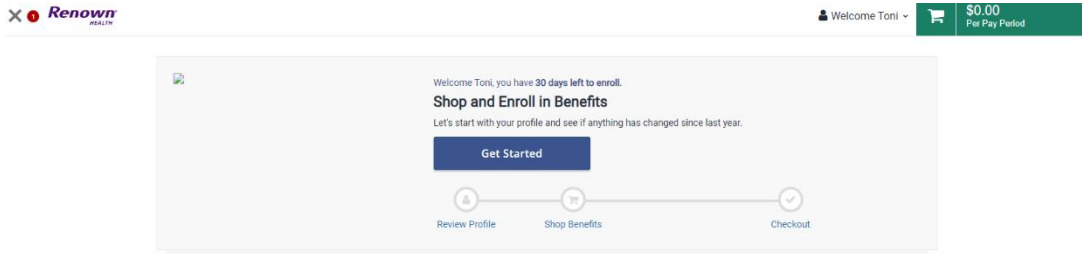


OPEN ENROLLMENT-----ENROLLING IN BENEFITS

STEP BY STEP GUIDE FOR ENROLLING IN BENEFITS FOR OPEN ENROLLMENT

1. Log into UKG Pro.
2. Under **Benefits** on the left side menu, click the **Manage My Benefits** link.
3. Click on the **Get Started** button to begin.



4. Verify your information is accurate. Click **Next: Review My Family** at the bottom.
If anything is incorrect, you will need to make the corrections in UKG under **Personal** on the left side menu, then select **Name, Address, and Telephone**.

Manage your profile

Make sure we have it right!

This info is used for your paycheck, taxes and ID cards. If you have any adjustments, please click the "Menu" button on the top left of your screen and select the "Employee Summary" under the "Personal" heading.
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 as part of enrollment, please contact your Human Resources representative.

[EDIT INFO](#)

Basic Information	Contact Information
First Name Toni	Address 1 123 Main Street
Middle Name	Address 2
Last Name TEST3557	City Evermore
SSN 037-40-4100	State Nevada
Personal Information	Zip 12345
Gender Female	Home Phone
Marital Status	Office Phone
	Email * toni.test@renown.org
	Alternate Email

[← BACK](#) **Next: Review My Family**

5. If you are adding any eligible dependents to your benefits, enter their information by clicking **+Add Family Member**.

Manage your family members

View, add, edit or remove dependents here.

Please confirm that all information for your dependents listed is correct (*including Social Security numbers, and date of birth*).

If you add a new family member, the family member won't be added to your benefits automatically. You still need to add the family member to any applicable benefits. Dependents must be listed on this page to be enrolled in coverage.

You may:

- Add New Dependents
- Edit Existing Dependent Information
- Remove Existing Dependent

By adding a dependent, you are confirming that this a legal dependent, eligible for benefits under one or more of your available plans.
After you enroll in your benefits, you will need to upload documentation to prove your relationship with your dependents (example, marriage certificate and/or birth certificate).

[View Less](#)

Current Family Members

+ Add Family Member

[← BACK](#) **Next: Shop for Benefits**

6. Enter in all required information for dependent. If the dependent does not live at home with you, uncheck the **Lives at Home** box to enter in their different address. Click **Save**.

Basic Info

First Name *	Middle Name
<input type="text" value="Spouse"/>	<input type="text" value="Middle Name"/>
Last Name *	SSN
<input type="text" value="Test"/>	<input type="text" value="000-11-2222"/>
Gender *	Birthdate *
<input type="text" value="Male"/>	<input type="text" value="08/07/1984"/>
Relationship *	
<input type="text" value="Spouse"/>	

Additional Info

Lives At Home



[CANCEL](#) **Save**

7. Once finished entering all dependents, click **Next: Shop for Benefits**.



8. The benefits you are enrolled in currently will show. Verify the benefits you currently have are accurate and make any changes to those benefits by clicking **View or Change**. To enroll in new benefits, click on **Shop Plans**.

New Enrollment Plan Year Effective from 01/01/2025 to 12/31/2025

Medical

	 Medical/RX/Vision - Employee Health Plan	\$150.00 Per Pay Period	View or Change
---	--	-----------------------------------	--------------------------------


Dental

	 Basic Dental	\$11.00 Per Pay Period	View or Change
---	--	----------------------------------	--------------------------------

Medical Flexible Spending Account

	No Plan Selected	Shop Plans
---	------------------	----------------------------

Dependent Daycare Flexible Spending Account

	No Plan Selected	Shop Plans
---	------------------	----------------------------

9. To enroll dependents in the plan, make sure the box next to their name is checked. To unenroll the dependent, uncheck their box.
If you forgot to add a dependent in the beginning, you can click **+Add Family Member** here to add them as well. Any new dependents will require you provide documentation at the end of this process.

Medical: Medical/RX/Vision - Employee Health Plan

[← TO BENEFITS](#)

Family Covered

[+ ADD FAMILY MEMBER](#)

<input checked="" type="checkbox"/>  Yourself	<input type="checkbox"/>  Spouse Test	<input checked="" type="checkbox"/>  Child Test
 Employee Only	\$35.00 Per Pay Period	
 Employee + Spouse	\$205.00 Per Pay Period	
 Employee + Children	\$135.00 Per Pay Period	
 Employee + Family	\$260.00 Per Pay Period	

10. For benefits where you choose a specific amount (for example, life insurance), you will use the drop-down box to elect your coverage amount. Amounts that require approval before you are enrolled, you will see below the **Required Approval** section in the drop-down box. If you choose any of the amounts that require approval, a notice will pop up that you need to complete an evidence of insurability form at the end of the enrollment process.

[View Less](#)


Voluntary Employee Life: Supplemental Life - Employee

[← TO BENEFITS](#)

Select Coverage Level


Enrolled

Select Coverage Amount



Select Amount

- \$100,000.00 (\$7.25)
- \$110,000.00 (\$7.98)
- \$120,000.00 (\$8.70)
- \$130,000.00 (\$9.43)
- \$140,000.00 (\$10.15)
- \$150,000.00 (\$10.88)
- \$160,000.00 (\$11.60)
- \$170,000.00 (\$12.33)
- \$180,000.00 (\$13.05)
- \$190,000.00 (\$13.78)
- \$200,000.00 (\$14.50)
- Requires Approval**
- \$210,000.00 (\$15.23)
- \$220,000.00 (\$15.95)
- \$230,000.00 (\$16.68)
- \$240,000.00 (\$17.40)
- \$250,000.00 (\$18.13)



Supplemental Life - Employee

\$0.00
Per Pay Period

[Update Cart](#)


[Decline Coverage](#)

11. Once you've added/removed your dependents or chosen your coverage amount, select the **Update Cart** or **Decline Coverage** button for that benefit. The system will automatically move you to the next benefit option to make your election/declination.


12. When finished electing benefits, you will return to the main screen and will be able to select the **Next: Review Beneficiaries** link.

NOTE: You cannot finish until you elect or decline coverage for every benefit.


Pet Insurance - Info Page

 Pet Insurance View or Change

Universal Life with Living Benefit - Info Page

 Universal Life with Living Benefit View or Change


401K (Info Page)

 401k Retirement Savings View or Change

Employer Contribution	\$656.83
Your Cost Per Pay Period	\$294.80

You must select or decline all coverages before moving on Next: Review Beneficiaries

13. Verify your beneficiaries are correct on this screen. If you newly elected a benefit that requires a beneficiary, you'll enter in their information here. Choose **+ Add Beneficiary**, then enter in all required information in the pop-up box. You can also choose to elect a dependent you already entered from the drop-down menu at the top. This person will be the primary beneficiary on the elected plan.

 **Employer Provided Life** Coverage amount **\$88,000.00**

Primary Beneficiaries (Required *)
You must designate a primary beneficiary for this benefit.

+ Add Beneficiary

Would you like to add secondary beneficiaries? No Yes

14. Select the percent this beneficiary will receive in the **Allocation** box (red box in screenshot below). Enter 100 if this beneficiary will receive 100% of the benefit. If you have more than one primary beneficiary, enter in the amount less than 100 and add a second primary beneficiary so the allocation adds up to 100.

15. If this beneficiary will be a beneficiary for all your plans, you can select the **Add to all benefits** box at the bottom. Then click **Add**.

Manage your Beneficiaries

View, add, edit or remove beneficiaries for any of your coverages by clicking on the benefit below.
Beneficiaries do not have to be benefit eligible dependents, you may choose anyone.
Note: You should NOT choose yourself as a beneficiary. You will automatically be enrolled as the beneficiary for dependent insurance plans you enroll in.

Employer Provided Life Coverage amount **\$50,000.00**

Primary Beneficiaries (Required *)
You must designate a primary beneficiary for this benefit.

Would you like to add secondary beneficiaries? No Yes

Voluntary Employee Life Coverage amount **\$200,000.00**

Primary Beneficiaries (Required *)
You must designate a primary beneficiary for this benefit.

Would you like to add secondary beneficiaries? No Yes

[← BACK](#) [Review and Checkout](#)

✕ Add Beneficiary

Select an existing beneficiary from the drop-down menu or enter a new beneficiary's information below.

Choose existing beneficiary

or create a new one

Name *

Relationship *

Allocation *

Address 1

Address 2

City

State


Zip Code

User Defined Field 1

User Defined Field 2

Add to all benefits



16. If you would like to add a secondary beneficiary (a person who would receive the benefit if the primary beneficiary were not able to receive the funds), you can select **Yes** on the toggle button for **Would you like to add secondary beneficiaries?** And select **+Add Secondary Beneficiary**. Follow the same steps as above to add.




Employer Provided Life

Coverage amount **\$50,000.00**

Primary Beneficiaries (Required *)
You must designate a primary beneficiary for this benefit.

Spouse Test, Spouse Allocation  

Allocation Total: **100%**

Would you like to add secondary beneficiaries?  No Yes

Secondary Beneficiaries (Optional)

17. Click **Review and Checkout** to finish.

18. It is recommended that you either **download, email or print** your confirmation statement, so you have record of your elections for the next year.

New Enrollment Plan Year Effective from 01/01/2025 to 12/31/2025  [DOWNLOAD](#)  [EMAIL](#)  [PRINT](#)

Below are your new elections. Benefit elections may be changed during your company's Open Enrollment or if you've had a [Qualifying Life Event](#).

19. After checkout, if you have any additional tasks to complete, you will have a **To-Do List** detailing how to complete the tasks.

Your To-Do List ⁵

0 of 5 Complete

<input type="checkbox"/> Answer a few short health questions to complete your application for Standard Insurance benefits.	>
<input type="checkbox"/> Answer a few short health questions to complete your application for Standard Insurance benefits.	>
<input type="checkbox"/> Upload the required document for Abby Test by December 31 2024	<input type="button" value="Open"/> >
<input type="checkbox"/> Upload the required document for Tot Test by December 31 2024	<input type="button" value="Open"/> >
<input type="checkbox"/> Upload the required document for Abby Test by December 31 2024	<input type="button" value="Open"/> >

20. If you add any dependents to your medical or dental plans, you'll need to provide proof of your relationship to the dependent by providing documentation. The documents must be uploaded to the system. You will choose which dependent you are uploading the document for and then choose the correct type of document, **Birth Certificate** or **Marriage Certificate**. Once you've uploaded the document, click **Submit** and you will see it as pending for review.

Documents Required

These documents provide more details and information on each of the benefits offered to you. Review at any time for clarification on how these benefit plans work.

Required Documents

The screenshots illustrate the document upload process for three different dependents: Abby Test, Tot Test, and Abby Test. Each screen shows a 'Select Document Type' dropdown menu and a file upload area. The first three screenshots show the initial upload screen with a 'Drag document here or click to browse' instruction and a file size limit of 5MB. The fourth screenshot shows the dropdown menu with 'Birth Certificate' and 'Marriage Certificate' options. The fifth screenshot shows the final 'Submit' and 'CANCEL' buttons.

Spousal Affidavit - Abby Test

Select Document Type: Birth Certificate

Drag document here or click to browse

Files must not exceed 5MB in size. For optimal performance please select files of 3MB or less.

The document(s) requested in this section must be submitted by 12 AM EST on 12/31/2024 or else the following elected benefit(s) will be subject to termination: **Medical**

Tot Test

Select Document Type: Birth Certificate

Drag document here or click to browse

Files must not exceed 5MB in size. For optimal performance please select files of 3MB or less.

The document(s) requested in this section must be submitted by 12 AM EST on 12/31/2024 or else the following elected benefit(s) will be subject to termination: **Dental, Medical**

Abby Test

Select Document Type: Birth Certificate

Drag document here or click to browse

Files must not exceed 5MB in size. For optimal performance please select files of 3MB or less.

The document(s) requested in this section must be submitted by 12 AM EST on 12/31/2024 or else the following elected benefit(s) will be subject to termination: **Dental, Medical, Voluntary Spouse Life**

Select Document Type: Birth Certificate

Birth Certificate

Marriage Certificate

Drag document here or click to browse

Files must not exceed 5MB in size. For optimal performance please select files of 3MB or less.

The document(s) requested in this section must be submitted by 12 AM EST on 12/31/2024 or else the following elected benefit(s) will be subject to termination: **Dental, Medical**

Select Document Type: Birth Certificate

Birth Certificate

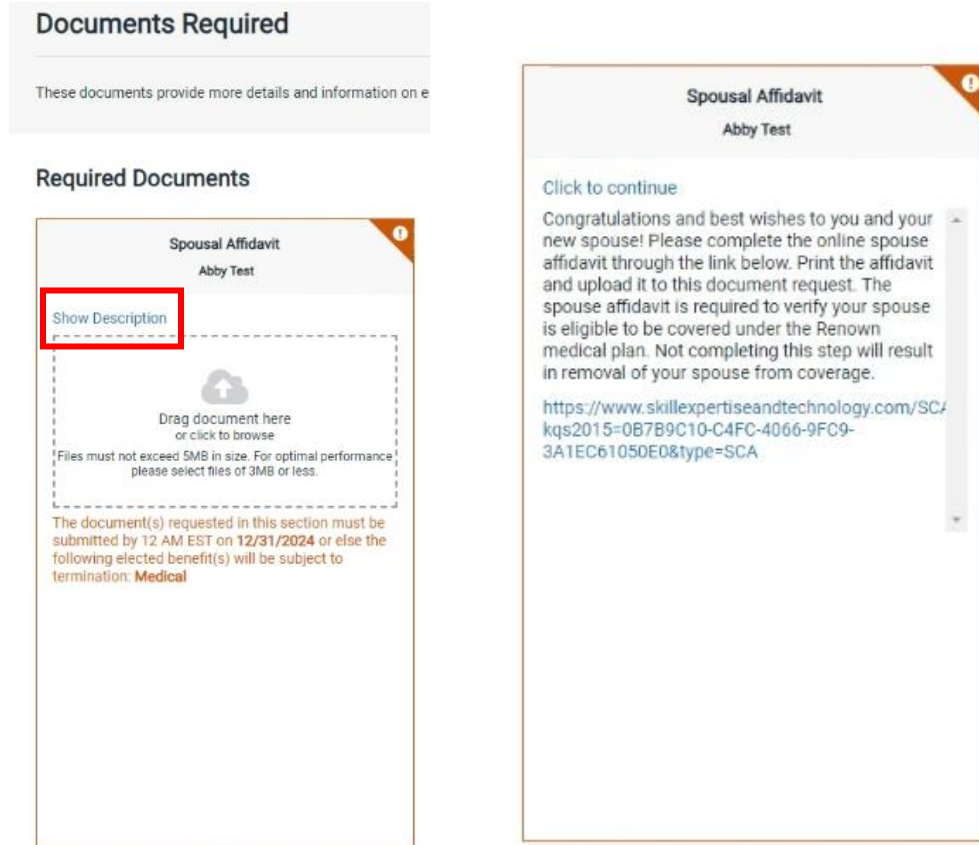
Tot Test

Birth Certificate.pdf

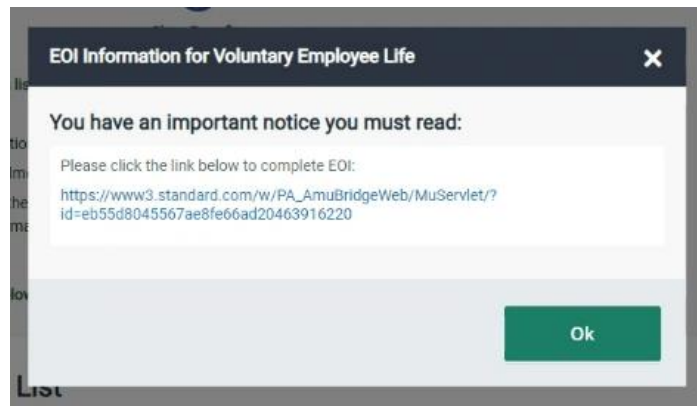
Submit

CANCEL

21. If you've added a spouse to your medical plan, you'll need to complete a spouse affidavit and upload it to the system. On the Spousal Affidavit task, click the **Show Description** link (red box in screenshot below) to access the link to the spouse affidavit. Once you've completed the affidavit, print it to a PDF, then upload it.



22. If you've elected life insurance over the guaranteed issue amount, you will need to complete an Evidence of Insurability form online with The Standard insurance company. Once you click on the Evidence of Insurability task, you can access the link to the online form.



23. If you need to come back to complete these tasks, in **UKG** click **Benefits**, then **Manage My Benefits**, and the To-Do list will show on your homepage.

The screenshot displays the UKG Benefits user interface. On the left is a dark sidebar with navigation options: Home, Profile, Benefits, Documents, and Admin. The main content area features a green header with a shopping cart icon and the text "\$265.45 Per Pay Period". Below this, a white box with a green border states "You have completed your open enrollment." and includes a "View Confirmation" button. A progress bar shows three steps: "Review Profile" (with a person icon), "Shop Benefits" (with a shopping cart icon), and "Checkout" (with a checkmark icon). Below the progress bar is a section titled "Need to update your current benefits?" with a pencil icon, asking if the user has had a qualifying life event and providing a link to "Update your current benefits." At the bottom, a "Your To-Do List" section shows "0 of 1 Complete" and a single task: "Answer a few short health questions to complete your application for Standard Insurance benefits." with a right-pointing arrow.