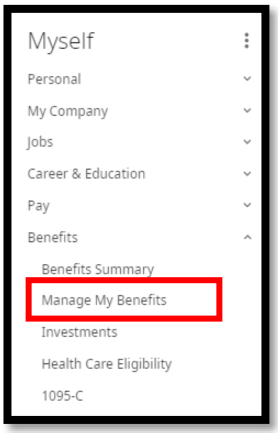
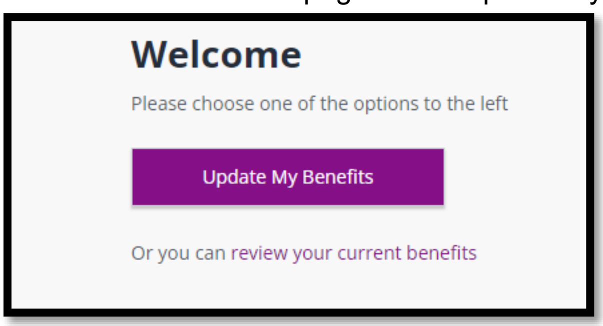
Quality.
Timeliness.
Customer Service.

How to Create a Life Event: Dependent Student Status Change

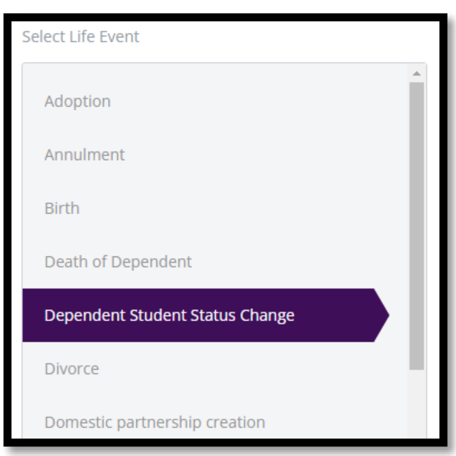
1. Log in to UKG Pro https://n12.ultipro.com/default.aspx using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



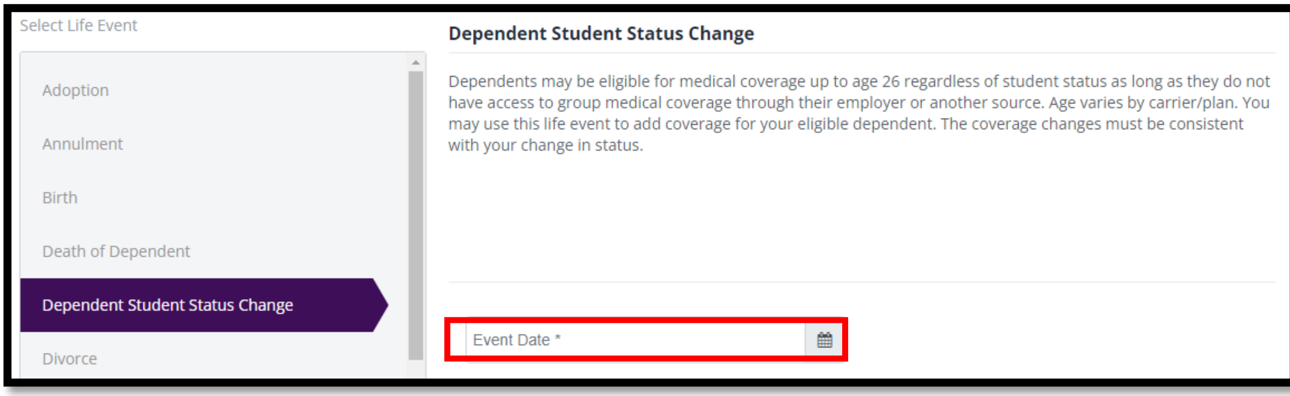
3. From the Home page select Update My Benefits



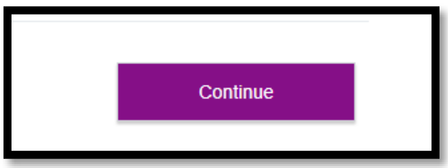
4. From the menu on the left choose Dependent Student Status Change



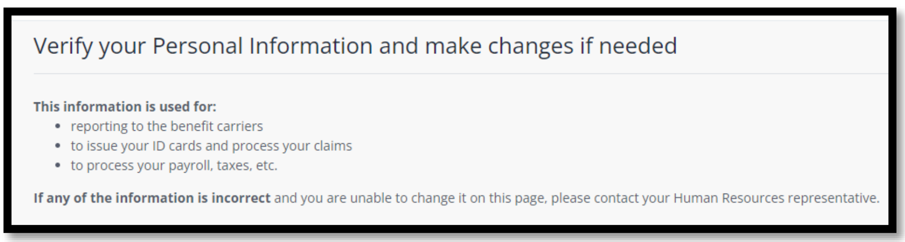
5. In the Event Date field enter the Date of the Dependent Student Status Change



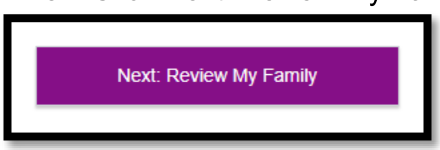
6. Click Continue at the bottom right of your screen



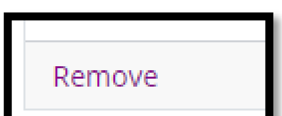
7. Verify/Edit your Personal Information



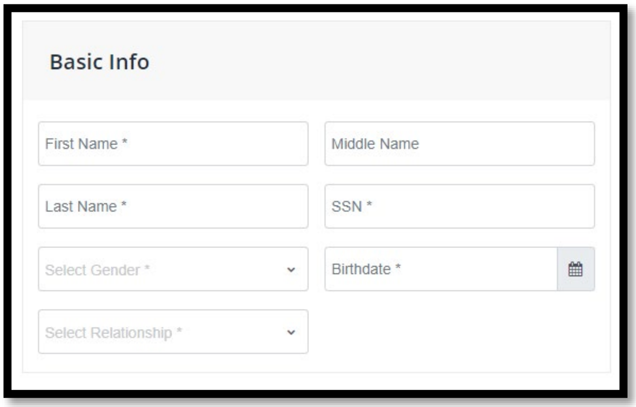
8. Click Next: Review My Family button at the bottom right of your screen

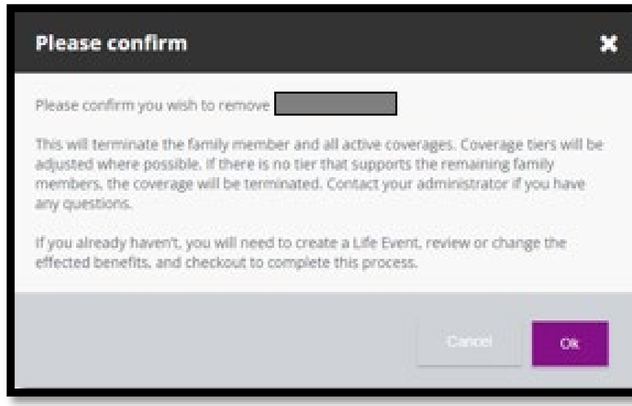


9. Click Add Family Member

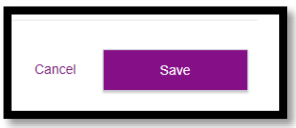


10. Enter the Basic Info for your added Family Member or confirm Removal of Family Member if needed

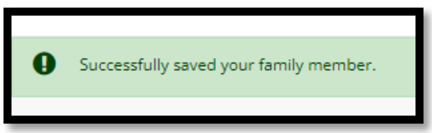




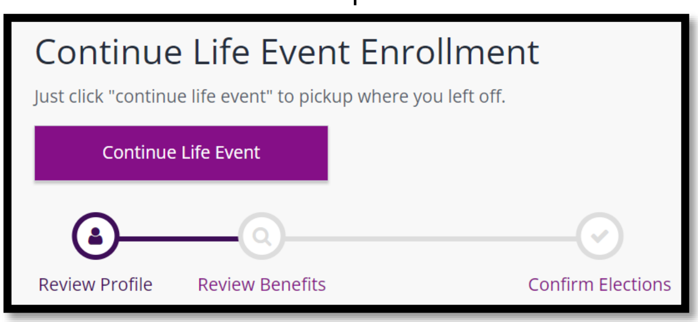
11. Click Save

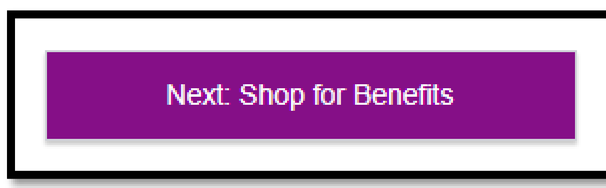


12. You have now Successfully saved your family member

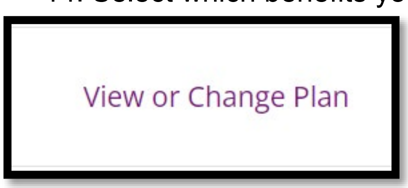


13. Now click Next: Shop for Benefits



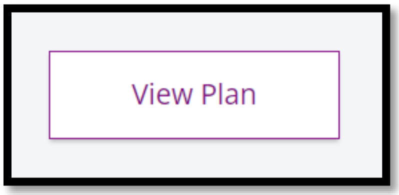


14. Select which benefits you need to add your new dependent to and click View or Change Plan



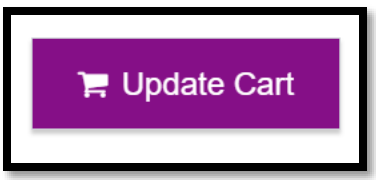
15. Click the check box next to the new dependent

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



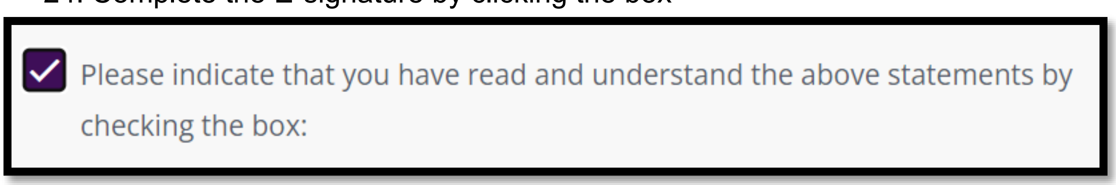
18. Click the check box next to the dependent

19. Click Update Cart

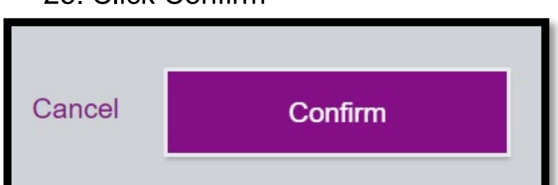


20. If you are participating in an HMO you will need to update your Primary Care Provider Information
21. Click Continue and update remaining benefits as needed
22. Ensure you View or Change Plan for Guardian Fraud Warning to Review and Checkout
23. Review the Fraud Warning and Click I agree

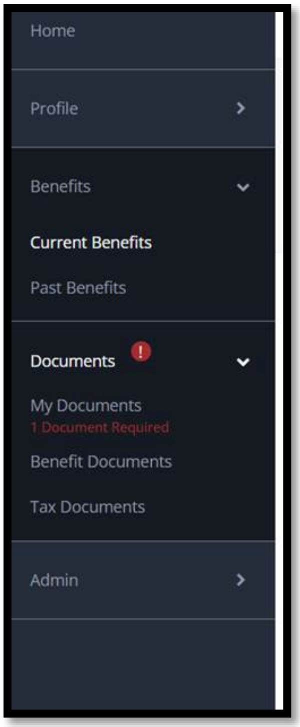
24. Complete the E-signature by clicking the box



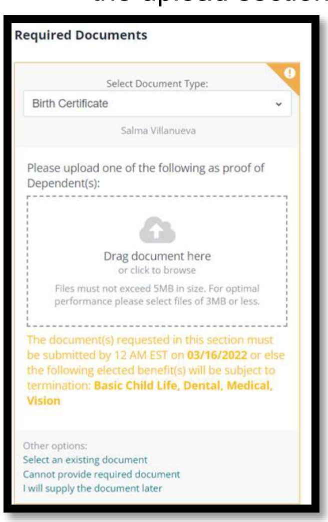
25. Click Confirm



26. Click Review and Checkout
27. Finalize your Checkout
28. Now Upload your documents (e.g., Cobra letter, employer letter or insurance letter stating date coverage was terminated or copy of new ID or Letter from Insurance Carrier stating when new coverage starts)
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.