



A more human resource.™

MyADP – The ADP Experience

Getting Started with MyADP

The screenshot shows a mobile login interface for Avaya Inc. At the top right, there is a language selector set to "ENGLISH". The main heading is "Log in to Avaya Inc.". Below this is a "User ID" label followed by a text input field. Underneath the input field is a checkbox labeled "Remember My User ID" with a small eye icon. A grey "NEXT" button is centered below the checkbox. At the bottom of the form area, there is a link that says "FORGOT YOUR USER ID?".

*Register, log in,
and learn about
key features*

New user ? [CREATE ACCOUNT](#)



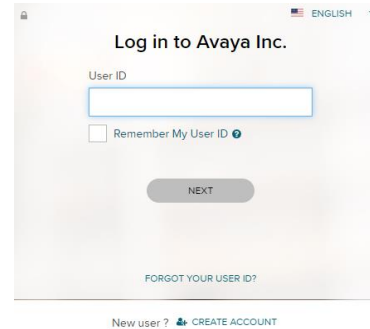
Download the ADP mobile app
Scan the bar code with your device to begin.
Secure and convenient tools right in your hands
for simple, anytime access across devices.

[LEARN MORE >](#)

Self-Registration for New Users

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 **CREATE ACCOUNT**.
3. Enter the registration code: **AVA-AVA** and click **NEXT**.
You will be asked if you are registering with Avaya.
Select **YES**.
4. Enter your name and other requested information and click **CONFIRM**.
 - If the prompt indicates that your record was found, click **REGISTER NOW**.
 - If the prompt indicates your record could not be found, contact the Avaya Health & Benefits Decision at 1-800-526-8056 (option 1) Monday through Friday, 8 a.m. - 8 p.m., ET.
 - On the *Register for Services* page, enter your contact information.
5. View or create (if permitted) a user ID.
6. Create a password.
7. Select and answer security questions.
8. If prompted, read the terms and conditions and select the **I Agree** check box.
9. Click **Register** (or **Register Now**).
10. Activate your contact devices by following the instructions in the two emails you will receive.
11. You can now log in to your ADP service.



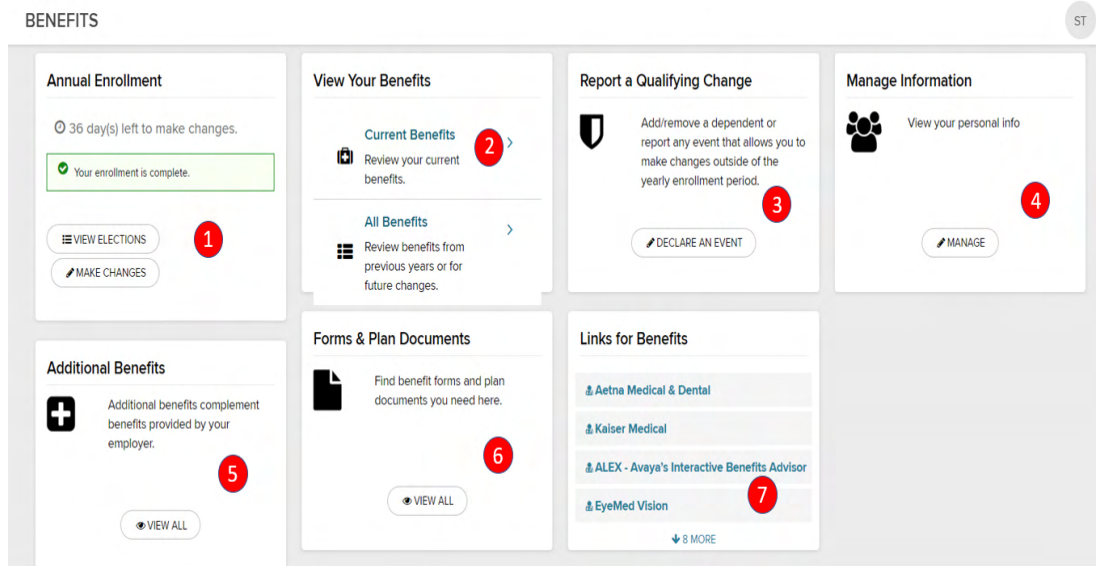
Signing In

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

For further assistance, contact the Avaya Health & Benefits Decision at 1-800-526-8056 (option 1) Monday - Friday, 8 a.m. - 8 p.m., ET.

Managing Your Benefits

The Benefits home page provides quick access to all your benefits information with easy-to-use navigation.



(1) If applicable, access an open event (New Hire, Annual Enrollment, incomplete Life Events, and so forth) at the top of the page or the corresponding event tile below to begin or continue the enrollment process.

(2) View the benefits you are currently enrolled in and applicable paycheck deductions. Access benefits confirmation statements.

(3) Declare a Life Event, such as marriage, divorce, adoption, birth, and so forth.

(4) View or update dependent and beneficiary information, allocations or coverage (with a qualifying event).

(5) Active employees can access additional benefits (Aetna Nurse, Avaya's EAP and the Employee Discount Program).

(6) Access forms and documents related to your benefits.

(7) Access links related to your benefits.

Begin Annual Enrollment Changes/Elections

(Newly eligible for Avaya's benefits? Skip this section and go to page 7 of this document.)

The Annual Enrollment page alerts you to your time remaining to make elections for the upcoming plan year and provides easy access to the benefits you'd like to review or make changes to.

ANNUAL ENROLLMENT - 36 Days left to make changes

Important... You are acting as Student Test END SESSION

SURVEY QUESTIONS **1** REVIEW YOUR INFO **2** ENROLL IN BENEFITS

36 DAYS LEFT TO MAKE CHANGES
Event Date: Jan 1, 2022

Estimated Cost	PER PAYCHECK	PER MONTH	PER YEAR
	\$103.20	\$103.20	\$1,238.40

This estimate is based on the cost of the plan today, it may change in the future. For example, when benefits that are shown as 'pending' change status.

Your Elections (3) JUMP TO

MEDICAL PLAN CHANGE

Pending
This pending coverage requires approval before becoming effective.
Healthy Direction CDHP with HSA Effective Date: To be updated after approval **\$328.00**

WHO IS COVERED (Employee + spouse or domestic partner)
You and Spouse Test are covered

Guaranteed
You are guaranteed the coverage below until the pending coverage is approved and becomes effective.

< PREV SAVE & FINISH LATER **NEXT: CONFIRM ELECTIONS**

(1) Need to update your (or your dependents') **tobacco usage status** from the current year? Want to know how to enroll in **Commuter Benefits** (Active Salaried Employees only)? How about getting information on where to take your **Health Questionnaire for Wellness Incentives**? Click on the "SURVEY QUESTIONS" link to walk through those pages.

(2) To add/update dependent/beneficiary information select the "REVIEW YOUR INFO"

(3) Scroll through the benefits you'd like to review/change or let the website walk you through each benefit, step-by-step. **Make sure you scroll to the very bottom of this page.**

(4) **IMPORTANT!** Any changes you make to your benefits during Annual Enrollment will NOT be sent to the carriers until you click on the "COMPLETE ENROLLMENT" button and "I AGREE AND CONFIRM ELECTIONS" on the subsequent page. You may make changes to your benefits as often as you like during Annual Enrollment, but your final completed and confirmed election, once Annual Enrollment ends, is what will be sent to the carriers.

Annual Enrollment (continued)

(Newly eligible for Avaya's benefits? Skip this section and go to page 7 of this document.)

Benefit Tiles

Review who is covered and which plan you and your family members are enrolled in.

The screenshot shows the 'Medical Plan' enrollment page. At the top left, there is a navigation button labeled '< ANNUAL ENROLLMENT' with a red circle containing the number 1. The main title is 'Medical Plan'. Below this is a section titled 'ABOUT THIS BENEFIT' with a blue arrow pointing up. The text in this section explains how to make a plan election. Below the text is a blue button labeled '↓ MORE' with a red circle containing the number 2. The next section is 'WHO IS COVERED' with a blue arrow pointing up. It contains two rows of checkboxes: 'Student Test' with a checked box and 'Spouse Test' with a checked box. A red circle with the number 3 is placed over the 'Student Test' checkbox. Below this is the 'MEDICAL PLAN PLANS' section with a blue arrow pointing up. It shows '2 PLANS AVAILABLE' and two buttons: 'HELP ME CHOOSE' and 'COMPARE PLANS', both with red circles containing the number 4. Below the buttons is a card for the 'Current Election' with a green checkmark and the text '1st match Healthy Direction CDHP with HSA'. To the right of this card is a 'Plan Fit Performance' chart with three green bars. At the bottom of the page, there are two buttons: 'WAIVE BENEFIT' with a red asterisk and 'SAVE SELECTED PLAN' with a red circle containing the number 5.

(1) You can always get back to the main Annual Enrollment page by clicking on the “ANNUAL ENROLLMENT” button at the top of each benefit page.

(2) Always read the section “ABOUT THIS BENEFIT” to learn more about your options. Clicking on the “MORE” link will provide further detail on each benefit.

(3) The “WHO IS COVERED” section alerts you to who will be enrolled in each benefit. In this example, the employee, two children and a spouse are covered on the Medical Plan. If you’d like to cover a listed dependent that doesn’t have a check mark next to their name, simply check the box next to their name in this section. If you don’t see a dependent listed that needs to be covered, please review page 5 to add them as a dependent to the system, first.

(4) The “HELP ME CHOOSE” and “COMPARE PLANS” buttons are decision support tools to assist you with your plan decision-making.

(5) You have the option of selecting a plan for you and your covered dependents for the upcoming plan year, or you can “WAIVE THIS BENEFIT”. You may also “SAVE SELECTED PLAN” (once you’ve chosen a plan), or simply return to the Annual Enrollment page by clicking on the “ANNUAL ENROLLMENT” button at the top of the screen.


Annual Enrollment (continued)

(Newly eligible for Avaya's benefits? Skip this section and go to page 7 of this document.)

Spousal Surcharge Tile (Active Salaried Employees only)

To edit your current spousal surcharge status for the upcoming plan year, if applicable, scroll to the bottom of the Annual Enrollment page to review your status and certify your spouse or domestic partner's eligibility. *You, the employee, will always be the only person listed under the "WHO IS COVERED" section on this page.*

💡 SPOUSAL SURCHARGE CHANGE



Waived Effective Date: Jan 31, 2019
Spouse IS NOT eligible for medical coverage through his/her own employer. \$0.00 ?

< ANNUAL ENROLLMENT Spousal Surcharge

ABOUT THIS BENEFIT ^

If you choose to cover your spouse/domestic partner under an Avaya medical plan and your spouse/domestic partner has the opportunity to enroll in medical coverage through his/her own employer, you will pay a surcharge of \$100 per month. This fee is in addition to your monthly medical contribution.

The surcharge does not apply to a non-working spouse/domestic partner, a spouse/domestic partner whose employer does not offer health coverage, a spouse/domestic partner that does not qualify for their employer's health coverage, or a spouse/domestic partner who has or is eligible for Medicare.

By choosing "SELECT THIS PLAN" you are certifying that your spouse/domestic partner IS eligible for medical coverage through his/her own employer. If they are not eligible for medical coverage through their own employer, select "WAIVE THIS BENEFIT" at the bottom of the page to continue. In either case, you are agreeing that the information you are providing is true and accurate to the best of your knowledge, and that you understand your obligation to adhere to the Avaya Code of Conduct.

[↑ LESS](#)

Newly Eligible for Avaya Benefits

The New Hire page alerts you to your time remaining to make elections for the current plan year and guides you through Avaya’s benefit options, step-by-step.

As a time saver, select REVIEW YOUR INFO to add dependents, if applicable, to the benefit system before starting your elections.

Who Is Covered?

Add your eligible dependents and beneficiaries to the benefit system. You can edit the plans any dependent is enrolled in via the specific benefit plan (see page 9).

SURVEY QUESTIONS **REVIEW YOUR INFO** ENROLL IN BENEFITS

51 DAYS LEFT TO MAKE CHANGES
Event Date: Oct 13, 2021

REVIEW YOUR DEPENDENTS

[ADD NEW DEPENDENT](#) [ADD NEW BENEFICIARY](#)

Self [VIEW](#)

YOU

Covered For: MEDICAL PLAN	Beneficiary Allocations: Allocations cannot be assigned to the primary insured
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Newly Eligible for Avaya Benefits (continued)

1 SURVEY QUESTIONS

REVIEW YOUR INFO

ENROLL IN BENEFITS

51 DAYS LEFT TO MAKE CHANGES
Event Date: Oct 13, 2021

Estimated Cost	PER PAYCHECK	PER MONTH	PER YEAR
	\$30.00	\$60.00	\$720.00

This estimate is based on the cost of the plan today, it may change in the future. For example, when benefits that are shown as 'pending' change status.

Needs Review (17)

MEDICAL PLAN

CDHP Alternative Effective Date: Oct 13, 2021 \$30.00

WHO IS COVERED (Employee Only)
You are covered

3 < PREV SAVE & FINISH LATER NEXT: CONFIRM ELECTIONS

(1) To begin, click on the first benefit at the top of the page, and let the website walk you through each benefit, step-by-step. **Make sure you scroll through this entire page before committing to your benefit elections.**

(2) When you logged in to this site for the first time you were walked through several “survey” pages: **tobacco usage status** (for you and your dependents, separately), instructions on how to enroll in **Commuter Benefits** (Active Salaried Employees only) and how to complete the **Health Questionnaire for Wellness Incentives**. If you need to update any of those items, click on the “SURVEY QUESTIONS” link to walk through those pages again.

(3) **IMPORTANT!** Any changes you make to your benefits during your New Hire eligibility window will NOT be sent to the carriers until you click on the “CONFIRM ENROLLMENT” button and “I AGREE AND CONFIRM ELECTIONS”. You may make changes to your benefits as often as you like during your New Hire eligibility window, but your final completed and confirmed election, once that window closes, is what will be sent to the carriers.

Newly Eligible for Avaya Benefits (continued)

Benefit Tiles

Review your plan options and who is to be covered on each plan.

The screenshot shows the 'Medical Plan' selection interface. At the top left, there is a 'NEW HIRE' button (1). Below it is the 'ABOUT THIS BENEFIT' section, which contains instructions on how to select a plan and a 'MORE' link (2). The 'WHO IS COVERED' section has checkboxes for 'Student Test' (checked, 3) and 'Spouse Test'. The 'MEDICAL PLAN PLANS' section shows '2 PLANS AVAILABLE' and buttons for 'HELP ME CHOOSE' and 'COMPARE PLANS' (4). At the bottom, there is a 'Current Election' section showing 'Healthy Direction CDHP with HSA' as the 'SELECTED PLAN' (5), along with 'WAVE BENEFIT' and 'SAVE SELECTED PLAN' buttons.

(1) You can always get back to the main New Hire page by clicking on the “NEW HIRE” button at the top of each benefit page.

(2) Always read the section “ABOUT THIS BENEFIT” to learn more about your options. Clicking on the “MORE” link will provide further detail on each benefit.

(3) The “WHO IS COVERED” section alerts you to who will be enrolled in each benefit. In this example, the employee (only) is covered on the Medical Plan. If you’d like to cover a listed dependent that doesn’t have a check mark next to their name, simply check the box next to their name in this section. If you don’t see a dependent listed that needs to be covered, please review page 7 to add them as a dependent to the system, first.

(4) The “HELP ME CHOOSE” and “COMPARE PLANS” buttons are decision support tools to assist you with your plan decision-making.


(5) You have the option of selecting a plan for you and your covered dependents for the current plan year, or you can “WAIVE BENEFIT”. You may also “SAVE SELECTED PLAN” (once you’ve chosen a plan), or simply return to the New Hire page by clicking on the “NEW Hire” button at the top of the screen.

Newly Eligible for Avaya Benefits (continued)

Spousal Surcharge (Active Salaried Employees only)

Certify whether or not your spouse or domestic partner is eligible for medical coverage through their own employer. *You, the employee, will always be the only person listed under the "WHO IS COVERED" section on this page.*

SPOUSAL SURCHARGE CHANGE

 **Waived** Effective Date: Jan 31, 2019
Spouse IS NOT eligible for medical coverage through his/her own employer. \$0.00

[< ANNUAL ENROLLMENT](#)

Spousal Surcharge

ABOUT THIS BENEFIT

If you choose to cover your spouse/domestic partner under an Avaya medical plan and your spouse/domestic partner has the opportunity to enroll in medical coverage through his/her own employer, you will pay a surcharge of \$100 per month. This fee is in addition to your monthly medical contribution.

The surcharge does not apply to a non-working spouse/domestic partner, a spouse/domestic partner whose employer does not offer health coverage, a spouse/domestic partner that does not qualify for their employer's health coverage, or a spouse/domestic partner who has or is eligible for Medicare.

By choosing "SELECT THIS PLAN" you are certifying that your spouse/domestic partner IS eligible for medical coverage through his/her own employer. If they are not eligible for medical coverage through their own employer, select "WAIVE THIS BENEFIT" at the bottom of the page to continue. In either case, you are agreeing that the information you are providing is true and accurate to the best of your knowledge, and that you understand your obligation to adhere to the Avaya Code of Conduct.

[↑ LESS](#)

WHO IS COVERED

- [Redacted] You

Spouse IS eligible for medical coverage through his/her own employer.
YOUR CURRENT ELECTION
Plan cost per paycheck
\$50.00
SELECTED PLAN