



To add your dependents and beneficiaries:

Log in to ADP then go to below information to add your dependents and beneficiaries. **Please have this completed within 14 days of your start day.** If you need further assistance contact HR by stopping by office or call Vicki Al-Lawati at 859.899.2243 or by email at HR@LFCHD.org.

Start here: Myself > Personal Information > Dependents and Beneficiaries

1. Click Add New (+).
2. Click Add Beneficiary.
3. Select one of the following beneficiary types:
 - Organization
 - Person
4. Enter information in the fields.