

Edit Home Address



Overview

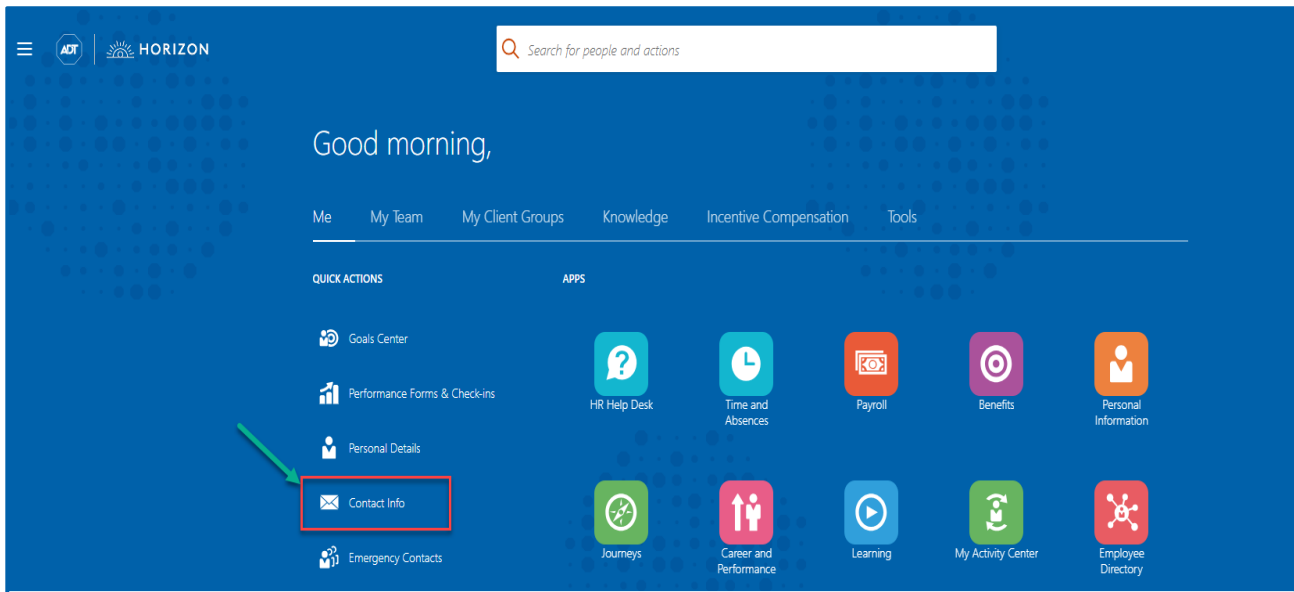
Employees may edit their home address within the platform.



Procedure Steps

Access Horizon and follow the steps in the table below to edit your home address.

Step	Action
1	Under QUICK ACTIONS, click Contact Info .



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Procedure Steps, cont.

Step	Action
2	Select the appropriate values and type in the relevant information. Note: Be sure to follow the correct format by adding the home number and street in one line and then the city, the state and the zip separately.

Contact Info
Training Employee

TE

Communication + Add

- Home Phone (111) 111-1111
- Work Phone (111) 111-1111
- Work Email andersond@ADT-DEV3.com

Address

- Home Address same Start Date 05/29/2012
- 76262
- Roanoke, TX
- Denton
- UNITED STATES

2

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Procedure Steps, cont.

Step	Action
3	Select the appropriate values and type in the relevant information. Note: To correct an address, enter the "When does this address change start?" date. The current date is ideal, however it can be a future date. The date must be entered with the calendar button.
4	Click Submit to save the changes. [The updated address data is displayed in the "Address" section]

Note: The address is used for Payroll Tax calculations.

Contact Info
Training Employee

Address

3

Country
United States

Type
Home Address

*When does this address change start?
mm/dd/yyyy

Enter 05/29/2012 if you're correcting a mistake in this address.
Please note that retroactive address changes will not have an impact on your payroll taxes

*Address Line 1
4242 Wallaby Way

Address Line 2

*Postal Code
76262

*City
Roanoke

*State
TX

*County
Denton

4

Submit Cancel

Edit Emergency Contacts



Overview

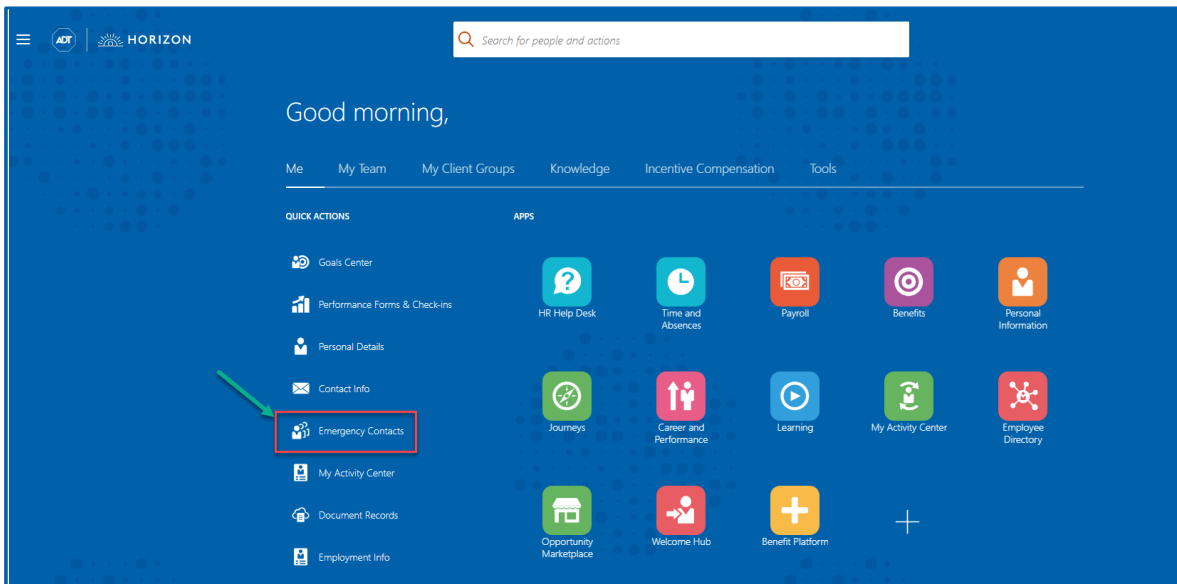
Employees may edit their emergency contacts within the platform.



Procedure Steps

Access Horizon and follow the steps in the table below to edit your emergency contacts.

Step	Action
1	Under QUICK ACTIONS, click Emergency Contacts .

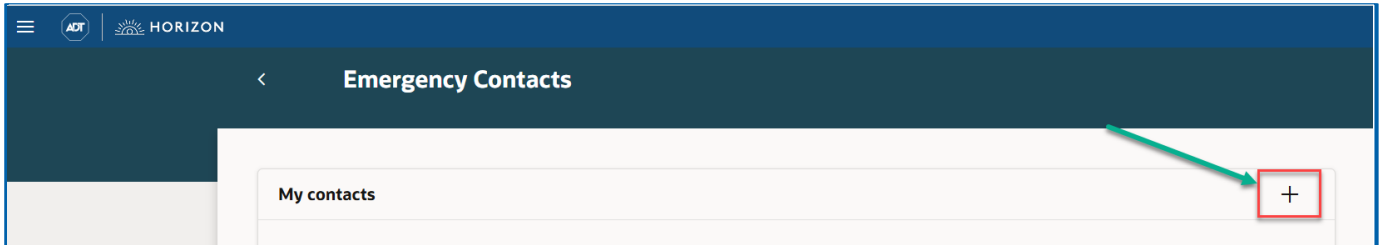


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Procedure Steps, cont.

Step	Action
2	Click the plus sign to add an emergency contact.



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Procedure Steps, cont.

Step	Action
3	Enter the appropriate values and type in the relevant information. You can view this information as well as Human Resources. Only if an emergency occurs, HR will reach out to the emergency contacts you have listed.
4	Click Submit to save the changes. [The updated emergency contacts will be displayed under "My contacts" section]

Note: You can update, add or remove this information at any time.

New Contact

Cancel Submit

Basic info

Global Name

Legal First Name Middle Name Legal Last Name

Suffix Preferred First Name

Relationship

Relationship What's the start date of this relationship? This person is an emergency contact

Emergency Reason

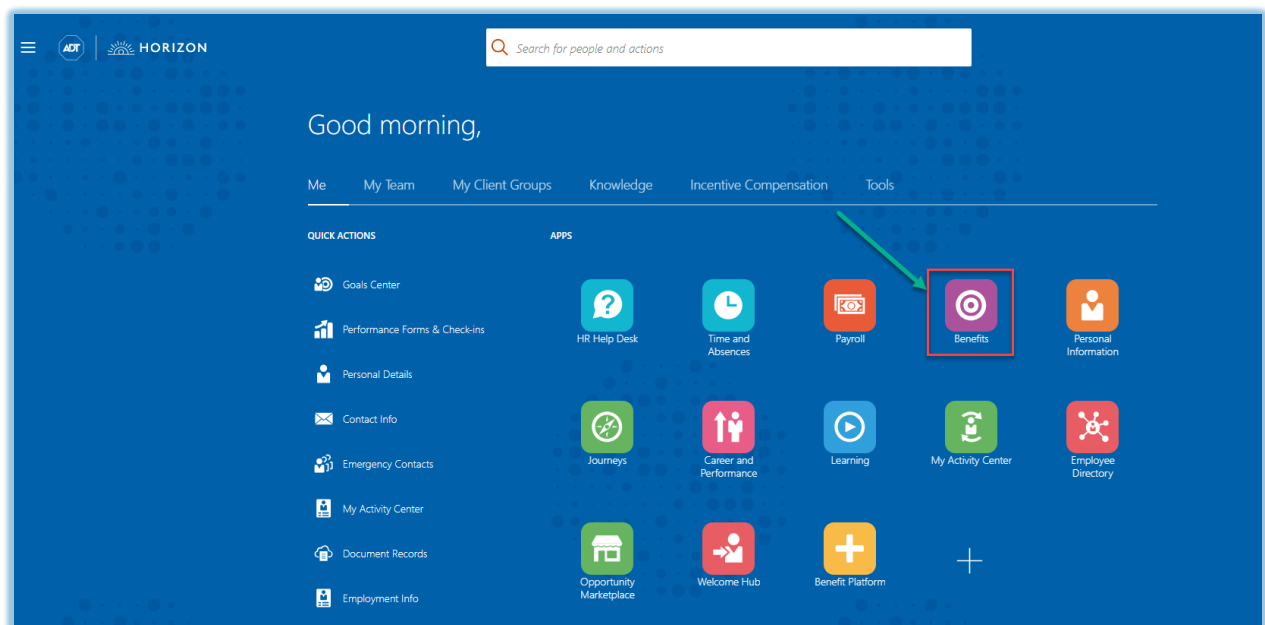
Phone details

Country Type

Update your Life Insurance Beneficiaries

Access Horizon and follow the steps below to edit your Basic Life Insurance (automatically provided by ADT) and Supplemental Life Insurance beneficiaries.


Step 1: Click on the Benefits tile on the home page of Horizon



Step 2: Click on “Enrollment Platform” to single sign-on to the benefit enrollment platform

Benefits Overview HRMKA106

Description

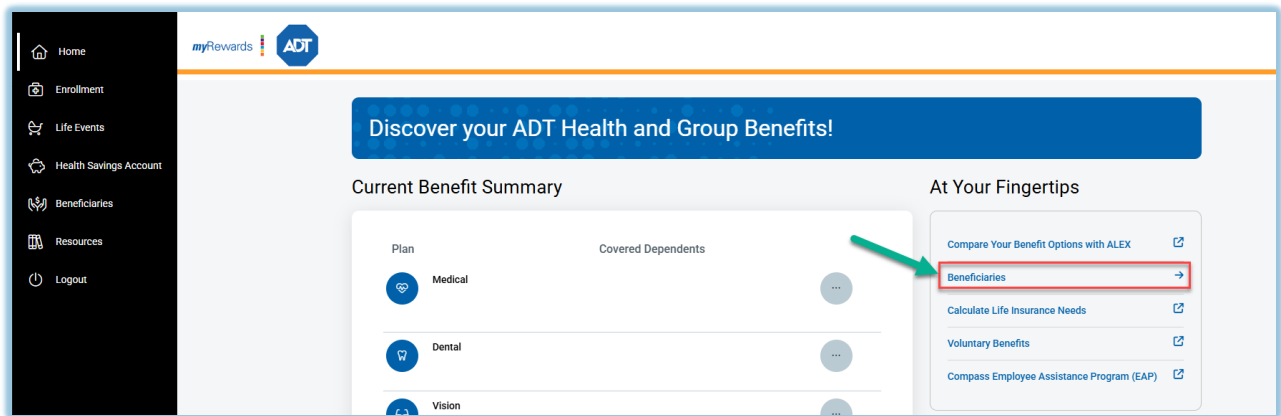


ADT Benefits
Had a baby, recently got married, or experienced another qualifying life event?
Access the Enrollment Platform to review and update your benefits to ensure your coverage reflects your current needs.

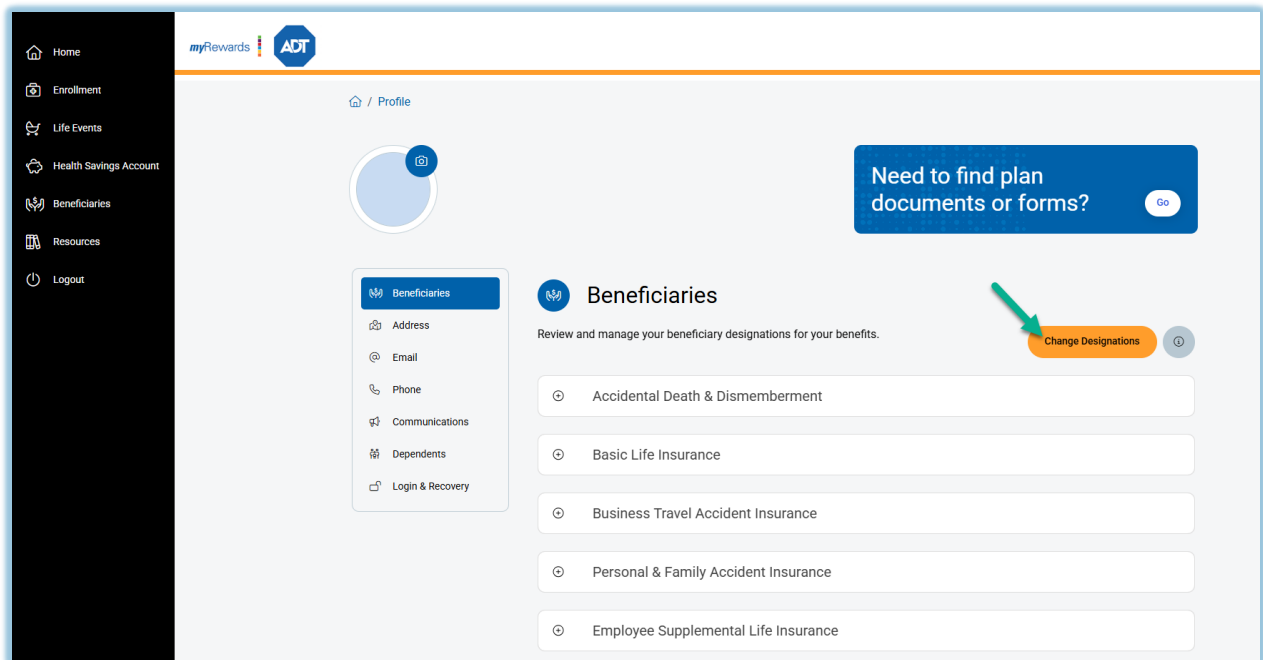
[Enrollment Platform](#)

ADT offers comprehensive rewards to support your life and protect what matters most. We are what we protect. That's why we've packaged our offerings around benefit programs to help you achieve overall Well-Being. Our goal is to help you become more informed so you can make benefit choices that protects what matters most to you.

Step 3: Once on the Enrollment Platform, click on “Beneficiaries under At Your Fingertips on the right of the screen



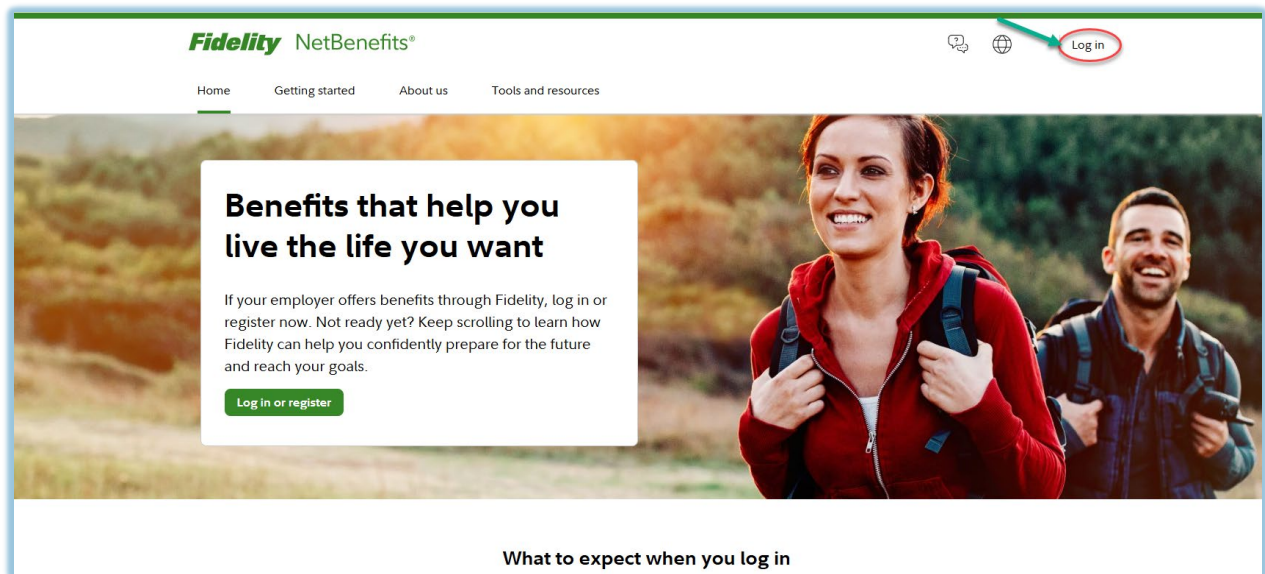
Step 4: The Beneficiaries screen will appear. To add, remove or change your beneficiaries, click on the orange button and follow the prompts. Be sure to update each line of coverage you have (Accidental, Basic, Business Travel, etc.) as each policy can have a different beneficiary associated with that benefit. **Be sure to save all your changes before exiting.**



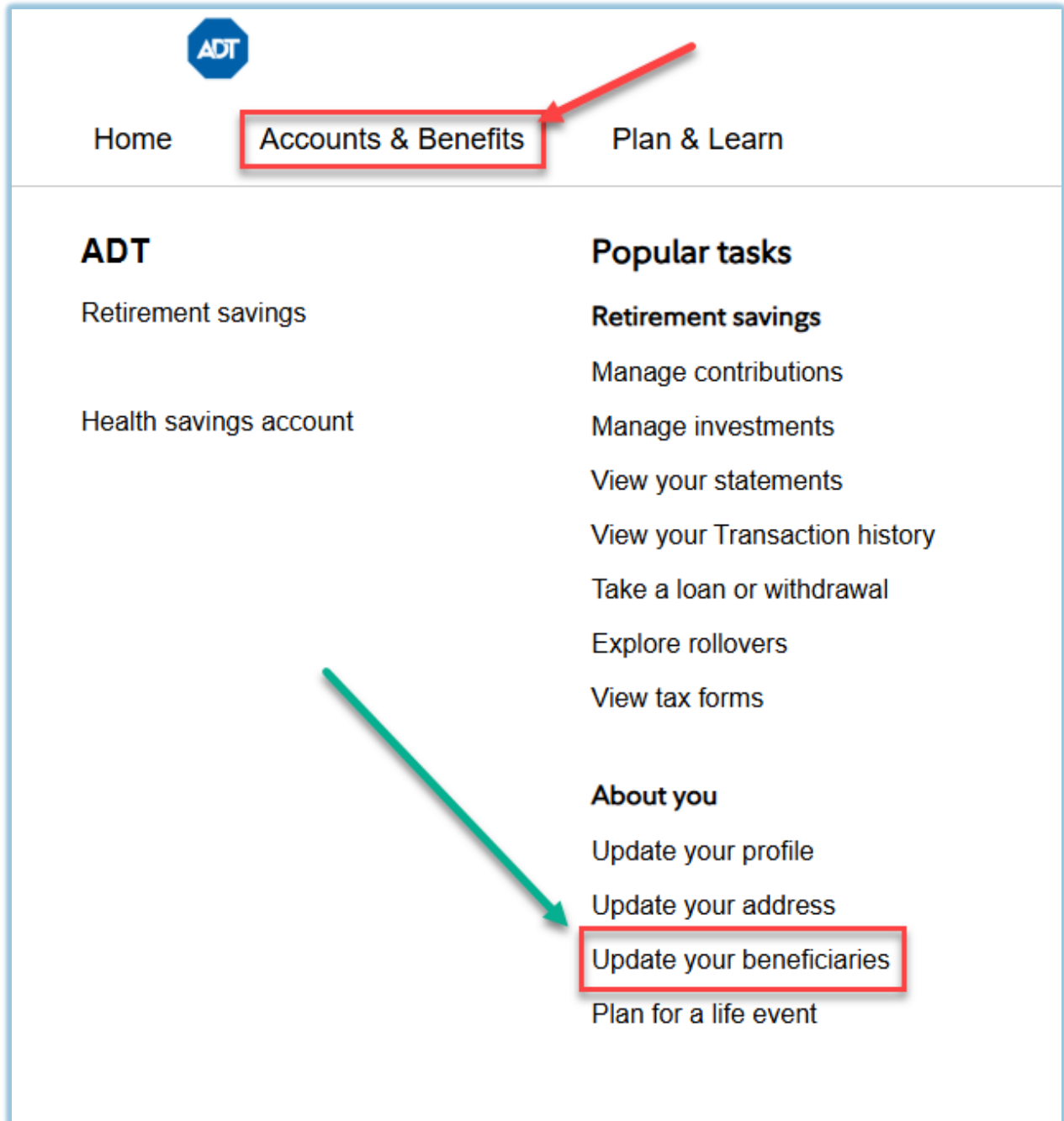
Update your 401(k) and HSA Beneficiaries

Access Fidelity and follow the steps below to edit your 401(k) and Health Savings Account beneficiaries.

Step 1: Log into your Fidelity account www.401k.com



Step 2: Click on Accounts & Benefits along the top navigation, then under About You “Update your beneficiaries”



Step 3: Once on the Beneficiaries page look for your ADT RSIP to add, remove or edit your beneficiaries.

The screenshot shows the ADT website interface. At the top, there is a navigation bar with the ADT logo, 'Home', 'Accounts & Benefits', 'Plan & Learn', a search bar, and a 'Log out' button. Below the navigation bar, there is a 'Go to Profile' link. The main heading is 'Beneficiaries'. A sub-heading asks 'Why can't beneficiaries be copied to all your accounts?'. A 'Did you know?' section contains a lightbulb icon and text about probate court, with a link to 'Learn about the probate process'. Below this is the 'Employer accounts' section, which lists 'ADT'. Under 'ADT', there is a table with one row for 'ADT RSIP' (ID: 29016). The table has columns for 'Beneficiary' and 'Allocation'. The 'Edit' link in the 'Allocation' column is circled in red, and a green arrow points to it.

Step 4: If you have a Health Savings Account, you'll see that account listed with the ability to modify your beneficiary as well

The screenshot shows a table row for a 'Health Savings Account'. The table has columns for 'Beneficiary' and 'Allocation'. The 'Beneficiary' column contains the text 'Beneficiary'. The 'Allocation' column contains the text 'Allocation' and two links: 'Copy' and 'Edit'.