

## Instructions For Retirees:

The ORNL Benefits Enrollment website has moved to a new platform: <https://portal.adp.com>.

Employees can view benefits information, enroll, update beneficiaries, or make qualified life event changes. To register for the first time, follow these steps:

1. Go to <https://portal.adp.com>.
2. Click **Create Account**.
3. Enter the registration code: **ORNL-BENEFITS** and click **Go**.
4. Enter your name as it appears on your Pension Earnings Statement from Northern Trust.
5. Enter other requested information and click **Confirm**.
  - o If the prompt indicates that your record was found, click **Register Now**.
  - o If the prompt indicates your record could not be found, contact the Benefits Service Center at 1-800-211-3622.
6. On the Register for Services page, enter your contact information.
7. Make a note of your User ID (your ADP-generated User ID).
8. Create a password.
9. Select and answer security questions.
10. If prompted, read the terms and conditions and select the **I Agree** check box.
11. Click **Register** (or **Register Now**).
12. You can now log in to the ORNL Benefit Enrollment website.

## Signing In

1. Go to <https://portal.adp.com>.
2. Enter your **User Name** (your ADP-generated User ID).
3. Enter your **Password**.  
Your password is the one you created during registration.
4. Click **Sign In**.

