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.



× Renown

💄 Welcome Amelia 🗸





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. 4. 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
Update Dependent Profile	You may use this event to add or change your dependent(s) demographics, i.e. address, date of birth, SSN.
Birth/Adoption/Gain Custody of Dependent	
Divorce/Annulment/Legal Separation	
Gain of Coverage (Cancel Renown Coverage)	
Loss of Coverage (Add Renown Coverage)	Event Date *
Gain Eligibility Medicare/Medicaid	10/10/2024
Lose Eligibility Medicare/Medicaid	30 Days left to make changes Notes
•	Å
< ВАСК	Continue

- 5. Click Next: Review My Family on the next screen.
- 6. Click the **Edit** link under the dependent you'd like to update.
- 7. 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		Additional Info					
First Name *	Middle Name Middle Name	Lives At Home	Address 1 2695 Chaucer St				
Last Name *	SSN	Address 2 Address 2	City Sparks				
Gender * Female	Birthdate *	State Nevada	Zip Code 89436				
Relationship * Child ~		Country United States	·				

CANCEL

Save

8. 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.

Confirm your Benefit Elections					
(à)					
Review Profile Shop Benefits	Checkout				
Last Step!					
Take a few moments and check things over. If it looks good, then click Checkout at the bottom and you'll be all set. If not, click on Your Benefits to make changes. If we have an e-mail address on file for you, you can send yourself an email that contains your confirmation statement.					
By the way, if you get married, unmarried or have a baby, come back and let us know! We want to make sure you have the right benefits for your family – no matter what size.					
Each benefit election you have made is listed below.					
You can make adjustments to your plan selections until your enrollment period is closed which is indicated to the right under "days left"					
· Your enrollment will be complete when you click Confirm at the bottom of the page.					
\cdot If you need to make adjustment to your elections, click on the Benefit titles below	W:				
	View Less				
Current Benefits Plan Year Effective from 01/01/2024 to 12/31/2024					
The following benefits are unchanged					
< BACK	Checkout				

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.

Volur	ntary Long Term Disability			
٥	Voluntary Long Term Disability	\$23.97 Per Pay Period		View or Change
Lega	l			
0	MetLife Legal High	\$10.50 Per Pay Period		View or Change
Ident	ity Protection			
٥	InfoArmor/WalletArmor Identity Theft	\$8.98 Per Pay Period		View or Change
			Employer Contribution	\$833.35
< Hor	ne		Your Cost Per Pay Period	\$413.72