



Published on *Adobe Benefits* (<https://benefits.adobe.com>)

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Enroll & make changes

Want to sign up for a benefit plan or make changes to one you're already enrolled in? Review the deadlines and processes below to do so.

Wondering if you're eligible? Check out the [Adobe Benefit Program Eligibility Chart](#) [1] [PDF] for an at-a-glance eligibility summary by program. You may also enroll your eligible dependents in certain benefits. [Adobe's SPD](#) [2] [PDF] has dependent eligibility (e.g. spouse, domestic partner, children) details.

Health & Welfare Benefits—Medical, Dental, Vision, HSA, Life Insurance, AD&D

How to take action

Visit the [Adobe Benefits Enrollment Site](#) [3].

You must make your [medical, dental and vision plan](#) [4] and [life insurance](#) [5] choices **within 15 days of your hire date/change in employment status date** [6]. You can also change these choices within 31 days of a [life event](#) [7] or during the annual Open Enrollment period.

When to take action

The enrollment choices you make will remain in effect until you experience a [life event](#) [7] like getting married or having/adopting a child or until you can make changes during the next Open Enrollment period.

You can change your HSA contributions at any time during the year on the [Adobe Benefits Enrollment Site](#) [8].

How to get help

Medical: For Aetna, go to [aetna.com](#) [9] ([SSO](#) [10]) or call 800-884-9565. [ALEX, your virtual benefits counselor](#) [11], can help walk you through Adobe's medical plans so you can determine which is the right one for you and your family.

For Kaiser, go to [healthy.kaiserpermanente.org](#) [12] or call 800-464-4000.

Dental: For Delta Dental, go to [deltadentalca.org](#) [13] ([SSO](#) [14]) or call 800-76-6003.

Vision: Go to [vsp.com](#) [15] or call 800-877-7195.

For Life Insurance and AD&D: Email adobebenefits@conduent.com [16] or call 6-Help.

401(k), ESPP, DCP

How to take action

For enrollment details, go to the:

- [401\(k\) Plan page](#) [17]
- [Employee Stock Purchase Plan page](#) [18]
- [Deferred Compensation Plan \(DCP\) page](#) [19]

401(k), ESPP, DCP

When to take action	<p>You are eligible to participate in the Adobe Retirement Plans on your first day. Within about 60 days of your hire/rehire date, you'll be automatically enrolled in Adobe's 401(k) Plan [17] at a contribution rate of 6 percent, unless you enroll sooner. You may select your contribution rate and investments. Once enrolled, you may change your investment options, retirement contribution and/or beneficiary designations at any time.</p> <p>You may enroll in the Employee Stock Purchase Plan [18] twice a year during open enrollment periods in June and December.</p> <p>U.S. director-level employees and above, and employees in equivalent roles may join the Deferred Compensation Plan [19] within 30 days of hire date or promotion date and during the annual designated open enrollment periods.</p>
How to get help	<p>For the 401(k) Plan: Go to vanguard.com [20] or call 800-523-1188.</p> <p>For the ESPP: Go to us.etrade.com/employee-stock-plans [21] or call 800-838-0908.</p> <p>For DCP: Go to Nolan Financial [22] or call 888-907-8633. You can also email adobe@nolanfinancial.com [23].</p>

Voluntary Benefits—Home/Auto Insurance, Group Legal, Back-up Child/Adult Care, 529 College Savings Plan

How to take action	<p>Find detailed information about individual plans on the Voluntary insurance [24] and Personal & family services [25] pages.</p>
When to take action	<p>You're eligible for Voluntary benefits on your date of hire, and may make changes to your plan elections at any time, with the exception of Group Legal [26].</p>
How to get help	<p>Auto Insurance: Go to personal-plans.com [27]</p> <p>Home Insurance: Call 888-206-4681</p> <p>Group Legal: Go to legalplans.com [28] (Access Code: 6920010) or call 800-821-6400.</p> <p>Back-up Child/Adult Care: Go to backup.brighthorizons.com [29] or call 877-BH-CARES.</p> <p>529 College Savings Plan: Go to www.vanguard.com/adobe529 [30] or call 866-734-4530.</p>

Flexible Spending Accounts

How to take action	<p>Visit the Adobe Benefits Enrollment Site [3].</p>
When to take action	<p>You may enroll in/make changes to health care or dependent care FSAs when you're newly eligible [6], have a life event [7] or during Open Enrollment.</p>
How to get help	<p>Go to tri-ad.com [31] (SSO [32]) and select FSA Participant Toolkit or call 855-482-3623.</p>

Source URL: <https://benefits.adobe.com/benefits-enrollment/enroll-make-changes>

Links

- [1] <https://benefits.adobe.com/document/596>
- [2] <https://benefits.adobe.com/document/661>
- [3] https://adobe.okta.com/app/template_saml_2_0/exk114bwnr4CUbkTy0i8/sso/saml
- [4] <https://benefits.adobe.com/health-and-wellness/choosing-a-medical-plan>
- [5] <https://benefits.adobe.com/financial-and-survivor-benefits/life-insurance>

- [6] <https://benefits.adobe.com/what-happens-when/im-newly-eligible-for-benefits>
- [7] <https://benefits.adobe.com/what-happens-when>
- [8] http://adobe.okta.com/app/template_saml_2_0/exk114bwnr4CUbkTy0i8/sso/saml
- [9] <https://www.aetna.com>
- [10] https://adobe.okta.com/app/template_saml_2_0/exk11qh85yee9ChTo0i8/sso/saml
- [11] <https://www.myalex.com/adobe/2019#intro>
- [12] <https://healthy.kaiserpermanente.org/html/kaiser/index.shtml?region=MRN>
- [13] <http://www.deltadentalca.org>
- [14] https://adobe.okta.com/app/template_saml_2_0/exk126st4sysVhsT20i8/sso/saml
- [15] <http://www.vsp.com>
- [16] <mailto:adobebenefits@conduent.com>
- [17] <https://benefits.adobe.com/financial-and-survivor-benefits/401k-plan>
- [18] <https://benefits.adobe.com/financial-and-survivor-benefits/employee-stock-purchase-program-esp>
- [19] <https://benefits.adobe.com/financial-and-survivor-benefits/deferred-compensation-plan>
- [20] <http://www.vanguard.com>
- [21] <http://us.etrade.com/employee-stock-plans>
- [22] https://adobe.okta.com/app/template_saml_2_0/exk134uffbwKZH3Yp0h8/sso/saml
- [23] <mailto:adobe@nolanfinancial.com>
- [24] <https://benefits.adobe.com/financial-and-survivor-benefits/voluntary-insurance>
- [25] <https://benefits.adobe.com/perks-and-other-benefits/personal-and-family-services>
- [26] <https://benefits.adobe.com/financial-survivor-benefits/financial-support#Legal>
- [27] <https://www.personal-plans.com/auto/Application?clientID=ADB>
- [28] <http://www.legalplans.com>
- [29] <http://backup.brighthorizons.com>
- [30] <http://www.vanguard.com/adobe529>
- [31] <http://www.tri-ad.com>
- [32] https://adobe.okta.com/app/template_saml_2_0/exk114da9eiFc2NOq0i8/sso/saml