

# Markin Recreational Facility

Joining the Markin Recreational Facility is easy!

You can pay your membership fee directly at the Markin ... or you can opt for payroll deduction through ADP (instructions below)

- First, log in to your ADP account
- Click on your **Myself** tab
- Go to **Benefits** > click on **Enrollments**:

The screenshot shows the ADP Bradley University portal. The top navigation bar includes 'Home', 'Resources', 'Myself', 'People', 'Process', and 'Reports & Analytics'. The 'Myself' tab is selected. Below the navigation bar, there are three main sections: 'My Information', 'Personal Information', and 'Talent'. Under 'Talent', the 'Benefits' section is expanded, showing 'Enrollments', 'Employee Discounts - LifeMart', and 'Documents'. The 'Enrollments' link is highlighted with a red dot.

- Click on "**Manage enrollment**" in the **Year Round Enrollment** tile:

The screenshot shows the ADP Bradley University portal with the 'Enrollments' page. The top navigation bar is the same as in the previous screenshot. The 'Myself' tab is selected. The main heading is 'Enrollments'. Below this, there is a 'Year Round Enrollment' tile. The tile has a green 'Submitted' status indicator and a blue 'Manage enrollment' button. The text below the tile says 'You can enroll or make changes at any time.'

- Choose "**Select Benefits**" in the menu on the left-hand side:

## Year Round Enrollment

Welcome

### Welcome

- Manage Dependents
- Select Benefits
- Review and Submit

Welcome to the Year Round enrollment

During this enrollment period you can  
*Please Read - When completing the enrollment piece and hit submit to p*

- . enroll in the TIAA 403b Retire

- Under Eligible Plans, click on the **View all plans** button in the Markin Rec Center benefit:

### Eligible Plans

You're eligible to enroll in the following plans.

📍 Markin Recreational Center

• View all plans

Markin Recreational Center

You have 1 benefit options available to choose from. See what is right for you!

- Choose your Coverage Level from the drop down then click "Confirm details" in the tan box at the bottom of the page:

### 1 Plan Available

Markin Recreational Center

• Select the coverage amount to view the cost.

(1 individual selected) [Additional details](#)

Provider

[Bradley University](#)

#### Select Coverage Level

Coverage Level

Please Select

Employee Only

Family Only

Employee + Family

• Confirm details

- Review your entry; click "**Confirm**"

## Confirm Details



### Bradley University: Markin Recreational Center

#### Covered Individual

You

#### Coverage

Coverage Level

**Employee Only**

#### Per Paycheck Costs

Total Cost Per Paycheck

\$ [REDACTED]

Back

Confirm

- If everything looks ok, click "**Next**" at the bottom of the next screen:

## Selected Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

### Markin Recreational Center

View all plans

#### Markin Recreational Center

Effective: February 15, 2023

Who is covered?

You

Selected

Your Cost

\$ [REDACTED]

### 403(b) plan

Waive benefit

View all plans

Supplemental Retirement Account (Deferred)

Selected

Finish later

Back

Next

- Click "**Submit enrollment**" (note: your enrollment is not complete until you **submit**)

Your Cost

Finish later

Back

Submit enrollment