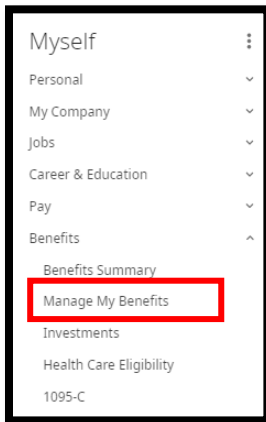




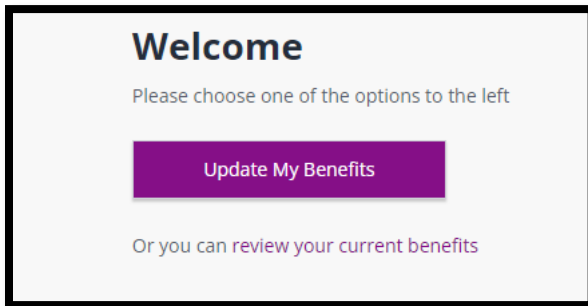
Quality.
Timeliness.
Customer Service.

How to Create a Life Event: Dependent Judgement Decree or Court Order

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 Dependent Judgement Decree or Court Order



5. In the Event Date field enter the Date of Dependent Judgement Decree or Court Order

Select Life Event

- Moved
- Change in Employment Level
- Overage Dependent
- Dependent Gains Coverage (Remove Coverage)
- Dependent Loses Coverage (Add Coverage)
- Dependent Judgement Decree or Court Order**

Dependent Judgement Decree or Court Order

Certain court orders could require your health plans to cover your child. This is known as a Medical Child Support Order. The company determines whether the court order is a Qualified Medical Child Support Order (QMCSO). Use this life event to add coverage for the employee per the court order.

Event Date *
05/01/2022

6. Click Continue at the bottom right of your screen

Continue

7. Verify/Edit your Personal Information

Verify your Personal Information and make changes if needed

This information is used for:

- reporting to the benefit carriers
- to issue your ID cards and process your claims
- to process your payroll, taxes, etc.

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

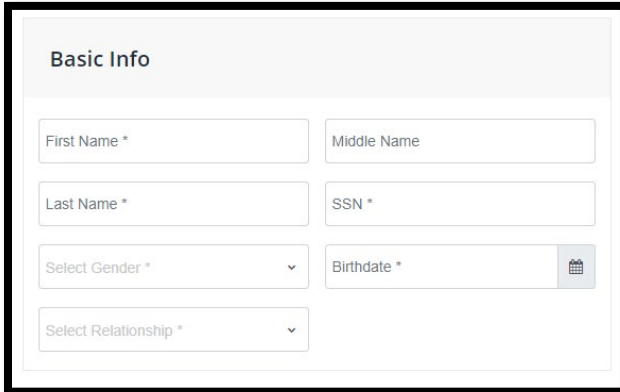
Next: Review My Family

9. Click Add or Remove Family Member

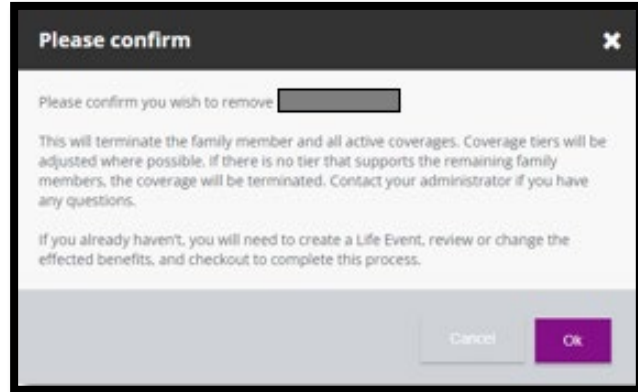
+ Add Family Member

Remove

10. Enter the Basic Info for your added Family Member or confirm Removal of Family Member if needed

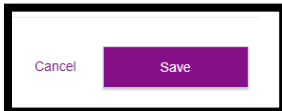


A form titled "Basic Info" with the following fields: First Name *, Middle Name, Last Name *, SSN *, Select Gender * (dropdown), Birthdate * (calendar icon), and Select Relationship * (dropdown).



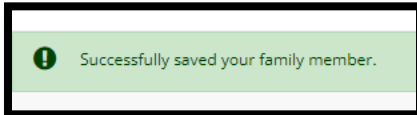
A dialog box titled "Please confirm" with a close button (X). The text reads: "Please confirm you wish to remove [redacted]". Below this, it states: "This will terminate the family member and all active coverages. Coverage tiers will be adjusted where possible. If there is no tier that supports the remaining family members, the coverage will be terminated. Contact your administrator if you have any questions." It also says: "If you already haven't, you will need to create a Life Event, review or change the effected benefits, and checkout to complete this process." At the bottom are "Cancel" and "Ok" buttons.

11. Click Save



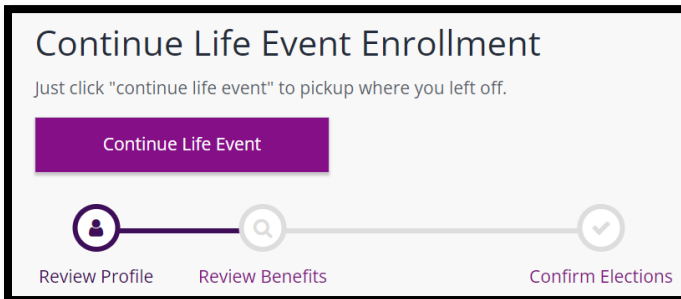
Buttons for "Cancel" and "Save".

12. You have now Successfully saved your family member

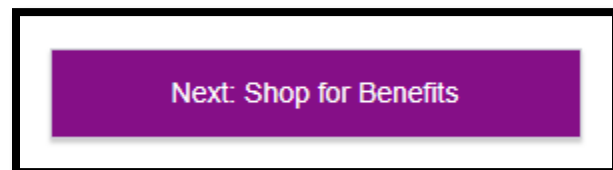


A green success message: "Successfully saved your family member."

13. Now click Next: Shop for Benefits

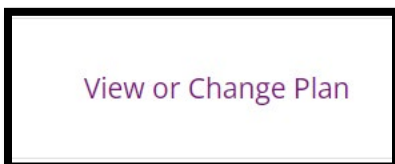


A screen titled "Continue Life Event Enrollment" with the instruction: "Just click 'continue life event' to pickup where you left off." It features a "Continue Life Event" button and a progress bar with three steps: "Review Profile" (active), "Review Benefits" (disabled), and "Confirm Elections" (disabled).



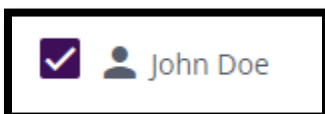
A button labeled "Next: Shop for Benefits".

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



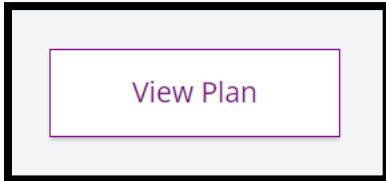
A button labeled "View or Change Plan".

15. Click the check box next to the new dependent

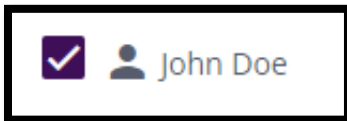


A checked checkbox next to a person icon and the name "John Doe".

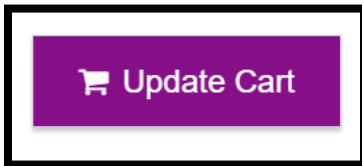
16. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire
17. Click on View Plan



18. Click the check box next to the dependent



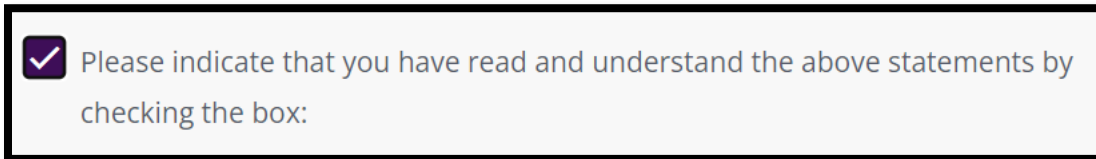
19. Click Update Cart



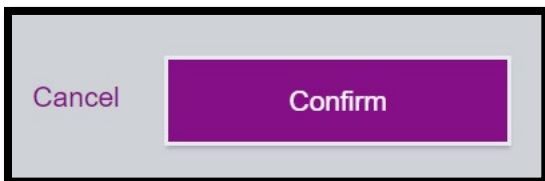
20. If you are participating in an HMO you will need to update your Primary Care Provider Information
21. Click Continue and update remaining benefits as needed
22. Ensure you View or Change Plan for Guardian Fraud Warning to Review and Checkout
23. Review the Fraud Warning and Click I agree



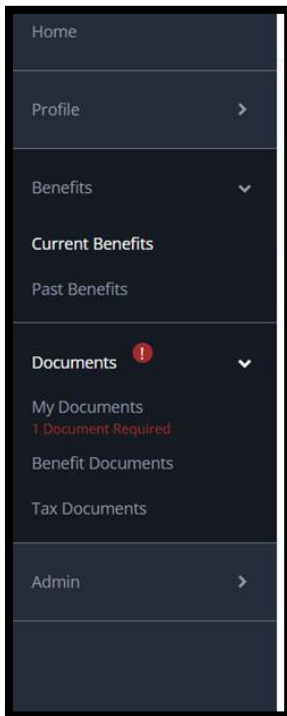
24. Complete the E-signature by clicking the box



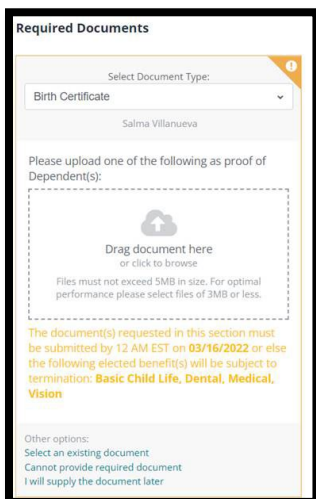
25. Click Confirm



26. Click Review and Checkout
27. Finalize your Checkout
28. Now Upload your documents (e.g., Dependent Judgement Decree or Court 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.