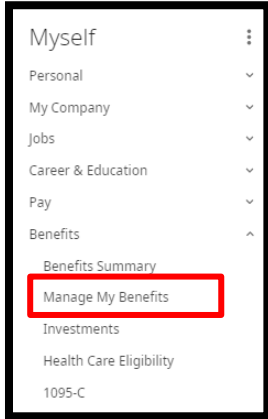


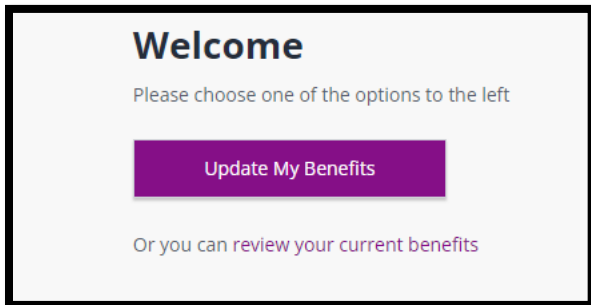
Qualifying Life Events

How to Create a Life Event: Marriage

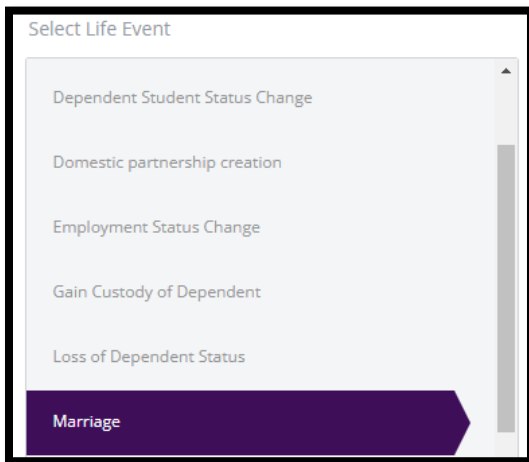
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



3. From the Home page select Update My Benefits



4. From the menu on the left choose Marriage



5. In the Event Date field enter the Date of Marriage

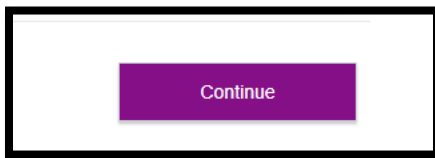
Select Life Event

Marriage

Event Date: 05/01/2022

18 Days left to make changes

6. Click Continue at the bottom right of your screen



7. Verify/Edit your Personal Information

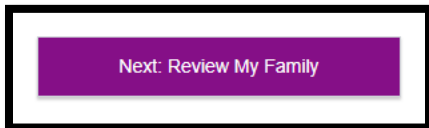
Verify your Personal Information and make changes if needed

This information is used for:

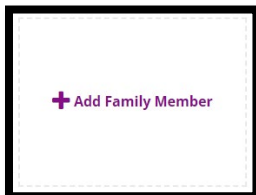
- reporting to the benefit carriers
- to issue your ID cards and process your claims
- to process your payroll, taxes, etc.

If any of the information is incorrect and you are unable to change it on this page, please contact your Human Resources representative.

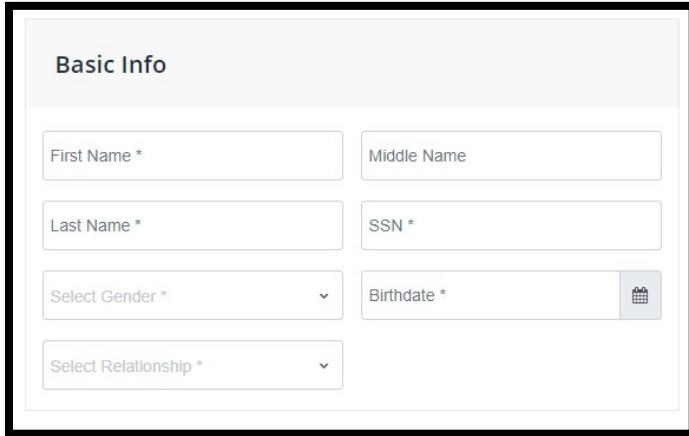
8. Click Next: Review My Family button at the bottom right of your screen



9. Click Add Family Member



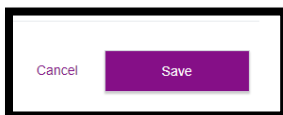
10. Enter the Basic Info for your new dependent



The form titled "Basic Info" contains the following fields:

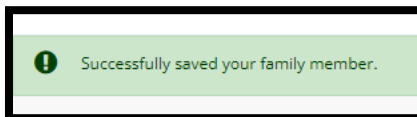
- First Name *
- Middle Name
- Last Name *
- SSN *
- Select Gender * (dropdown menu)
- Birthdate * (calendar icon)
- Select Relationship * (dropdown menu)

11. Click Save



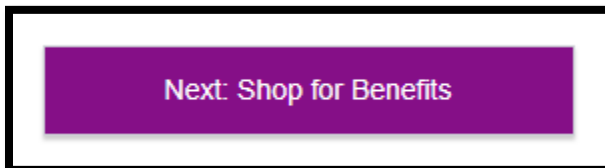
Buttons: Cancel, Save

12. You have now Successfully saved your family member



Successfully saved your family member.

13. Now click Next: Shop for Benefits



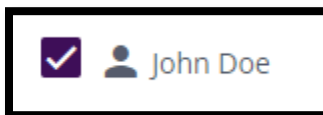
Next: Shop for Benefits

14. Select which benefits you need to add your new dependent to and click View or Change Plan



View or Change Plan

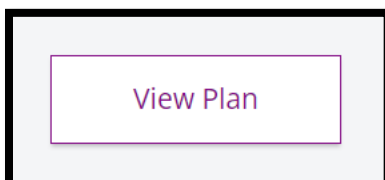
15. Click the check box next to the new dependent



John Doe

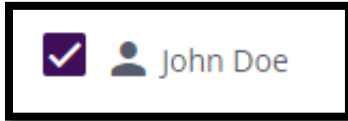
16. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire

17. Click on View Plan

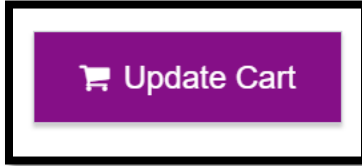


View Plan

18. Click the check box next to the new dependent



19. Click Update Cart



20. If you are participating in an HMO you will need to update your Primary Care Provider Information

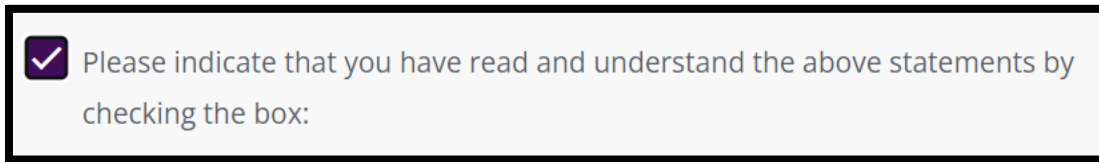
21. Click Continue and update remaining benefits as needed

22. Ensure you View or Change Plan for Guardian Fraud Warning to Review and Checkout

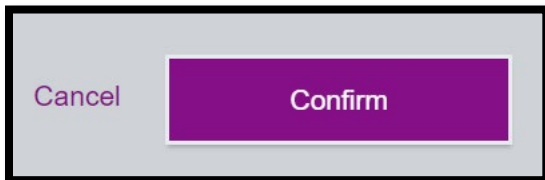
23. Review the Fraud Warning and Click I agree



24. Complete the E-signature by clicking the box



25. Click Confirm

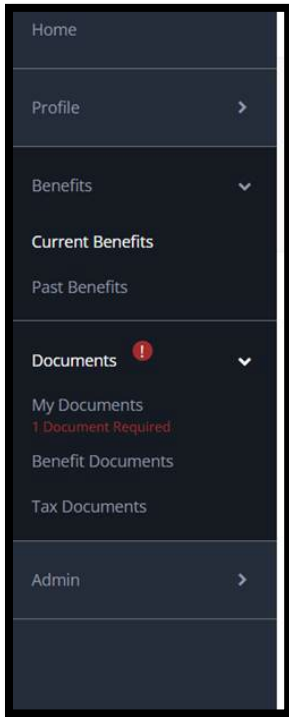


26. Click Review and Checkout

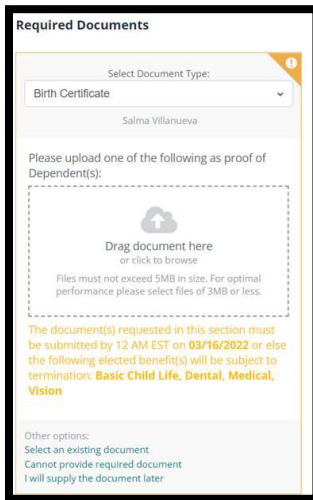
27. Finalize your Checkout

28. Now Upload your documents (e.g., Marriage License or Marriage Certificate)

29. From the home screen select Documents>My Documents



30. Upload your document, select from the Document Type dropdown and click or drag the document in the upload section.



31. Once you complete the life event and upload the document. Benefits will review the life event to ensure all documentation is correct and plan information updated accordingly.

32. Once the event is approved, plans are updated with the carriers within 3-7 business days.