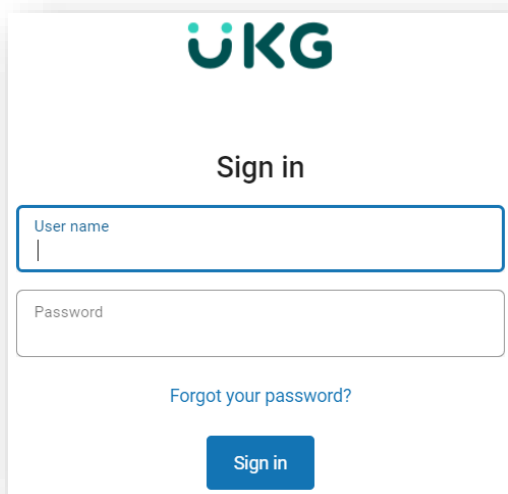


Benefits Administration – Election Guide

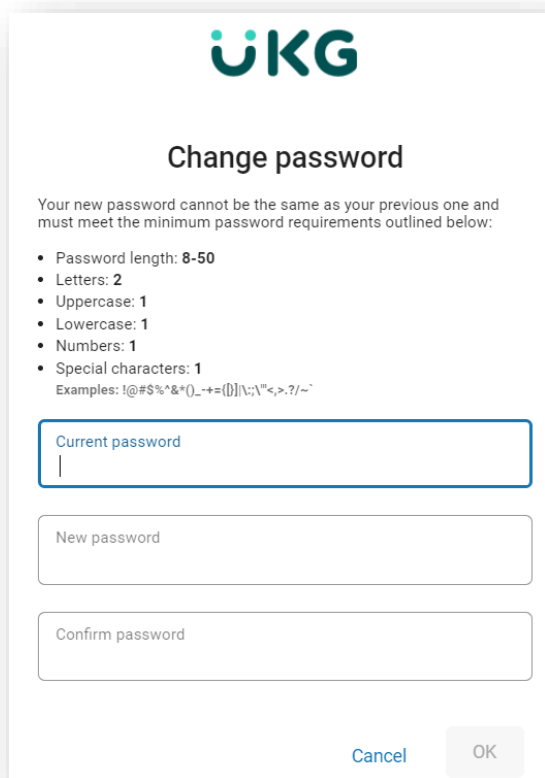
1. Log into your UKG Profile here: <https://n31.ultipro.com>
 - a. Enter Username (Last Name and First Initial)
 - b. Enter Password (8-digit Birthdate: mmddyyyy)
 - c. Click the 'Sign In' button



The image shows a screenshot of the UKG Sign in page. At the top is the UKG logo. Below it is the text 'Sign in'. There are two input fields: 'User name' and 'Password'. Below the 'Password' field is a link that says 'Forgot your password?'. At the bottom is a blue button labeled 'Sign in'.

NOTE: *If you are a new user or have not logged into UKG in the past 6 months, you will be prompted to change your password.*

2. Enter Current Password: (8-digit Birthdate: mmddyyyy)
 - a. Enter **New Password**.
 - i. Must include:
 - Password length 8-50 Characters
 - Letters: 2
 - Uppercase: 1
 - Lowercase: 1
 - Numbers: 1
 - Special Characters: 1 (e.g. !@#\$\$%*&^()_)
 - b. Confirm **New Password**
 - c. Click **'OK'**



UKG

Change password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:

- Password length: **8-50**
- Letters: **2**
- Uppercase: **1**
- Lowercase: **1**
- Numbers: **1**
- Special characters: **1**

Examples: !@#\$%^&*()_~+={}|\\;'\":<,.>/?/~`

Current password

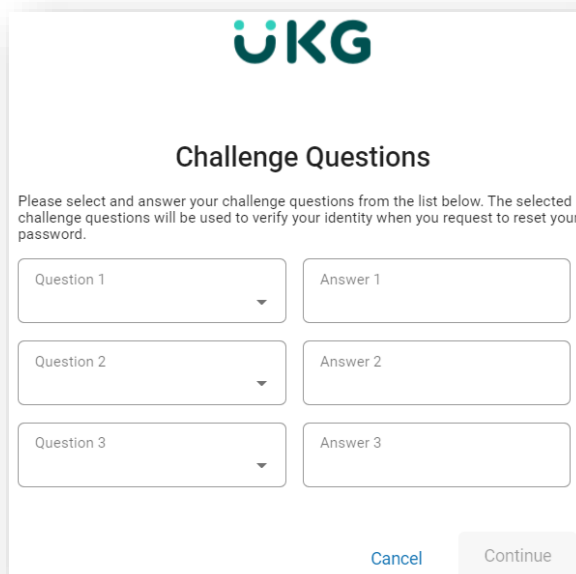
New password

Confirm password

Cancel OK

NOTE: *If you have logged in recently, please use your current password to sign in.*

3. Select 3 Challenge Questions and answer each one



UKG

Challenge Questions

Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.

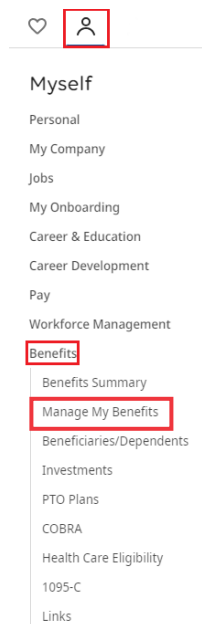
Question 1	Answer 1
Question 2	Answer 2
Question 3	Answer 3

Cancel Continue

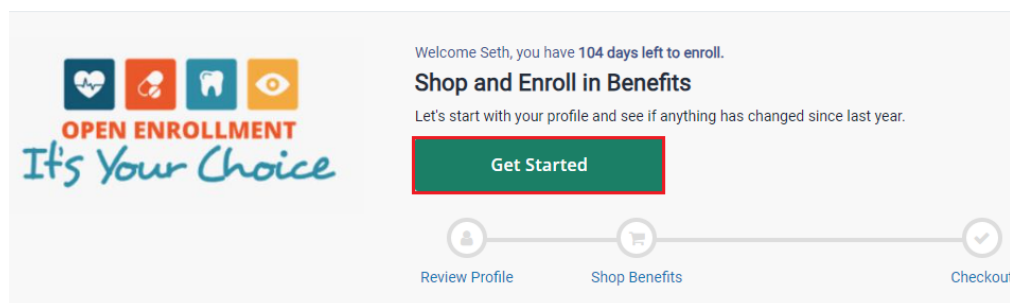
a. Click **Continue**

NOTE: You can now navigate throughout UKG using your Username and New Password.

4. Once logged in navigate to the 'Myself' Tab, choose the Benefits dropdown option.
 - a. From there choose the 'Manage My Benefits' option to begin your Benefits election.



5. You will be taken to a new screen where you will begin the process to Enroll into your benefits.
 - a. Click 'Get Started' to begin the process.



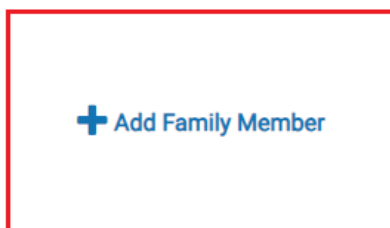
6. Next you will **VERIFY** information about yourself:
 - a. Basic Information
 - b. Contact Information
 - c. Personal Information

Basic Information		Contact Information	
First Name *	Middle Name	Address 1 *	Address 2
<input type="text" value="Seth"/>	<input type="text"/>	<input type="text" value="123 Anywhere St"/>	<input type="text"/>
Last Name *	SSN *	City *	State *
<input type="text" value="Test"/>	<input type="text" value="900-00-1111"/>	<input type="text" value="Anytown"/>	<input type="text" value="California"/>
		Zip *	Country
		<input type="text" value="94203"/>	<input type="text"/>
		Home Phone	Office Phone
		<input type="text"/>	<input type="text"/>
		E-mail	Alternate E-mail
		<input type="text"/>	<input type="text"/>

Personal Information	
Birthdate *	Gender *
<input type="text" value="01/01/1975"/>	<input type="text" value="Male"/>
Marital Status *	Preferred Language
<input type="text" value="Single"/>	<input type="text"/>

- d. After you have completed all the required information click the ‘Next: Review My Family’ button at the bottom right of the screen.
7. On the next page you will have the option to add Family Members (aka Dependents) to your Benefits.

Current Family Members




- a. If you are going to add Family Members to your Benefits click the ‘+ Add Family Member’ button displayed in the screenshot above.
- b. Complete all the required fields on the next screen.

Basic Information	
First Name *	Middle Name
<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>
Last Name *	SSN *
<input type="text" value="Last Name"/>	<input type="text" value="SSN"/>
Gender *	Birthdate *
<input type="text" value="Select Gender"/>	<input type="text" value="Birthdate"/>
Relationship *	
<input type="text" value="Select Relationship"/>	


- c. After all the information has been properly filled out, click the 'Save' button at the bottom right of the screen.
- d. Once you have hit 'Save' you will be taken back to the previous screen where you can see the newly added family member. You can also add another family member if you have more than one person that needs to be added to the account.
- e. Once you have added all your family members, click the 'Next: Shop for Benefits' button at the bottom right.

Current Family Members


 Child
 Born 01/01/2020

[View Details](#)

Remove
Edit



[< BACK](#)

Next: Shop for Benefits

8. On the next page you will have the option to 'Shop Plans' for:

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

Medical

No Plan Selected

Shop Plans

Dental

No Plan Selected

Shop Plans

Vision

No Plan Selected

Shop Plans

9. Clicking the 'Shop Plans' button will take you into the details of each plan offered. Let's look at the medical as an example:

Medical: Eskaton Medical

[← TO BENEFITS](#)

Family Covered C **+ ADD FAMILY MEMBER**

A <input checked="" type="checkbox"/> Yourself	B <input checked="" type="checkbox"/> Meridian Sears
EE	\$67.50 Per Pay Period
EE + 1	\$232.50 Per Pay Period
EE + Family	\$367.50 Per Pay Period

Eskaton Medical

\$232.50
Per Pay Period

D **Update Cart**

E **Decline Coverage**

- a. If the 'A' Checkbox is checked that means that you want medical coverage for yourself
- b. If the 'B' Checkbox is checked that means that you want medical coverage for your spouse/dependent
- c. If you need to add another family member you can do it by clicking the '**+Add Family Member**' button. This is labeled with the letter 'C' in the image above.
- d. Once you have added yourself and all your dependents, click the '**Update Cart**' button to add your medical selections.
- e. If you wish to decline the coverage, click the '**Decline Coverage**' Button

Decline Medical Benefits
✕

Please select a specific reason for declining coverage.

Reason *

Select Reason ▼

Cancel

Confirm Decline

NOTE: In step 'd' above, after you click the '**Update Cart**' button the system will automatically move you to the next selection (i.e. Dental, Vision, etc....). In addition, if you choose to decline the coverage you will be required to provide a reason as shown in the screenshot above.


10. After you have completed all your selections click the **'Next: Review Beneficiaries'** button to review your benefits.

Employer Contribution	\$568.62
Your Cost Per Pay Period	\$127.17

You must select or decline all coverages before moving on

Next: Review Beneficiaries

11. On the next screen you will need to choose/add Beneficiaries to your plan.



Basic Employee Life and AD&D


Coverage amount \$10,000.00

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

+ Add Beneficiary

Would you like to add secondary beneficiaries? ☐ No ☒ Yes

12. Click the **'+ Add beneficiary'**. This will open a side panel where you can either choose your dependent/spouse as a beneficiary or you can enter in the details for a new beneficiary.


Add Beneficiary

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

Choose existing beneficiary

or create a new one

Name * **B**

Relationship *

Allocation *

0

Address 1

Address 2

City

State

Zip Code

☐ Add to all benefits **C**

Add

CANCEL

- a. In the first box labeled ‘A’ in the screenshot above is where you will choose an existing dependent/spouse as your beneficiary.
 - b. In the second box labeled ‘B’ in the screenshot above is where you will fill out the details of the new beneficiary.
 - c. The box labeled ‘C’ has the option to ‘Add to all benefits’ if you wish to have the same beneficiary for multiple lines of coverage.
 - d. Complete all required fields and click the ‘Add’ button at the bottom right of the screen.
13. Once all the beneficiaries have been added click the ‘Review & Confirm’ button at the bottom right of the screen.
 14. The next screen, which is the second to last step, you must review all the selections you have made thus far. If you need to make any changes to one of the plan selections, click the ‘View or Change’ button to the right of the plan.

Medical

HealthComp Eskaton Medical	\$72.50 Per Pay Period	View or Change
Start Date: 01/01/2025	Coverage Level: EE	
Employer Contribution: \$587.92		

Dental

Generic Dental Carrier Eskaton Dental	\$39.46 Per Pay Period	View or Change
Start Date: 01/01/2025	Coverage Level: EE + 1	
Family Covered: Meridian Sears		

15. For the last step click the ‘Checkout’ button at the bottom right of the screen.
 - a. When you have clicked the ‘checkout’ button you will be taken to a confirmation page where you can send a copy of your benefits to yourself via email or you can print a copy.

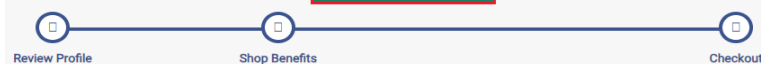
Current Benefit Elections

Enrollment Complete!

You have completed the open enrollment process and confirmed your benefits.

Need a copy of your benefits confirmation statement?

☐ [Send by Email](#)



The coverage details listed below are the current active elections on file for you and your dependents.

1. To change an election, click directly on the name of the benefit.
2. To complete enrollment, click continue at the bottom of the page.
 - If you believe there is an error in your statement, please contact Human Resources.
 - If you need to make changes due to a qualifying life event, please click on the Life Event link.

Click on the icons below to print your confirmation statement or generate a PDF file.