pay & Taxes Personal Information Benefits Career

Welcome

Human Resources/Payroll Mission Statement
Focusing our efforts to support the City's most valuable asset - our employees; through professionalism, leadership and innovation.

Human Resources/Payroll Vision Statement
Unleashing human potential by creating a culture of excellence, respect and expertise through innovative, future-focused leadership.

News and Announcements

Open Positions

- [Assessment Clerk](#)
- [City Assessor](#)
- [Director of Fiscal Services](#)
- [Refuse Collection Worker](#)

Newsletters

Spotlight

Employee of the Month



"On September 13, the Bay City Fire Department responded to an incident... Lt. Terry Collins reported a man down in a trench 25 feet deep. Lt. Collins took command as (other members of the crew) entered the trench immediately to begin assessing and stabilizing the patient. They had to work in a very tight space, and (with Lt. Collins' leadership), they were able to stabilize, secure and raise the patient from the trench."
~Gary Gasta, Fire Department

Message Center at a Glance

To Get to Open Enrollment Click below

Open Enrollment

[HR & Benefits Messages](#)
[Administrative Activities](#)

Stay Connected
ADP Mobile

Events

Upcoming Events

- November 1st - 16th**
Employee Benefit Open Enrollment
- November 2nd**
Open Enrollment Training - City Hall
9:00 a.m.
- November 5th**
Open Enrollment Training - City Hall
11:00 a.m. & 3:00 p.m.
- November 7th**
Open Enrollment Training - City Hall
9:00 a.m. & 4:00 p.m.
- November 9th**

Features

Payroll Calendars

Note: Our Web site contents may vary.

Time & Attendance Menu

NOTE: This menu will not be fully-functional until January 2013

- Time Off Summary: View your accrual balances
- Enter Time Off: Submit a request for time off
- Cancel Time Off: Revoke a request for time off
- Carry Time Off: Not Available
- Time Off History: View your Accrual Usage
- Team Calendar: Not Available



The screenshot displays the Bay City employee portal interface. At the top, the Bay City logo is on the left, and the text "Welcome, Jennifer Grigg" is centered. Below this is a navigation bar with several menu items: "Employee", "Home", "Time & Attendance", "Pay & Taxes", "Personal Information", "Benefits", and "Career". The "Time & Attendance" menu is expanded, showing a list of options: "Time Off Summary", "Enter Time Off", "Cancel Time Off", "Carry Time Off", "Time Off History", and "Team Calendar". A green rounded rectangle highlights this expanded menu. To the left of the menu, there is a "Welcome" section with a "Human Resources" heading and a sub-heading "Focusing our efforts - our employees; thr innovation." To the right, there is a "Spotlight" section with the heading "Employee of" and a partially visible image of a person.

Pay & Taxes Menu

- Pay Statements: View your pay stubs
- Direct Deposit: View or change your direct deposit accounts
- Tax Withholding: View or change your tax withholding status
- Annual Statements: View Annual statements, such as W-2s

The screenshot shows the Bay City employee portal interface. At the top left is the Bay City logo with the tagline "A beautiful view of life" and "City of Bay City Michigan". To the right, it says "Welcome, Jennifer Grigg". Below this is a navigation bar with several menu items: "Employee", "Home", "Time & Attendance", "Pay & Taxes", "Personal Information", "Benefits", and "Career". The "Pay & Taxes" menu is highlighted with a green box, and its dropdown menu is open, showing the following options: "Welcome", "Pay Statements", "Direct Deposit", "Tax Withholding", and "Annual Statements". Below the navigation bar, there are two main content areas. The left area is titled "Welcome" and contains a "Human Resources/Payroll Mission" statement: "Focusing our efforts to support the City's mission - our employees; through professionalism, innovation." The right area is titled "Spotlight" and features the text "Employee of the Month" in a large, stylized font.

Note: Data will only be available from January 2013 forward.

Direct Deposit Menu

If you wish to change your direct deposit setup (where your paycheck is sent each pay), click on "Direct Deposit".



The image shows a screenshot of an employee portal's navigation menu. The menu is located at the top of the page and includes the following items: Employee, Home, Time & Attendance, Pay & Taxes, Personal Information, Benefits, and Career. The 'Pay & Taxes' menu is currently open, displaying a list of options: Welcome, Pay Statements, Direct Deposit, Tax Withholding, and Annual Statements. The 'Direct Deposit' option is highlighted with a green rectangular border. The 'Welcome' option is highlighted with a red rectangular border. The background of the page shows a 'Welcome' section with a blue underline and a 'Financial Tools' section with a blue underline. The 'Welcome' section contains the text: 'Welcome to the Money section of the site. This section of the site is designed to provide asso... access to your Pay Statements, Annual Statements, Direct Deposit Information and much more.' The 'Financial Tools' section contains the text: 'lick a link to help you stimate some of your most important financial calculations.'

Note: Our Web site contents may vary.

Setting Up Direct Deposit

You can change any of your current direct deposits by clicking on the account.

To add a new account, click on "Add New".

Direct Deposit

Click Add New to add a direct deposit account. To change or delete a direct deposit, click the appropriate link. An asterisk (*) identifies the account to receive your remaining pay deposit amount.

Note: While you edit your information, the bank transit and account numbers are viewable. Because of this, we recommend you take precautions to prevent unauthorized viewing of your account details. Once you save your changes, the information will display as masked.

Account	Bank Transit Number	Account Number	Deposit Amount
Checking	XXXXXXXXXX	XXXXXXXX2930	200.00



Financial Tools

Click a link to help you estimate some of your most important financial calculations.

- [Salary Paycheck Calculator](#)
- [Hourly Paycheck Calculator](#)
- [Gross Pay Calculator](#)
- [401k Planner](#)
- [403\(b\) Planner](#)
- [Employee Stock Option Calculator](#)
- [W-4 Assistant](#)

Tools & Links

- [My 401k](#)

IMPORTANT: If you make any changes to your direct deposit setup, they will not become effective until the first pay in January 2013. If you wish to change your deposits immediately, contact the Payroll department at 989-894-8121.

Note: Our Web site contents may vary.

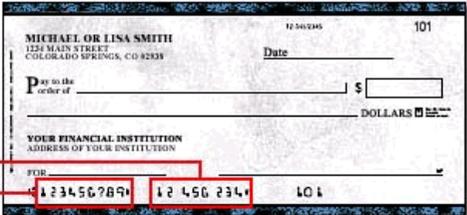
Setting Up Direct Deposit (Continued)

Enter information about your own direct deposits here. You will be required to provide your bank account number and bank transit number. If you don't know these numbers, you can find them on one of your personal checks. The illustration shows the locations of these numbers on a check.

Direct Deposit

Enter your changes and click **Save**. To remove the direct deposit account, click **Delete**.
Note: If your deposits do not equal your net pay amount, you will receive a check for the remaining balance.

Account:	Checking
Deposit Amount	<input type="radio"/> Full/Remaining <input checked="" type="radio"/> Partial Amount <input type="text" value="200.00"/>
Bank Transit Number:	<input type="text" value="000399025"/>
Account Number:	<input type="text" value="0113022930"/>



Account Number

Routing Number

Please agree to the following:

I authorize ADP, Inc. and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited to my account, I authorize ADP, Inc. to direct the bank to return said funds to ADP, Inc. I understand that my deposit may not be credited to my account until 5:00PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

Financial Tools

Click a link to help you estimate some of your most important financial calculations.

- [Salary Paycheck Calculator](#)
- [Hourly Paycheck Calculator](#)
- [Gross Pay Calculator](#)
- [401k Planner](#)
- [403\(b\) Planner](#)
- [Employee Stock Option Calculator](#)
- [W-4 Assistant](#)

Tools & Links

- [My 401K](#)

REMEMBER: If you make any changes now, they will not become effective until January 2013.

Note: Our Web site contents may vary.

Tax Withholding Menu

The Tax Withholding menu will allow you to change your exemptions that control the amount of taxes withheld from your paycheck. This is the same as filling out a W-4 form.



The image shows a screenshot of an employee portal's navigation menu. The menu is located at the top of the page and includes several categories: Employee, Home, Time & Attendance, Pay & Taxes, Personal Information, Benefits, and Career. The 'Pay & Taxes' category is currently expanded, showing a dropdown list of options: Welcome, Pay Statements, Direct Deposit, Tax Withholding, and Annual Statements. The 'Tax Withholding' option is highlighted with a green rectangular border. The 'Welcome' option is highlighted with a red rectangular border. The main content area of the page is partially visible, showing a 'Welcome' section with a sub-section titled 'Welcome to the Money section of the site.' and a 'Financial Tools' section.

Note: Our Web site contents may vary.

Entering Tax-Withholding Information

You can change your withholding status on this page. If you wish to see an estimate of how a change would affect your pay, click on the "W-4 Assistant" on the right side of the page.

Tax Withholding

Enter federal tax withholding information in the following fields. Click Save to record your changes. To get further instructions or use the withholding worksheet, click [W-4 Calculator](#) and you will be directed to the Internal Revenue withholding assistance website. All changes will be effective immediately.

Tax Information	
Tax Jurisdiction:	Federal
Marital Status:	▶ Married ▼
Exemptions:	▶ <input type="text" value="2"/>
Additional amount withheld from each pay statement:	Dollar Amount <input checked="" type="radio"/> Percent <input type="radio"/> <input type="text"/>

Please agree to the following:

By selecting this check box and clicking **Save**, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, to make the income tax withholding from these selections. The elections I make will be in effect, unless superseded by law. In the unlikely event of an error, I authorize my employer, or its service or payroll provider, to make adjustments to correct the error.

By selecting this check box and clicking **Save**, you have agreed to the following statement: Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Financial Tools

Click a link to help you estimate some of your most important financial calculations.

- [Salary Paycheck Calculator](#)
- [Hourly Paycheck Calculator](#)
- [Gross Pay Calculator](#)
- [401k Planner](#)
- [403\(b\) Planner](#)
- [Employee Stock Option Calculator](#)
- [W-4 Assistant](#)

Tools & Links

- [My 401K](#)

IMPORTANT: *If you make any changes to your withholding setup, it will not become effective until the first pay in January 2013. If you wish to change your withholdings immediately, contact the Payroll department at 989-894-8121.*

Note: Our Web site contents may vary.

Personal Information Menu

- General: Review/change your contact information and Medicare/Medicaid/Disability status
- Emergency Contacts: Review/change individuals you would like the City to contact in the event of an emergency
- Dependent Information: Review/change information for any dependents on your benefit plans
- Citizenship Information: Not available
- Personal Custom Fields: Not available

The screenshot displays the Bay City employee portal interface. At the top left is the Bay City logo with the tagline "A beautiful view... of life" and "City of Service Michigan". To the right, it says "Welcome, Jennifer Grigg". Below this is a navigation bar with several menu items: "Employee" (highlighted in red), "Home", "Time & Attendance", "Pay & Taxes", "Personal Information" (which is expanded), "Benefits", and "Career". The expanded "Personal Information" menu is highlighted with a green rounded rectangle and contains the following options: "General", "Emergency Contacts", "Dependent Information", "Citizenship Information", and "Personal Custom Fields". Below the navigation bar, the page content includes a "Welcome" heading, a red horizontal line, and a "Human Resources/Payroll Mission Statement" section with the text: "Focusing our efforts to support the City's most valuable asset - our employees; through professionalism, leadership and innovation." The text "Employee of" is partially visible on the right side of the page.

Note: Our Web site contents may vary.

The Benefits Menu

- Compensation and Benefits: View your current salary and benefit elections
- Pending Benefits Summary: View any pending benefit changes (Ex: after you complete open enrollment)
- Review/Change Benefits: Change your benefits (Open Enrollment/New Hires)
- Personal Accrued Time: View your accrual balances (Sick, Vacation, AOT, etc) – **NOT YET AVAILABLE**
- Review/Change Beneficiaries: Add/Change beneficiaries for your benefits – **NOT YET AVAILABLE**
- Compare Plans: View or estimate your plan costs by reviewing different coverage options
- Plan Details: Shows effective dates, plan costs, and who is covered.
- Life Events: Enter a status change event to change benefit levels (must be within 30 days of the event)

The screenshot displays the Bay City employee portal interface. At the top, the Bay City logo is on the left, and the user is greeted with "Welcome, Jennifer Grigg". Below this is a navigation bar with tabs for "Employee", "Home", "Time & Attendance", "Pay & Taxes", "Personal Information", "Benefits", and "Career". The "Benefits" tab is selected, and a dropdown menu is open, listing the following options: "Compensation and Benefits", "Pending Benefits Summary", "Review / Change Benefits", "Personal Accrued Time", "Review / Change Beneficiaries", "Compare Plans", "Plan Details", and "Life Events". The main content area is divided into two sections: "Welcome" on the left, which includes "Human Resources/Payroll Mission Statement" and "Human Resources/Payroll Vision Statement", and "Spotlight" on the right, which features a large "Emp" graphic.

Note: Our Web site contents may vary.

Enrolling in Benefits/Open Enrollment

To access the benefits menu to review and/or change your enrollments, navigate to the "Benefits" tab and select "Review/Change Benefits".

During the annual open enrollment period, there is also a hyperlink on the right side of the home page that will also take you to the same area.

The screenshot shows the employee portal interface for Jennifer Grigg. The navigation bar includes tabs for Employee, Home, Time & Attendance, Pay & Taxes, Personal Information, Benefits, and Career. The Benefits dropdown menu is expanded, showing options like Compensation and Benefits, Pending Benefits Summary, Review / Change Benefits (highlighted in red), Personal Accrued Time, Review / Change Beneficiaries, Compare Plans, Plan Details, and Life Events. On the right, the 'Message Center at a Glance' section features a green box around the 'Open Enrollment' link, with sub-links for 'HR & Benefits Messages' and 'Administrative Activities'.

Note: Our Web site contents may vary.

Enrolling in Benefits

To begin the enrollment wizard, click on "Walk me through this process" and it Start You will be taken to a separate screen to confirm or change your enrollments for the following plans:

- **Medical** (You can add/remove dependents here as well: All elections are binding for 2013)
- **Voluntary HSA Contributions** (These elections can be changed mid-year if you choose)
- **Voluntary UNUM Plans** (Accident, Critical Illness, Full Life, Term Life)

Welcome!

Welcome to Open Enrollment. To begin making changes, please select one of the options below.

You must submit all enrollments on or before 12/31/20XX. Enrollments will take effect on 01/01/20XX.

A note from your administrator:
Welcome to our annual open enrollment! Most of your questions can be answered through employeeAccess but please do not hesitate to contact Human Resources.

[View/Print Benefits Statement](#)

Walk me through this process.

I know what changes I want to make.

Review my benefits coverage.

About Review / Change Benefits

Open Enrollment

⚠ Welcome to Open Enrollment. It is scheduled from August 1st to December 30th.

- Your new coverage will be **effective on January 1st**.
- You may add a plan if you didn't have coverage previously
- You may replace your coverage and add a new plan
- You may drop the coverage that you have had
- You may change your coverage level to cover different members of your family

If you have any questions, please call the benefits department at 770.777.7777

Warning!

1) If making changes, you must click **Save Changes** after all changes have been made or your elections will not be saved in the system.

2) If a plan is scheduled to be dropped and you do not

Note: Our Web site contents may vary.

Enrolling in Benefits (Continued)

For each benefit option, individual pages display detailed information.

In this example, the employee has elected medical coverage for themselves and their spouse.

- To make any changes to your dependents, click on their name, or click "New Dependent"
- Employee costs for the plan will display on the right side of the screen. These rates will be effective January 1, 2013.

HRB Employee Review/Change Benefits

Medical

Please choose your plan coverage options.

Decline Medical

Plan	Coverage	Deductions per year	You Pay (per deduction)
Medical			
<input checked="" type="radio"/> Blue Cross and Blue Shield of Michigan: 001 (Medical/Rx/Dental), Non-Union	Yourself and 1 Family Member	26x	\$53.00
Dependents: <input checked="" type="checkbox"/> [Redacted] (spouse) New Dependent >>			
Dental			
<input type="radio"/> Blue Cross and Blue Shield of Michigan: Dental Only, 001	--	26x	--

IMPORTANT: If you participate in the health insurance waiver, please select the dental only plan.

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Enrolling in Benefits (Continued)

After you finish making your elections, a benefits summary displays. Review the summary to make sure you've elected the benefits you want. Then select either **Make Changes** or **Accept With No Changes**.

Benefits Summary

Your Enrollments as of 01/01/20XX:

You're almost finished!

Please note that you have not made any benefit enrollment changes. If you intended not to make any enrollment changes, click the **Accept With No Changes** button at the bottom of the page to end this enrollment process. Otherwise, please click the **Make Changes** button at the bottom left of the page to make benefit enrollment changes.

	Deductions per year	You Pay per deduction	Employer Pays per deduction
<p>Medical</p> <p>Your Health Provider: PPO Coverage: Yourself. PCP for Yourself: William Foster, PCP</p> <p>Dental</p> <p>Your Health Provider: Dental - Hi Coverage: Yourself.</p>			
<p>Retirement</p> <p>Your Retirement Provider: 401k You may elect to contribute up to 15.00% of your salary. Your employer will contribute 25.00% of the first 3.00% of your salary. You have elected to contribute 7.00% of your salary.</p> <p>Custom Plan A</p> <p>Your Provider: Parking, Full Time Coverage: Full Time.</p>		26x	\$6.92 (\$180.00 per year)
			\$23.08 (\$600.00 per year)

Make Changes

Accept With No Changes

Note: Our Web site contents may vary.

Enrolling in Benefits (Continued)

After submitting your changes to HR, you can view and print a summary of changes and a new benefits statement.

HR must approve all changes made before they will take effect. If any additional information is needed, someone from Human Resources will contact you.

Changes Submitted Successfully.

Your child(ren)'s information has been successfully submitted.

View/Print Summary of Changes 
A summary of changes you made this session.

View/Print Benefits Statement 
A summary of all your benefits once approved.

About Add a Child

Enter the number of children you wish to add as dependents in your employee record, and click **Next**. You will be asked to supply information about the dependent(s) on the second screen. When applicable, you will also be allowed to make appropriate benefit elections prior to completing this action.

Accepted Formats

United States residents [Show](#)

Non-US residents [Show](#)

How do I enroll my child in benefits? [Show](#)

Note: Our Web site contents may vary.

Enrolling in Benefits (Continued)

Once you receive the confirmation screen, be sure to review the documents provided in the hyperlinks. This is important information that the City must provide to you each enrollment period.

If you have any questions on any of these documents, please contact HR at 894-8208.



Thank you for completing your 2013 Open Enrollment process!

In addition to completing benefit enrollments, the City is required to distribute the documents below in accordance with the Patient Protection and Affordable Care Act (Healthcare Reform), and other benefit laws:

[Summary of Benefits and Coverage \(Local 482, 214-NS, BCPOA\)](#)

[Summary of Benefits and Coverage \(NonU, 541, 542, 214-S, IAFF, COAM\)](#)

[Glossary of Health Coverage and Medical Terms](#)

[2012 Prescription Creditable Coverage Notice](#)

[HSA Dependent Notice](#)

Note: Our Web site contents may vary.

Career Menu

- Work Info: View your salary, job information, department info, etc
- Performance Review: Not yet available
- Talent: Not yet available
- Work Custom Fields: Not yet available

The screenshot shows the Bay City HR portal interface. At the top left is the Bay City logo with the tagline "A beautiful view of life" and "City of Michigan". To the right, it says "Welcome, Jennifer Grigg". Below this is a navigation bar with several menu items: "Employee", "Home", "Time & Attendance", "Pay & Taxes", "Personal Information", "Benefits", and "Career". The "Career" menu is expanded, showing a dropdown list with four items: "Work Info", "Performance Review", "Talent", and "Work Custom Fields". The "Work Info" item is highlighted with a green rounded rectangle. Below the navigation bar, there are two main content areas: "Welcome" and "Spotlight". The "Welcome" area contains the "Human Resources/Payroll Mission Statement" which reads: "Focusing our efforts to support the City's most valuable asset - our employees; through professionalism, leadership and innovation". The "Spotlight" area features a large graphic with the word "Employee" and a large letter "N".

Note: Our Web site contents may vary.



The Business Behind Business®



Accessing your City Email Account

Accessing City email from the web

1. Click on the link provided on the Employee Terminal called “Outlook Web Access” or enter –
“<http://login.microsoftonline.com/>” into your web browser.
*note: if you are accessing a computer from home, or outside the City’s network, enter – “<http://login.microsoftonline.com/>”
2. You will be prompted for your login credentials
3. Enter your City User Name and Password as shown in the next slide
4. If you are unsure of your login information or experience any problems, please contact the IT HelpDesk at 989-894-8139.

There is a problem with this website's security certificate.

The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.

- Click here to close this webpage.
- Continue to this website (not recommended).
- More information

Windows Security

The server www.baycityapps.org at www.baycityapps.org requires a username and password.

baycitym.org/kedmonds

Remember my credentials

OK Cancel

Certificate Emoc... New Tab - Googl... Inbox - kedmond... Document1 - Mic...

9:47 AM 10/22/2012

You will then be logged into the Outlook Web Access Terminal to access your City email.

