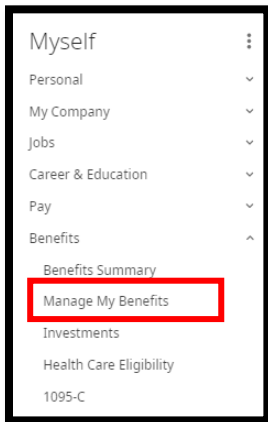
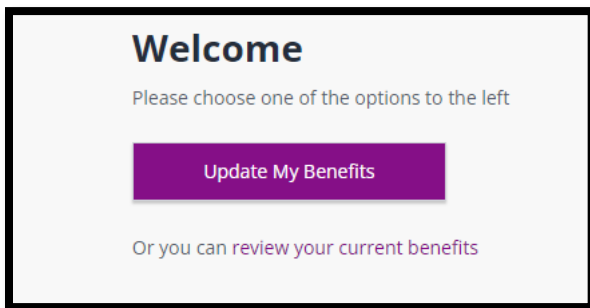


## How to Create a Life Event: Dependent Student Status Change

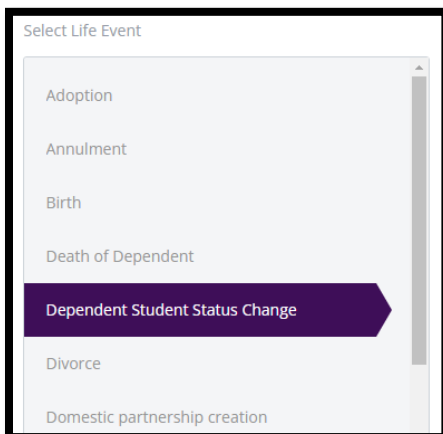
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



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

Select Life Event

Dependent Student Status Change

Adoption

Annulment

Birth

Death of Dependent

Dependent Student Status Change

Divorce

Dependents may be eligible for medical coverage up to age 26 regardless of student status as long as they do not have access to group medical coverage through their employer or another source. Age varies by carrier/plan. You may use this life event to add coverage for your eligible dependent. The coverage changes must be consistent with your change in status.

Event Date \*

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

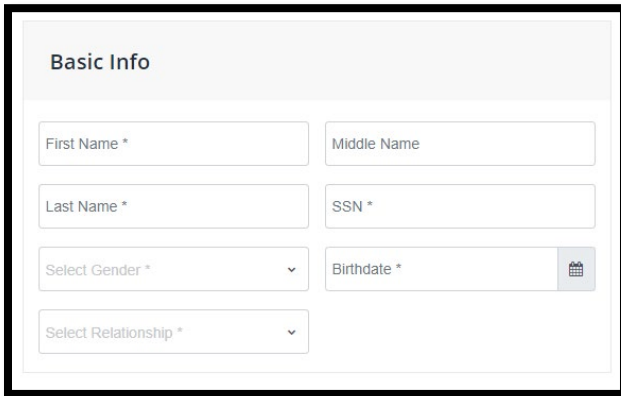
Next: Review My Family

9. Click Add Family Member

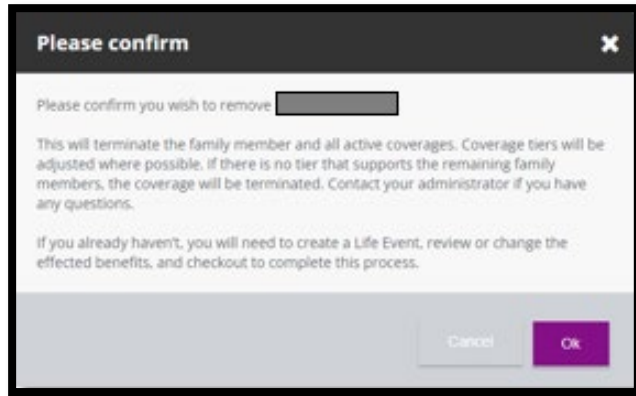
+ Add Family Member

Remove

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

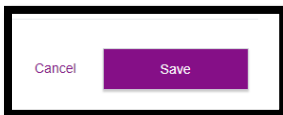


A form titled "Basic Info" with several input fields: "First Name \*", "Middle Name", "Last Name \*", "SSN \*", "Select Gender \*" (dropdown), "Birthdate \*" (with a calendar icon), and "Select Relationship \*" (dropdown).



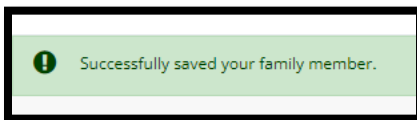
A "Please confirm" dialog box with a close button (X). The text reads: "Please confirm you wish to remove [redacted]. This will terminate the family member and all active coverages. Coverage tiers will be adjusted where possible. If there is no tier that supports the remaining family members, the coverage will be terminated. Contact your administrator if you have any questions. 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." There are "Cancel" and "Ok" buttons at the bottom.

11. Click Save



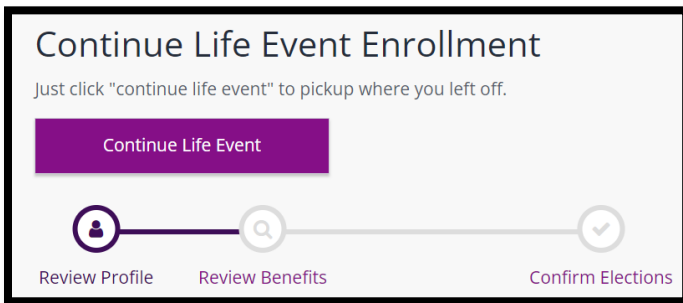
Two buttons: "Cancel" and "Save".

12. You have now Successfully saved your family member

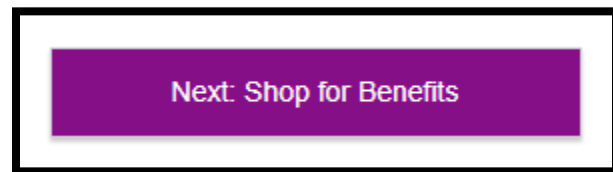


A green success message box with a checkmark icon and the text: "Successfully saved your family member."

13. Now click Next: Shop for Benefits

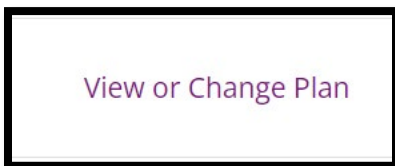


A screen titled "Continue Life Event Enrollment" with the instruction: "Just click 'continue life event' to pickup where you left off." There is a "Continue Life Event" button. Below is a progress bar with three steps: "Review Profile" (with a person icon), "Review Benefits" (with a magnifying glass icon), and "Confirm Elections" (with a checkmark icon).



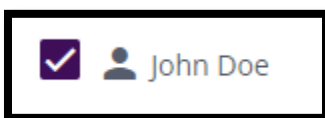
A large purple button with the text: "Next: Shop for Benefits".

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



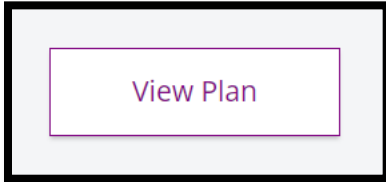
A button with the text: "View or Change Plan".

15. Click the check box next to the new dependent

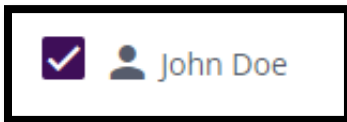


A checked checkbox next to a person icon and the name "John Doe".

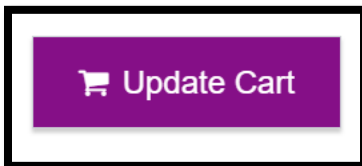
16. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire  
17. Click on View Plan



18. Click the check box next to the dependent



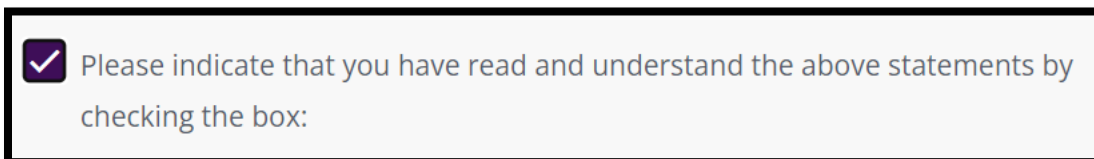
19. Click Update Cart



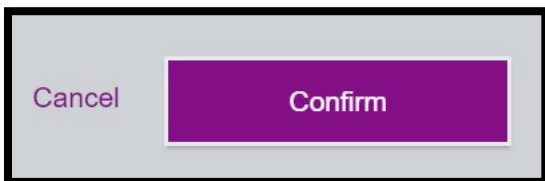
20. If you are participating in an HMO you will need to update your Primary Care Provider Information  
21. Click Continue and update remaining benefits as needed  
22. Ensure you View or Change Plan for Guardian Fraud Warning to Review and Checkout  
23. Review the Fraud Warning and Click I agree



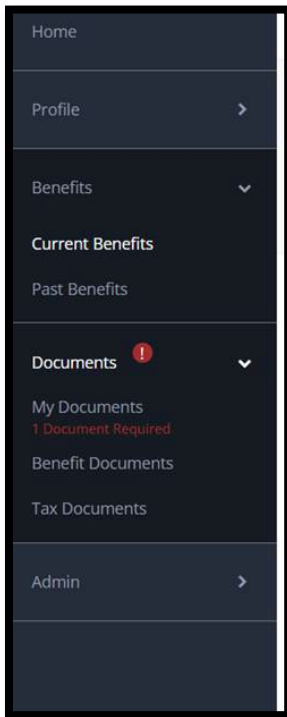
24. Complete the E-signature by clicking the box



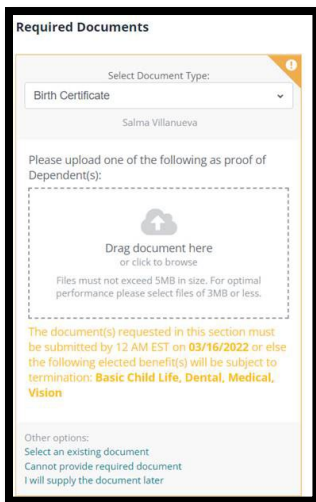
25. Click Confirm



26. Click Review and Checkout
27. Finalize your Checkout
28. Now Upload your documents (e.g., 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.