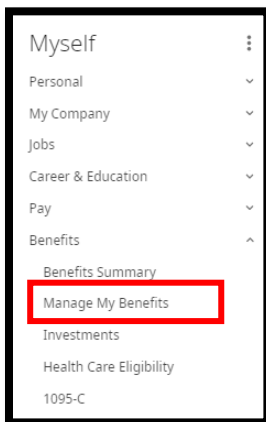
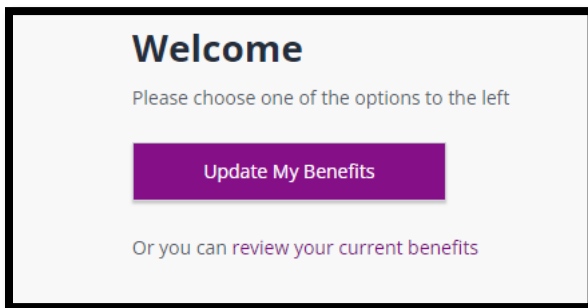


How to Create a Life Event: Death of Dependent

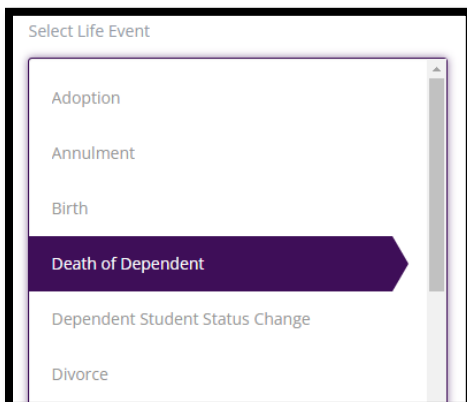
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



3. From the Home page select Update My Benefits



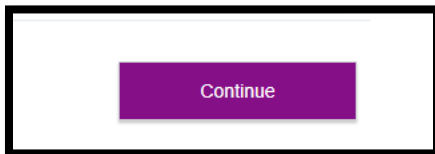
4. From the menu on the left choose Death of Dependent



5. In the Event Date field enter the Date of Dependent Death

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 (highlighted with a purple arrow), Dependent Student Status Change, and Divorce. On the right, under the heading "Death of Dependent", there is explanatory text: "Our deepest condolences to you and your family for your loss. Although we realize this is a difficult time for you, there are some things related to your benefits that you may need to consider." and "The death of dependent is a qualified change in status. Therefore, you can make certain changes to your benefits. The coverage changes must be consistent with your change in status." Below this text is a red-bordered input field labeled "Event Date *" with a calendar icon to its right.

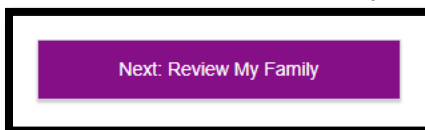
6. Click Continue at the bottom right of your screen



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."

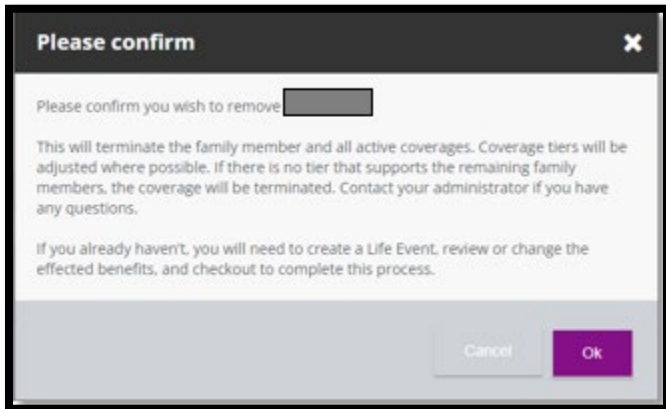
8. Click Next: Review My Family button at the bottom right of your screen



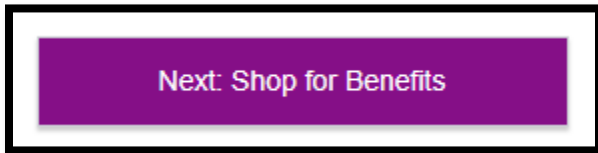
9. Click Remove to Remove Family Member

The screenshot shows a section titled "Current Family Members". It displays a family member card for a "Spouse" with a "Born" date field. Below the card is a "View Details" link. At the bottom of the card are two buttons: "Remove" (highlighted with a red box) and "Edit".

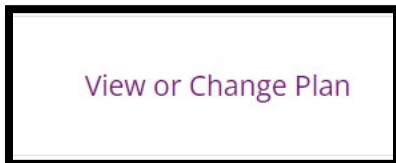
10. Click Ok to confirm Family Member Removal



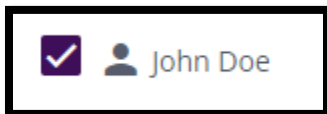
11. Click Next: Shop for Benefits



12. Select which benefits you need to edit and click View or Change Plan

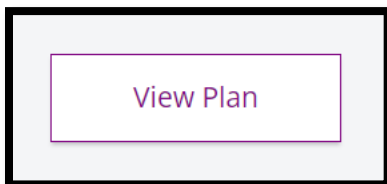


13. Click the check box next to the individuals you want on the plan

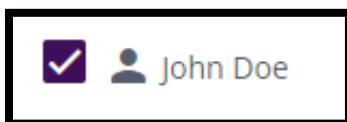


14. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire

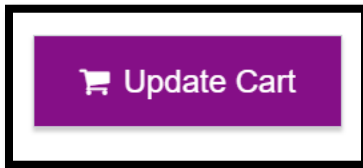
15. Click on View Plan



16. Make sure box is checked for Yourself and any Dependents



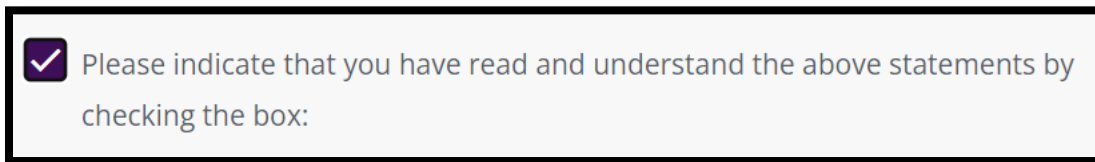
17. Click Update Cart



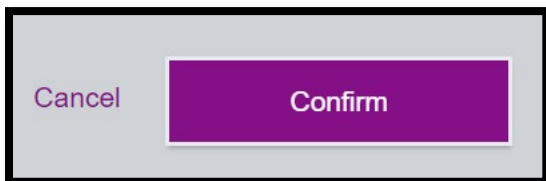
- 18. If you are participating in an HMO you will need to update your Primary Care Provider Information
- 19. Click Continue and update remaining benefits as needed
- 20. Ensure you View or Change Plan for Guardian Fraud Warning to Review and Checkout
- 21. Review the Fraud Warning and Click I agree



22. Complete the E-signature by clicking the box

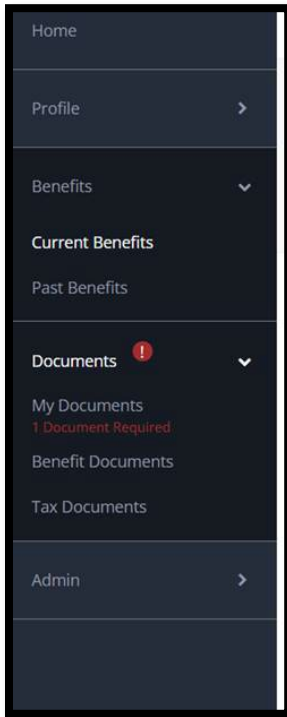


23. Click Confirm

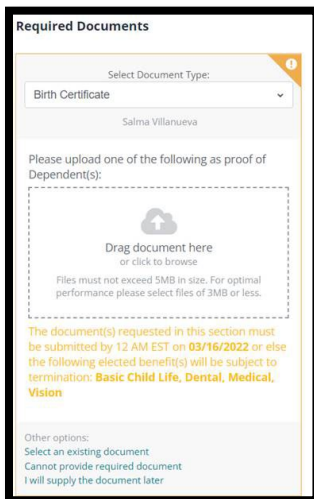


- 24. Click Review and Checkout
- 25. Finalize your Checkout
- 26. Now Upload your documents (e.g., death certificate)

27. From the home screen select Documents>My Documents



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



29. 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.

30. Once the event is approved, plans are updated with the carriers within 3-7 business days.