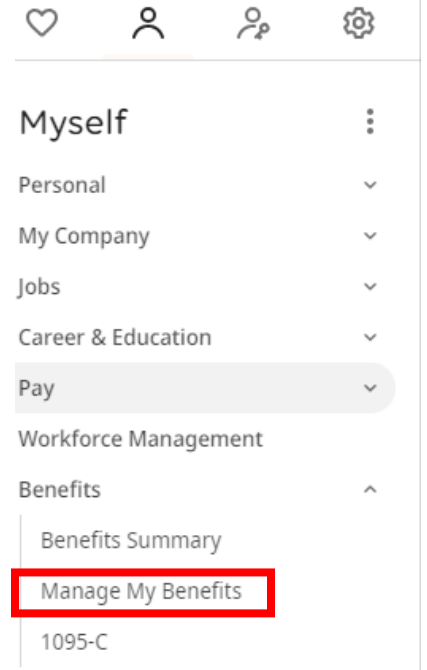


UPDATING DEPENDENT ADDRESS

THIS GUIDE SHOWS YOU HOW TO UPDATE A DEPENDENT'S ADDRESS IN UKG

STEP BY STEP INSTRUCTIONS

1. Log into UKG.
2. Under **Benefits** on the left side menu, click on **Manage My Benefits** link.
3. Click the **Update My Benefits** link.



Welcome Amelia,

Do You Need to Update Your Benefits?

Click below if you've had a qualifying life event, such as getting married or an addition to the family.

[Update My Benefits](#)

Or you can [review your current benefits](#)



Need to update your current benefits?

Have you had a qualifying life event such as a new addition to your family?

[Update your current benefits.](#)

- From here, choose the **Update Dependent Profile** under the Life Event options. Select today's date in the Event Date. Then click **Continue**.

Select Life Event

Update Dependent Profile

Birth/Adoption/Gain Custody of Dependent

Divorce/Annulment/Legal Separation

Gain of Coverage (Cancel Renown Coverage)

Loss of Coverage (Add Renown Coverage)

Gain Eligibility Medicare/Medicaid

Lose Eligibility Medicare/Medicaid

Update Dependent Profile

You may use this event to add or change your dependent(s) demographics, i.e. address, date of birth, SSN.

Event Date *

10/10/2024

30 Days left to make changes

Notes

← BACK

Continue

- Click **Next: Review My Family** on the next screen.
- Click the **Edit** link under the dependent you'd like to update.
- To change the dependent's address, uncheck the **Lives At Home** box and then enter in the new address. Once finished, click **Save**.

Basic Information

First Name * Middle Name

Last Name * SSN

Gender * Birthdate *

Relationship *

Additional Info

Lives At Home

Address 1

Address 2 City

State Zip Code

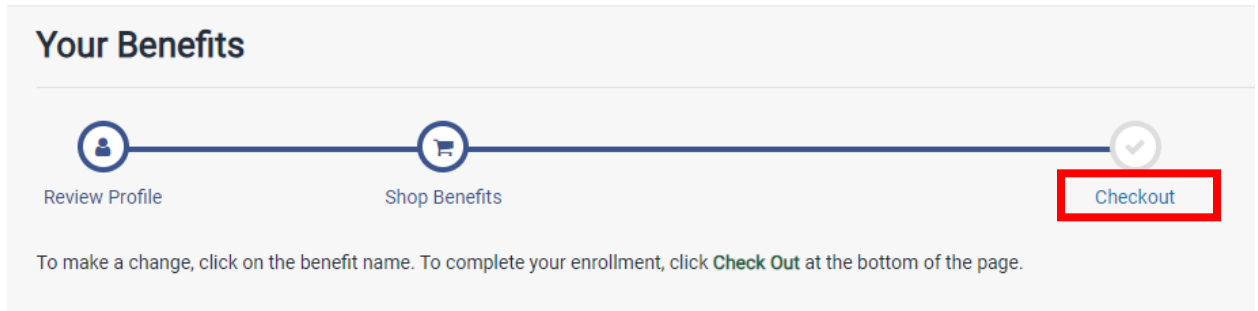
Country

CANCEL

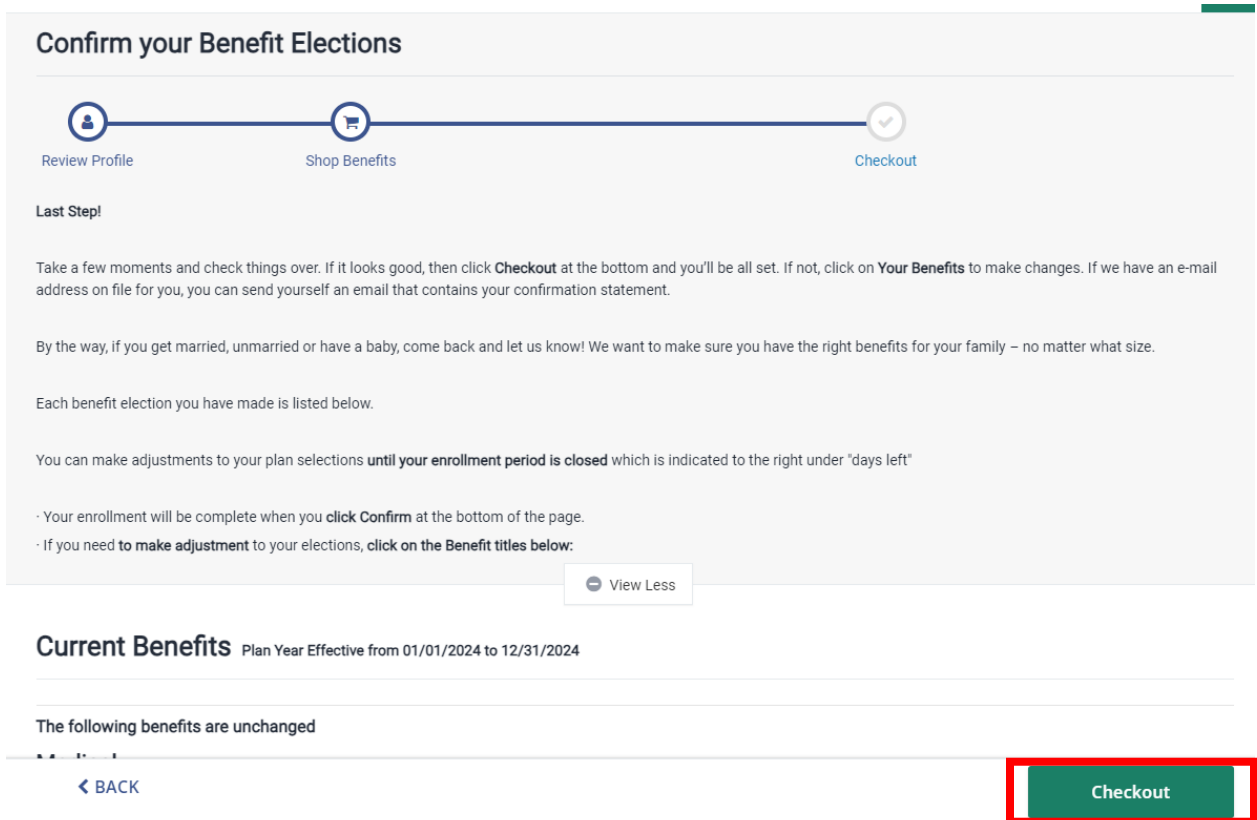
Save

- Click **Next: Shop for Benefits**.

9. Click **Checkout** at the top of the next screen.





10. Click **Checkout** again at the bottom of the next screen.





11. You've completed updating your benefits information. You can click **Home** at the bottom of the screen to return to the Benefit homepage or one of the far left side menus to return to the UKG homepage.


Voluntary Long Term Disability

	 Voluntary Long Term Disability	\$23.97 Per Pay Period	View or Change
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Legal

	 Legal High	\$10.50 Per Pay Period	View or Change
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Identity Protection

	InfoArmor/WalletArmor Identity Theft	\$8.98 Per Pay Period	View or Change
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Employer Contribution **\$833.35**
Your Cost Per Pay Period **\$413.72**

[← Home](#)