



Quick Reference Card

Registering for the DSM Benefits Enrollment System

DSM provides a platform within which you have the ability to view your benefits enrollment, or update your elections such as you do during Annual Enrollment or after a qualified life event. It is also the place where you may make updates to your beneficiaries anytime throughout the year. The DSM Benefits Center is available to assist you with registration. You may reach them at **(866) 353-9740**.

Self-Registration for First Time Users

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

1. Go to <https://my.adp.com>
2. Click **REGISTER NOW**

Log in to ADP

USER ID *

PASSWORD *

Remember User ID

LOG IN

FORGOT YOUR ID/PASSWORD?

First Time User? REGISTER NOW

3. Enter the following registration code: **mydsm-benefits** and click on **NEXT**

Create your account

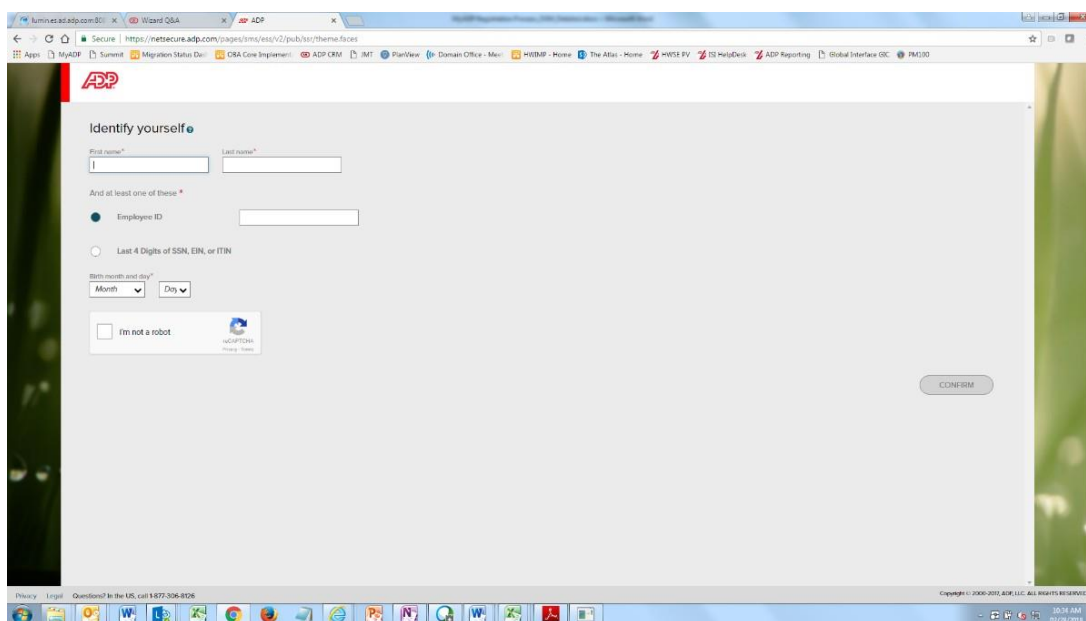
Registration code

NEXT

Privacy | Legal | Questions? In the US, call 1-877-306-4026

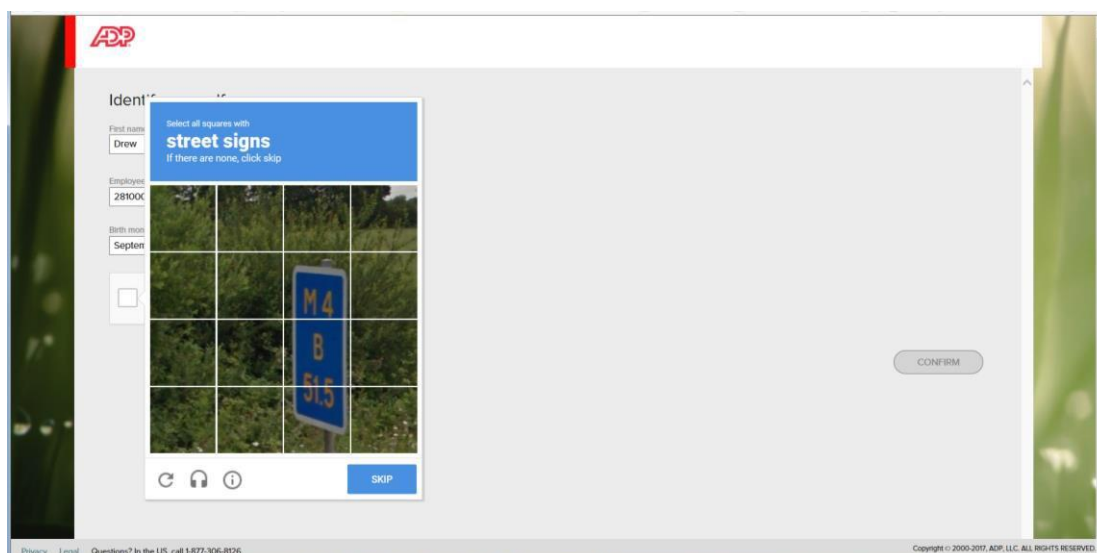
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4. You will be asked if you want to set up an account. Click **YES**
5. Enter your First Name, Last Name. Select from a choice of registering either using your DSM assigned Employee ID or the Last Four Digits of your SSN and then enter whichever is selected. Enter your Birth Month and Day, check the **I'm not a robot** box, and then click **CONFIRM**.



The screenshot shows a web browser window with the ADP logo in the top left. The main heading is "Identify yourself". Below this, there are input fields for "First name" and "Last name". A section titled "And at least one of these" contains two radio button options: "Employee ID" (which is selected) and "Last 4 Digits of SSN, EIN, or ITIN". Below these are dropdown menus for "Month" and "Day". There is a checkbox for "I'm not a robot" with a reCAPTCHA logo. A "CONFIRM" button is located at the bottom right of the form area. The browser's address bar shows the URL "https://netsecure.adp.com/pages/ems/ess/v2/pub/ssi/theme.faces".

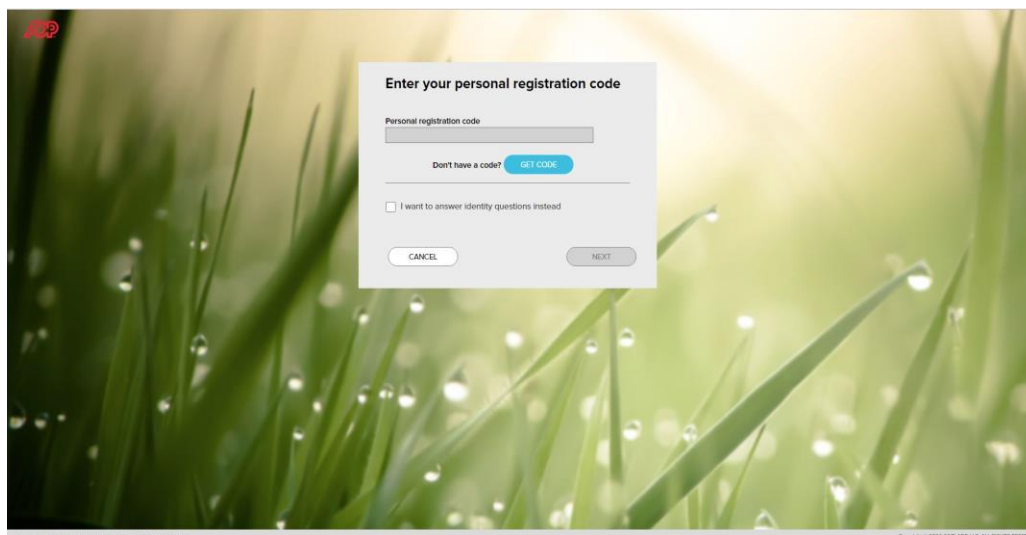
6. If the reCAPTCHA prompt page appears, follow the step by step instructions.



The screenshot shows the same registration page as above, but with a reCAPTCHA prompt overlay. The prompt has a blue header that says "Select all squares with street signs" and "If there are none, click skip". Below the header is a 3x3 grid of images showing a street sign with the letters "M4 B 51.3". At the bottom of the prompt are icons for refresh, audio, and help, along with a "SKIP" button. The "CONFIRM" button from the previous page is still visible in the background.

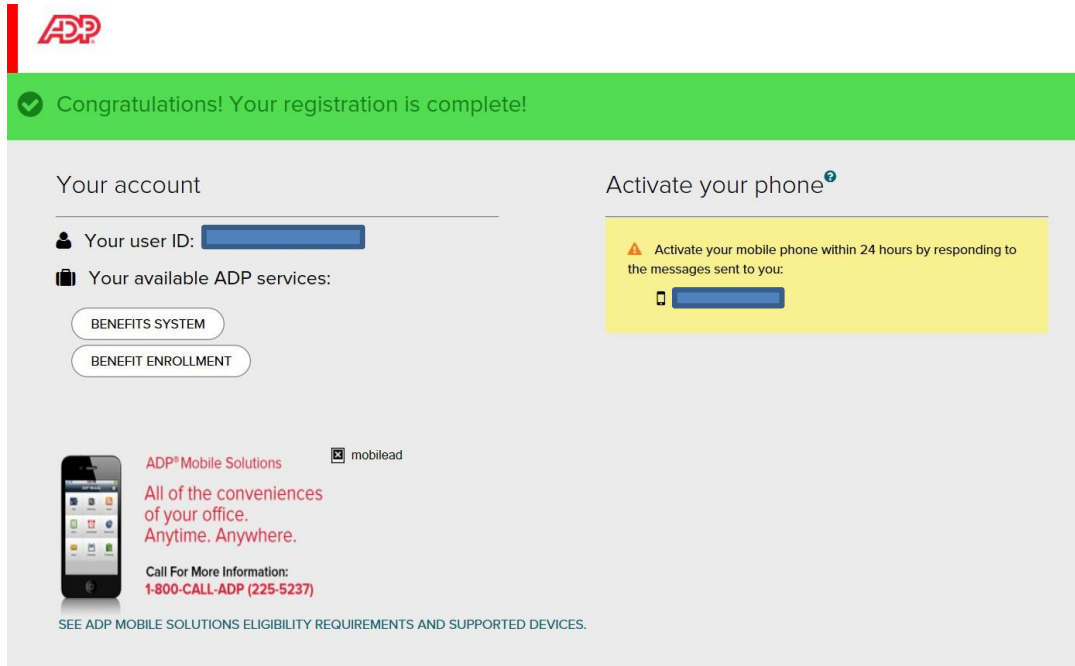
7. If you choose to enter your partial Social Security Number on step 5, you will be asked for a personal registration code. To receive your code, click

on **GET CODE** and you'll be asked to confirm that your code will be sent to your DSM email address. As an alternative, if you do not have access to DSM email, you can select the check box next to: ***I want to answer identity questions instead***. By selecting this option, you will be asked to answer several identity questions based on public records.



8. On the Enter Your Contact Information page, enter your primary email address and at least one phone number. If you wish to receive text messages, please click on the box at the bottom of the page. Click on **NEXT**
9. Create a password, select and answer security questions, check the **Accept Terms and Conditions** box, then click **NEXT**.

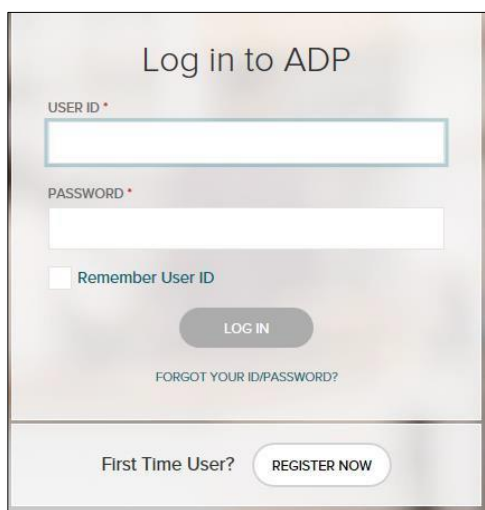
10. Registration is complete. Click on **Benefits System** to login to the Benefits site.



11. An email will be sent to the email address you entered to confirm your registration, your assigned User ID, and the ADP Benefits site URL.

Accessing the Benefits System

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



The screenshot shows the ADP login interface. At the top, it says "Log in to ADP". Below this are two input fields: "USER ID *" and "PASSWORD *". There is a checkbox labeled "Remember User ID". A "LOG IN" button is centered below the fields. Below the button is a link that says "FORGOT YOUR ID/PASSWORD?". At the bottom of the form, there is a section for "First Time User?" with a "REGISTER NOW" button.

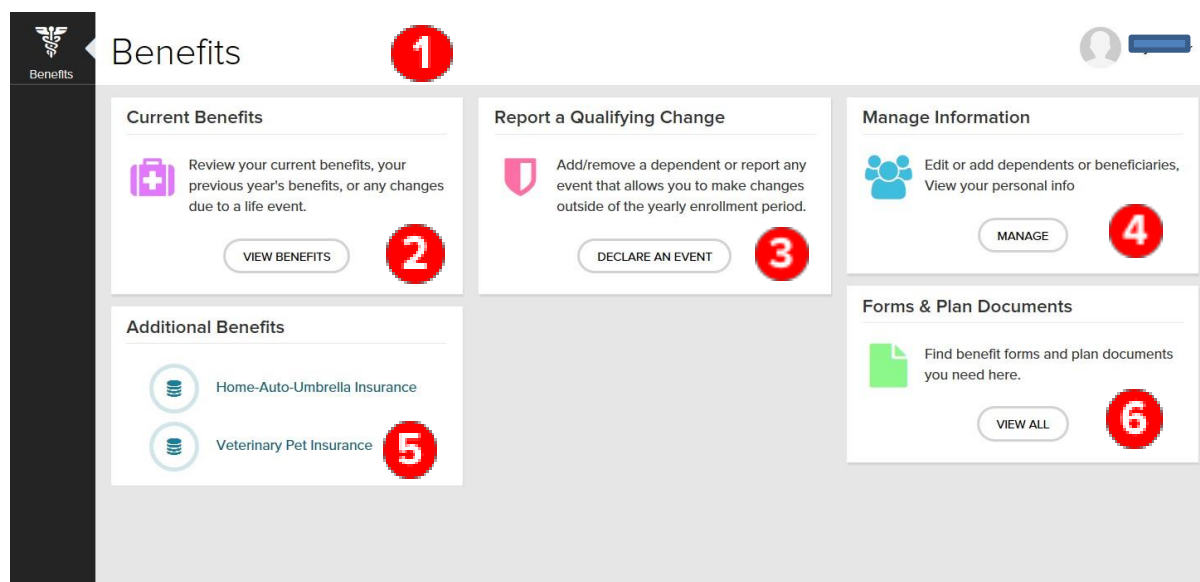
Signing In

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

Managing Your Benefits

The Benefits landing page provides quick access to all your benefits information.

See descriptions of the options below:



This tile allows you to:

- (1) If applicable, access an open event (New Hire, Annual Enrollment, incomplete Life Events, etc.) 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 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) Access Additional benefits which you are eligible to enroll in outside of the benefits system.
- (6) Access forms and documents related to your benefits.