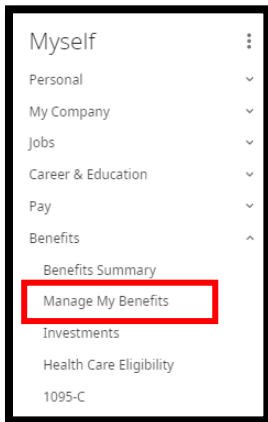
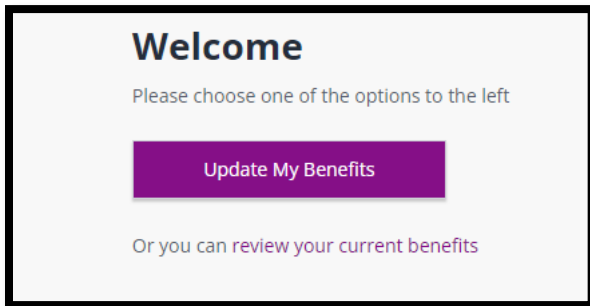


How to Create a Life Event: Birth of a Child

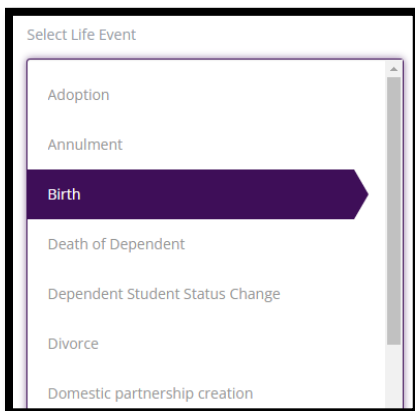
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



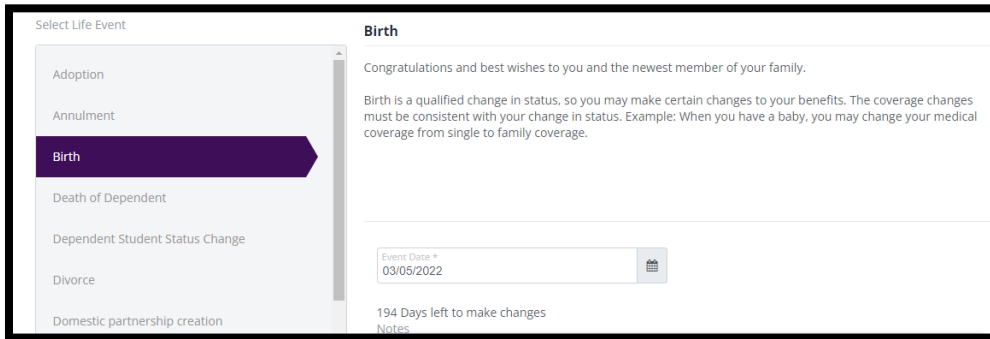
3. From the Home page select Update My Benefits



4. From the menu on the left choose Birth

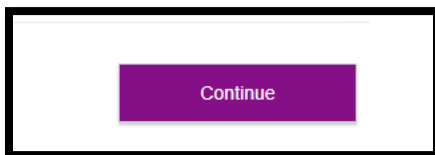


5. In the Event Date field enter the Date of Birth

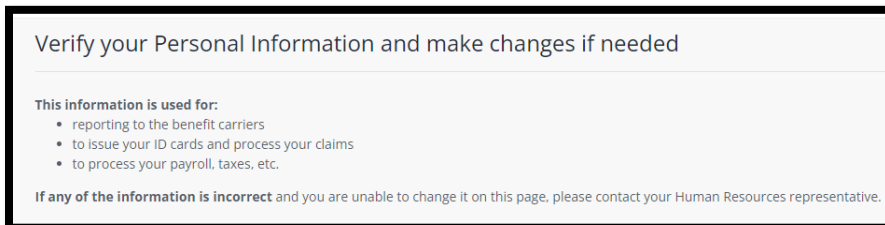


The screenshot shows a web form titled "Select Life Event". On the left is a vertical list of event types: Adoption, Annulment, Birth, Death of Dependent, Dependent Student Status Change, Divorce, and Domestic partnership creation. The "Birth" option is highlighted with a purple arrow. On the right, under the heading "Birth", there is a congratulatory message: "Congratulations and best wishes to you and the newest member of your family." Below this is a paragraph explaining that birth is a qualified change in status and that coverage changes must be consistent with the change in status. An "Event Date" field contains the date "03/05/2022". At the bottom right, it says "194 Days left to make changes" and "Notes".

6. Click Continue at the bottom right of your screen

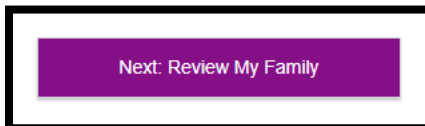


7. Verify/Edit your Personal Information

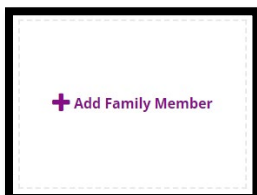


The screenshot shows a section titled "Verify your Personal Information and make changes if needed". Below the title, it states "This information is used for:" followed by a bulleted list: "reporting to the benefit carriers", "to issue your ID cards and process your claims", and "to process your payroll,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

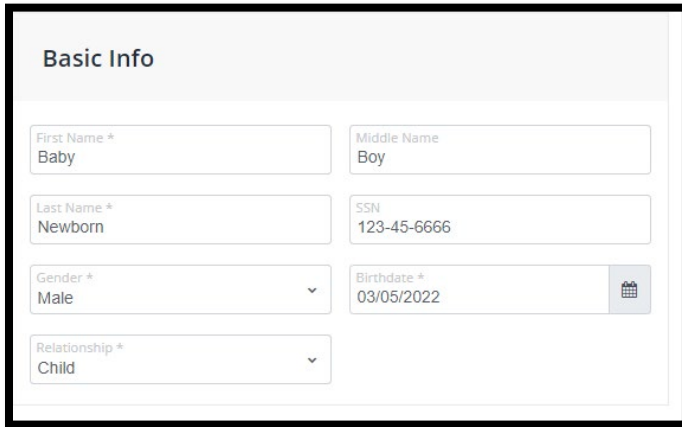
8. Click Next: Review My Family button at the bottom right of your screen



9. Click Add Family Member



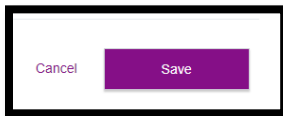
10. Enter the Basic Info for your newborn (NOTE: If you do not have the newborn's SSN yet, please enter 123-45-6666. Once you have the social security number please come back and update your dependent information.)



The 'Basic Info' form contains the following fields:

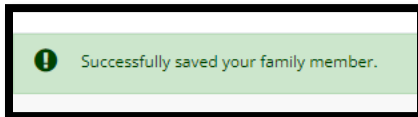
First Name * Baby	Middle Name Boy
Last Name * Newborn	SSN 123-45-6666
Gender * Male	Birthdate * 03/05/2022
Relationship * Child	

11. Click Save



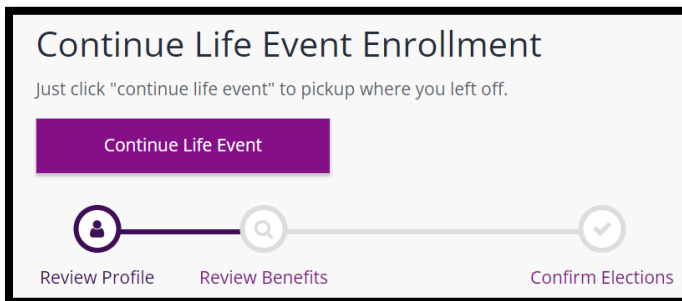
A button labeled 'Save' is highlighted in purple, next to a 'Cancel' button.

12. You have now Successfully saved your family member



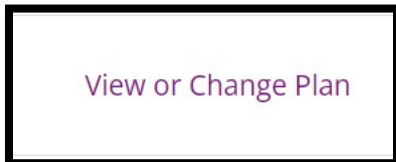
A green notification box with a checkmark icon and the text: 'Successfully saved your family member.'

13. Now click Continue Life Event



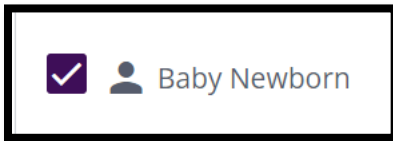
The 'Continue Life Event Enrollment' screen features a purple 'Continue Life Event' button and a progress bar with three steps: 'Review Profile' (active), 'Review Benefits', and 'Confirm Elections'.


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



A button labeled 'View or Change Plan' is highlighted in purple.

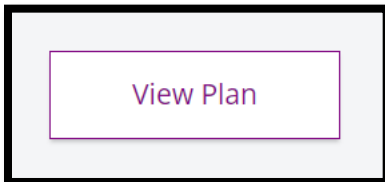
15. Click the check box next to the new dependent



 Baby Newborn

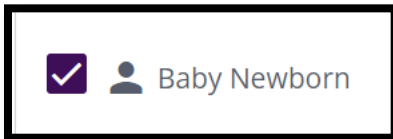
16. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire


17. Click on View Plan



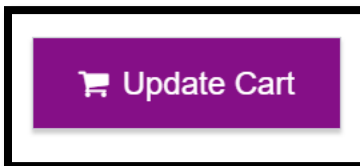
View Plan


18. Click the check box next to the new dependent



 Baby Newborn

19. Click Update Cart



 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

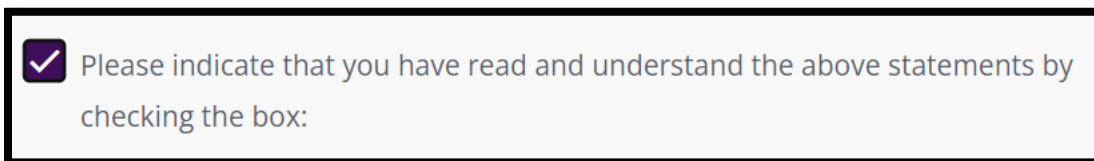
22. Ensure you View or Change Plan for Guardian Fraud Warning to Review and Checkout

23. Review the Fraud Warning and Click I agree



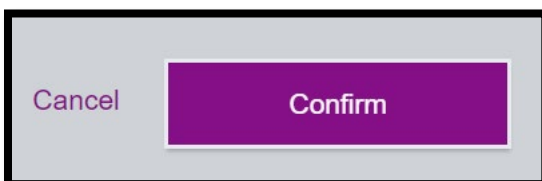
I Agree


24. Complete the E-signature by clicking the box



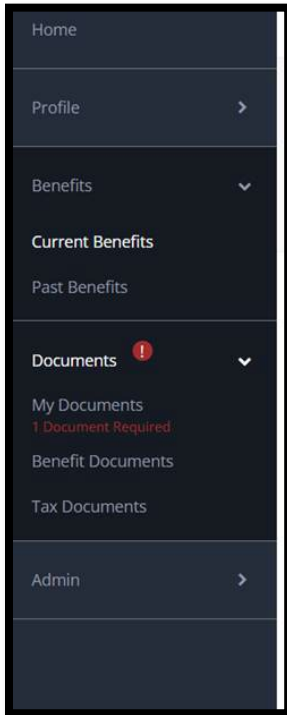
Please indicate that you have read and understand the above statements by checking the box:

25. Click Confirm

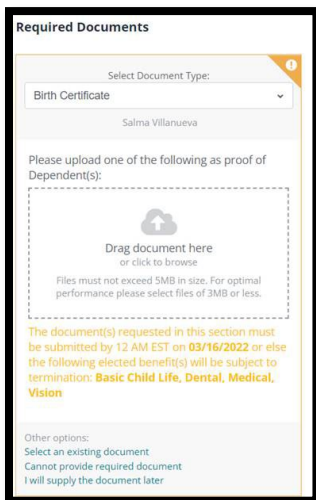


Cancel 

26. Click Review and Checkout
27. Finalize your Checkout
28. Now Upload your documents (e.g., hospital birth announcement showing proof of birth)
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.