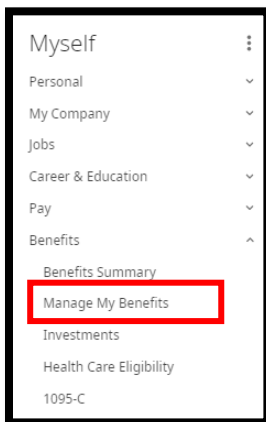
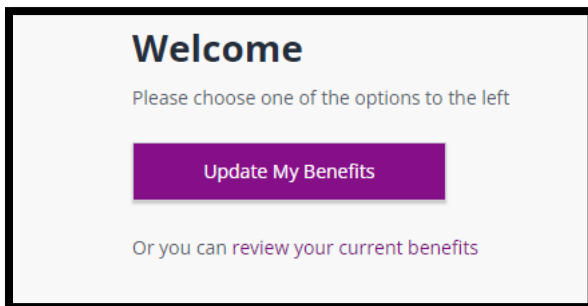


How to Create a Life Event: Adoption

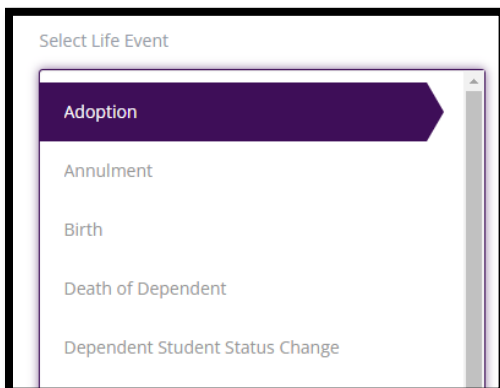
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



3. From the Home page select Update My Benefits



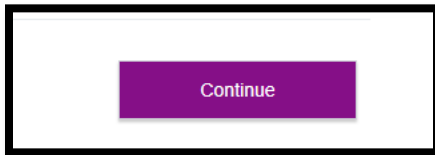
4. From the menu on the left choose Adoption



5. In the Event Date field enter the Date of Adoption

The screenshot shows a web form titled "Select Life Event". On the left is a vertical list of options: Adoption, Annulment, Birth, Death of Dependent, Dependent Student Status Change, and Divorce. "Adoption" is highlighted with a purple arrow. On the right, under the heading "Adoption", there is a congratulatory message and a paragraph explaining that adoption is a qualified change in status. Below this is an "Event Date" field with a calendar icon, containing the date "03/31/2022".

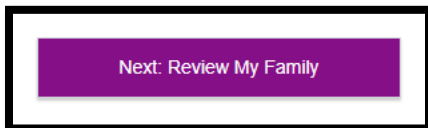
6. Click Continue at the bottom right of your screen



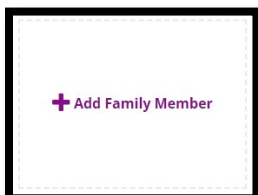
7. Verify/Edit your Personal Information

The screenshot shows a screen titled "Verify your Personal Information and make changes if needed". Below the title, it states "This information is used for:" followed by a bulleted list: reporting to the benefit carriers, to issue your ID cards and process your claims, and to process your payroll, taxes, etc. At the bottom, a note says "If any of the information is incorrect and you are unable to change it on this page, please contact your Human Resources representative."

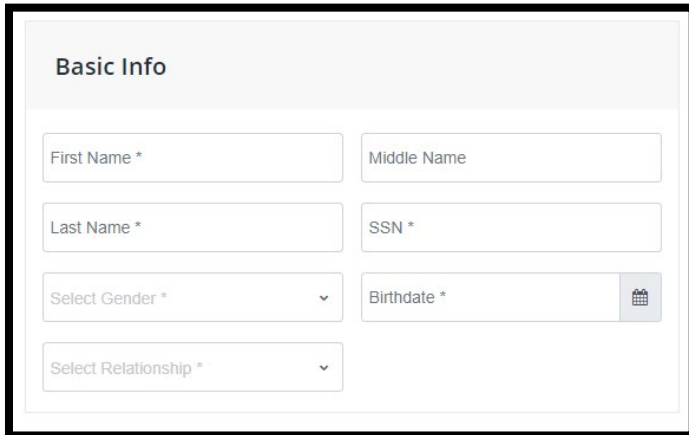
8. Click Next: Review My Family button at the bottom right of your screen



9. Click Add Family Member



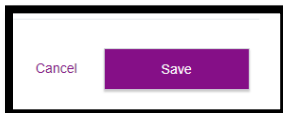
10. Enter the Basic Info for your new dependent (NOTE: If you do not have a newborn's SSN yet please enter 123-45-6666. Once you have the social security number please come back and update your dependent information.)



A form titled "Basic Info" with the following fields:

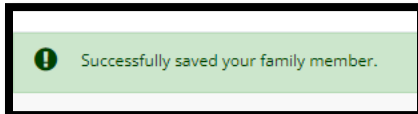
- First Name *
- Middle Name
- Last Name *
- SSN *
- Select Gender * (dropdown menu)
- Birthdate * (calendar icon)
- Select Relationship * (dropdown menu)

11. Click Save



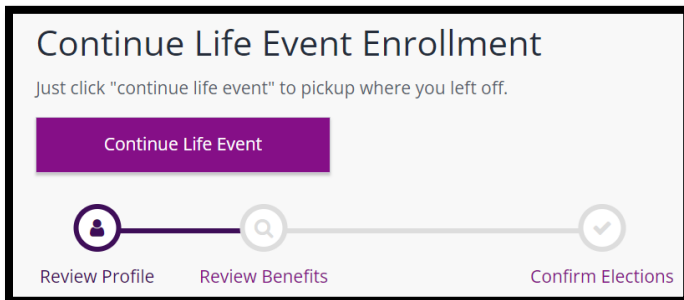
Buttons: Cancel, Save

12. You have now Successfully saved your family member



Successfully saved your family member.

13. Now click Continue Life Event



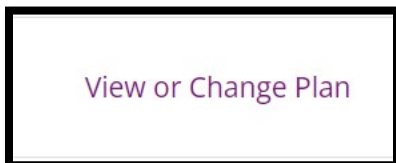
Continue Life Event Enrollment

Just click "continue life event" to pickup where you left off.

Continue Life Event

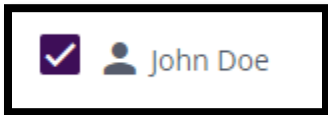
Review Profile | Review Benefits | Confirm Elections

14. Select which benefits you need to add your new dependent to and click View or Change Plan



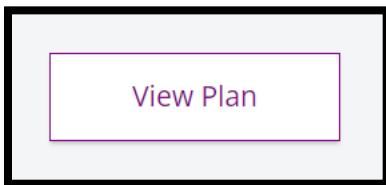
View or Change Plan

15. Click the check box next to the new dependent

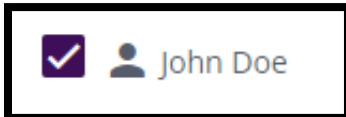


16. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire

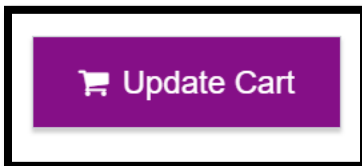
17. Click on View Plan



18. Click the check box next to the new dependent



19. Click Update Cart



20. If you are participating in an HMO you will need to update your Primary Care Provider Information

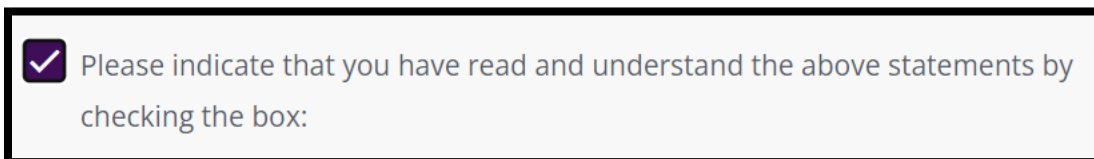
21. Click Continue and update remaining benefits as needed

22. Ensure you View or Change Plan for Guardian Fraud Warning to Review and Checkout

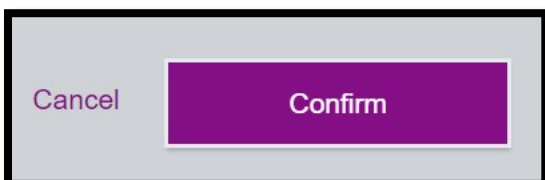
23. Review the Fraud Warning and Click I agree



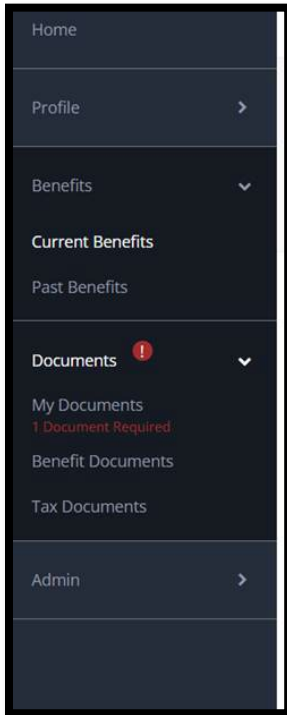
24. Complete the E-signature by clicking the box



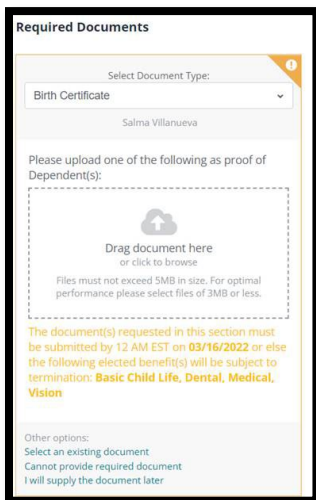
25. Click Confirm



26. Click Review and Checkout
27. Finalize your Checkout
28. Now Upload your documents (e.g., court order or child support order)
29. From the home screen select Documents>My Documents



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



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