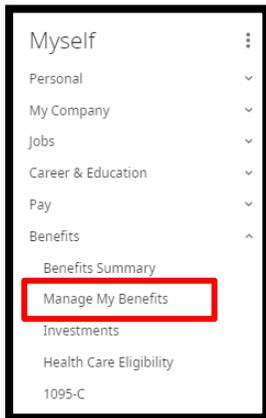


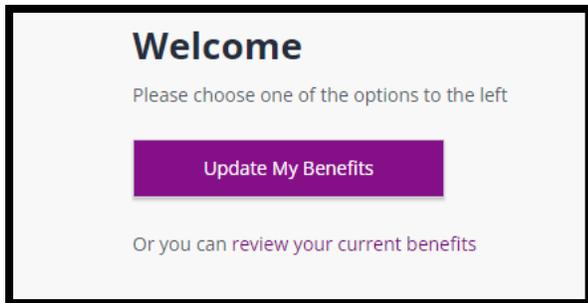
# Qualifying Life Events

## How to Create a Life Event: Significant Change in Cost of Coverage

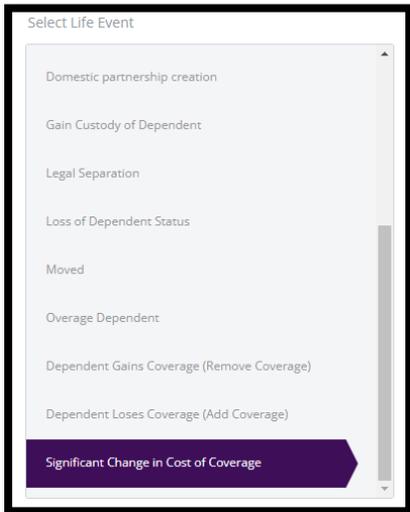
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



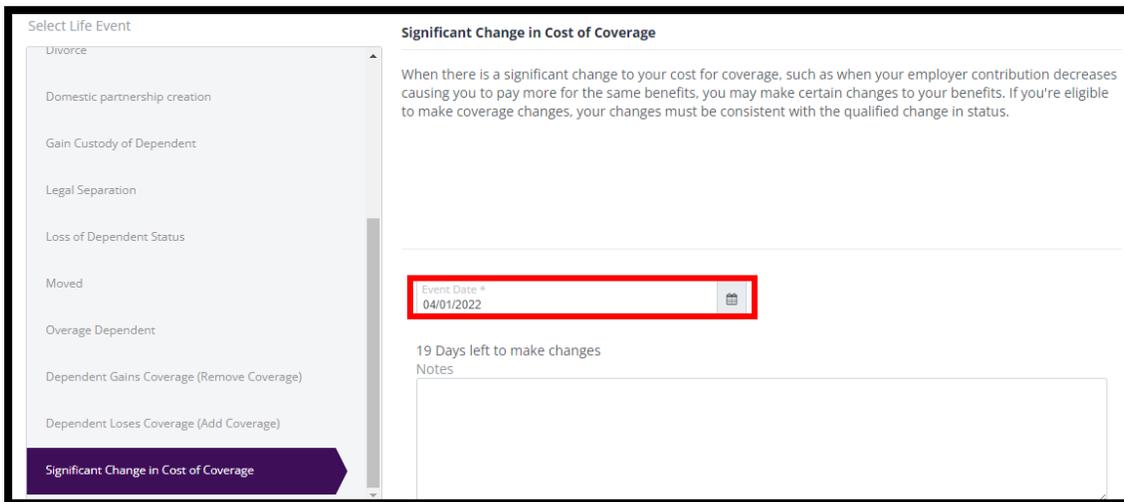
3. From the Home page select Update My Benefits



4. From the menu on the left choose Significant Change in Loss of Coverage



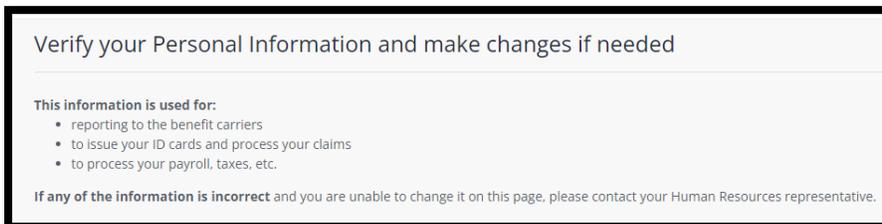
5. In the Event Date field enter the Date of Significant Change in Cost of Coverage



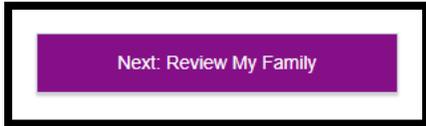
6. Click Continue at the bottom right of your screen



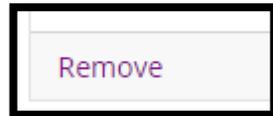
7. Verify/Edit your Personal Information



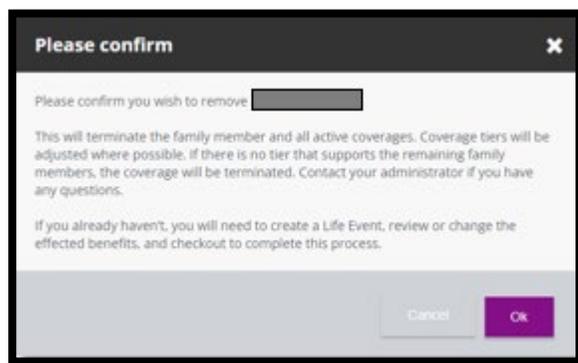
8. Click Next: Review My Family button at the bottom right of your screen



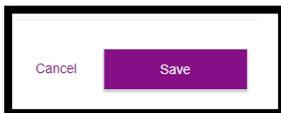
9. Click Add or Remove Family Members if needed, if not changes to Family Member are needed, go to Step 13



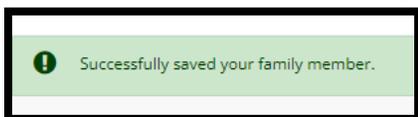
10. Enter the Basic Info for added Family Member or confirm Removal of Family Member if needed

A form titled "Basic Info" with several input fields: First Name (Baby), Middle Name (Boy), Last Name (Newborn), SSN (123-45-6666), Gender (Male), Birthdate (03/05/2022), and Relationship (Child).

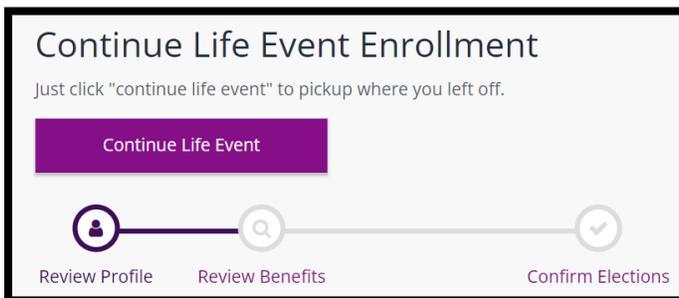
11. Click Save if added Family Member. If not, go to Step 13



12. You have now Successfully saved your family member



13. Now click Continue Life Event or Shop for Benefits



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

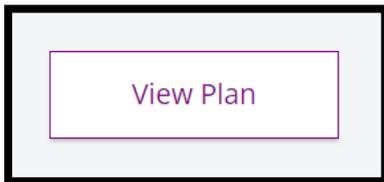


15. Click the check box next to dependent for coverage



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

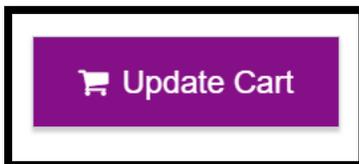
17. Click on View Plan



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

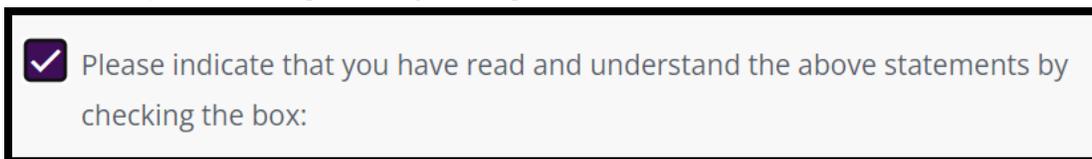
21. Click Continue and update remaining benefits as needed

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

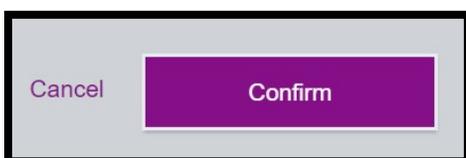
23. Review the Fraud Warning and Click I agree



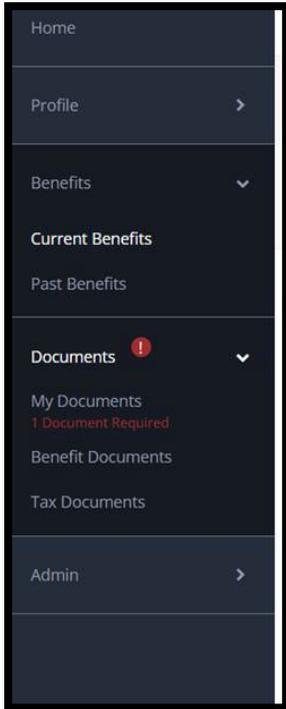
24. Complete the E-signature by clicking the box



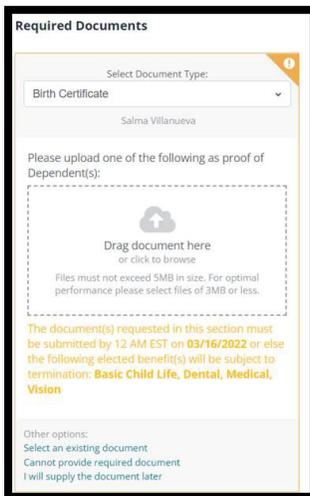
25. Click Confirm



26. Click Review and Checkout
27. Finalize your Checkout
28. Now Upload your documents if applicable (e.g, proof of premium paid)
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.