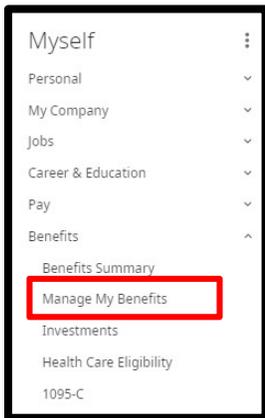


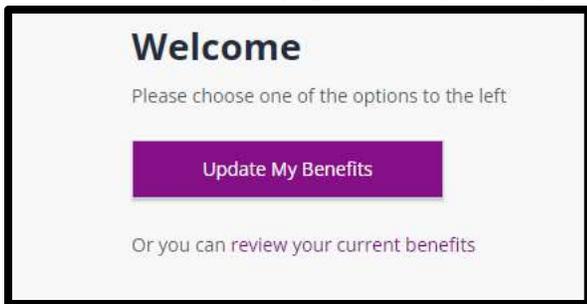
Qualifying Life Events

How to Create a Life Event: Gain Eligibility Medicare/Medicaid (Remove Coverage)

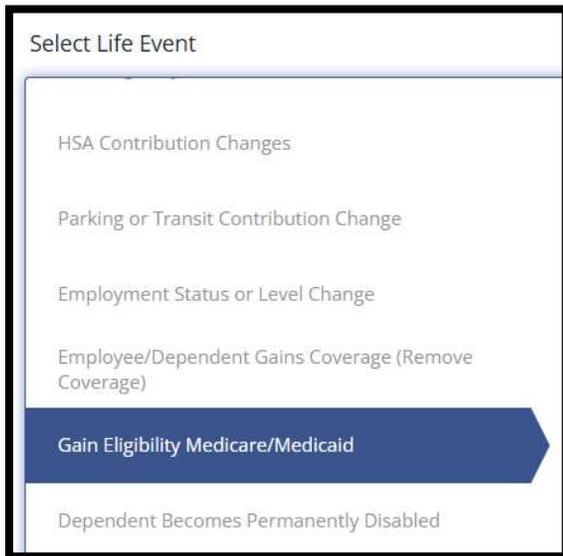
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



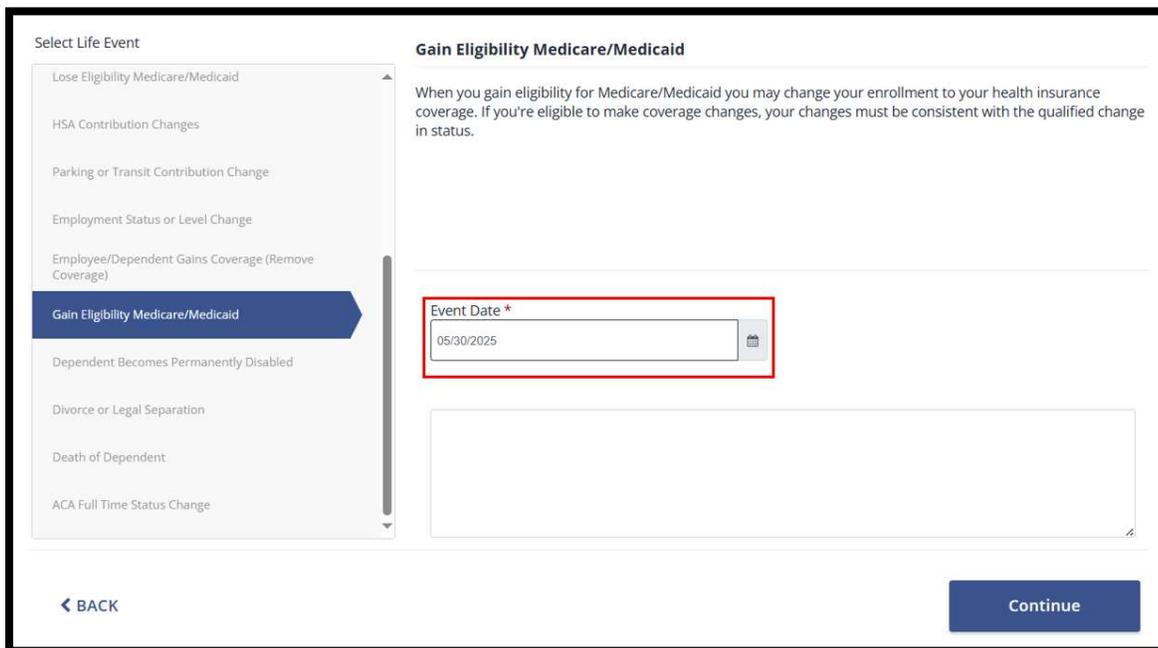
3. From the Home page select Update My Benefits



- From the menu on the left choose Gain Eligibility Medicare/Medicaid



- In the Event Date field enter the Date Gained Eligibility Medicare/Medicaid

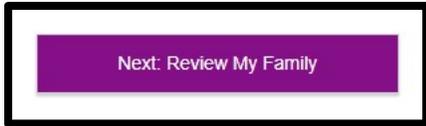


- Click Continue at the bottom right of your screen



- Verify your Personal Information. Changes to employee address and or contact information must be made via UKG employee profile.

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



9. Now click Next: Shop for Benefits



10. Select the benefits you intend to change or remove your dependent from, and click View or Change



11. Uncheck the box next to the dependent you are removing from coverage.



12. Select Update Cart to update your coverage level.



13. Select View or Change next to any additional benefits you intend to make changes to and update accordingly.

14. Once you have completed your desired changes, select Review & Confirm.

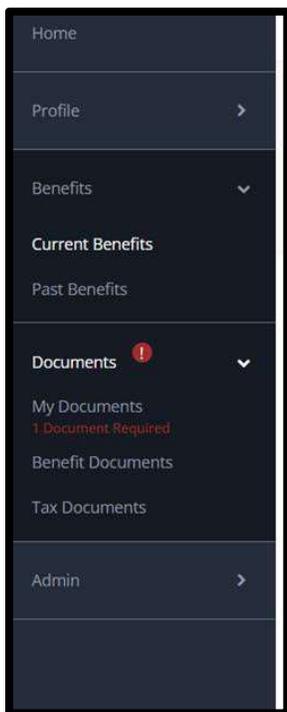


15. Review your changes. When ready, select Confirm Elections.

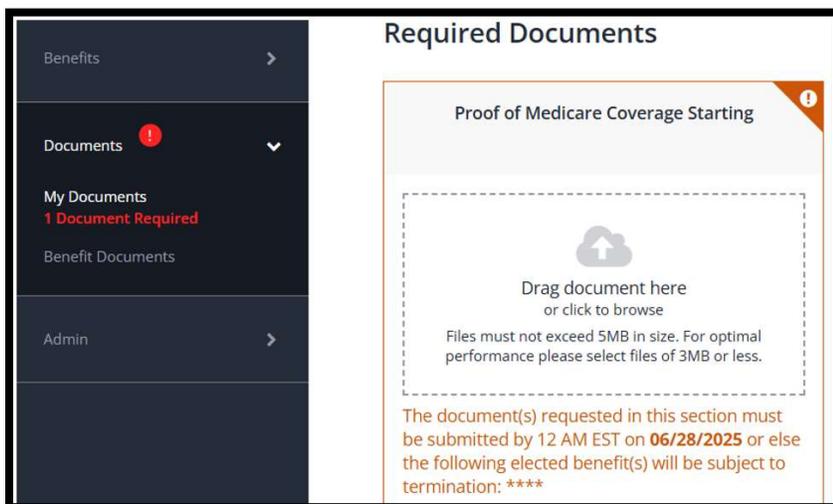


16. It is recommended to download, email or print your benefit statement. Please note some of the benefits shown in the confirmation may not be effective yet. **Any benefit changes made as part of your life event are still pending administrator approval.**

17. Now Upload your documents (e.g., Medicare letter with name and effective date of coverage)
18. From the home screen select Documents>My Documents



19. Upload your document, select from the Document Type dropdown and click or drag the document in the upload section.



20. Once you complete the life event and upload the document, the Benefits team will review the life event to ensure all documentation is correct and that plan information has updated accordingly.
21. Once the event is approved, plans are updated with the carriers within 3-7 business days.