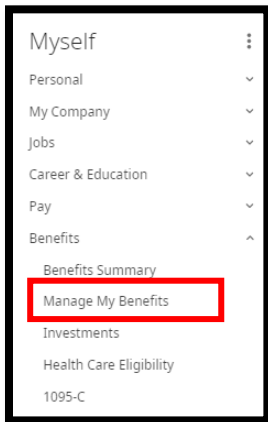
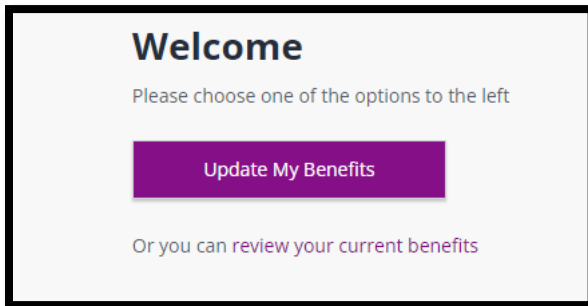


How to Create a Life Event: Domestic Partnership Dissolution

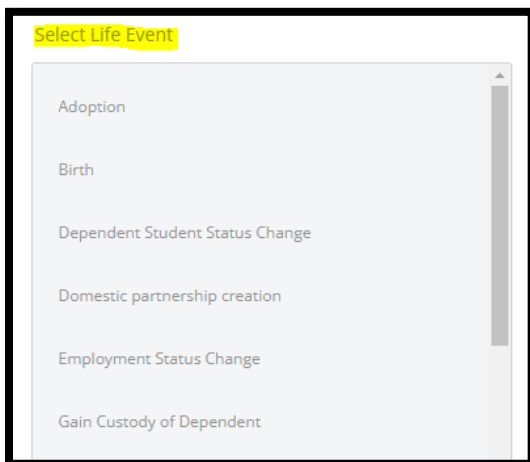
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



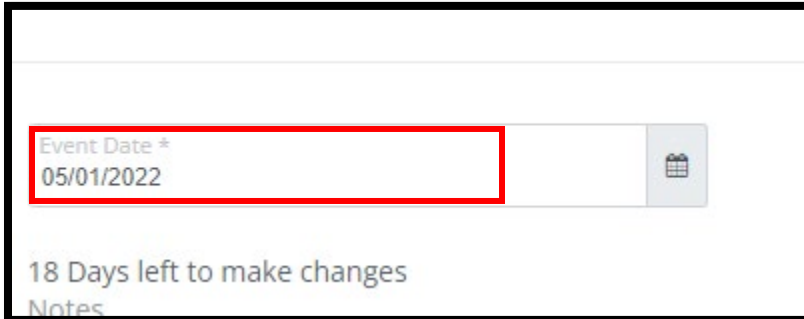
3. From the Home page select Update My Benefits



4. From the menu on the left choose Domestic Partnership Dissolution

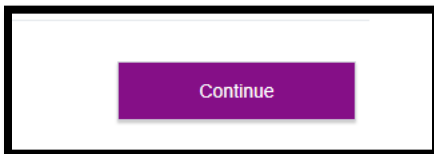


5. In the Event Date field enter date of the **Domestic Partnership Dissolution**



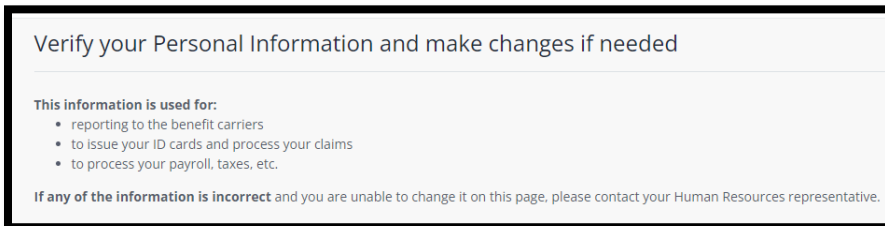
A screenshot of a web form showing an "Event Date *" field with the date "05/01/2022" entered. The field is highlighted with a red border. To the right of the date is a calendar icon. Below the field, the text "18 Days left to make changes" and "Notes" are visible.

6. Click Continue at the bottom right of your screen



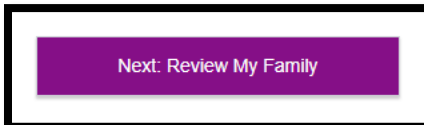
A purple rectangular button with the text "Continue" centered on it.

7. Verify/Edit your Personal Information



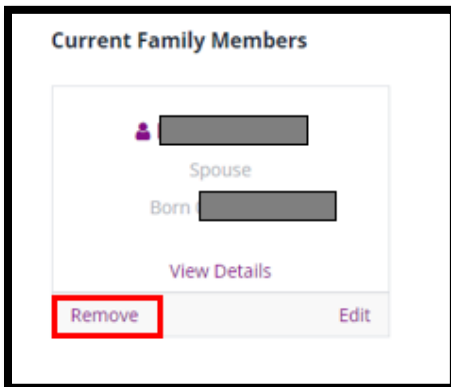
A screenshot of a "Verify your Personal Information and make changes if needed" screen. It includes a heading, a sub-heading "This information is used for:", and a bulleted list: "reporting to the benefit carriers", "to issue your ID cards and process your claims", and "to process your payroll, taxes, etc.". A note at the bottom states: "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



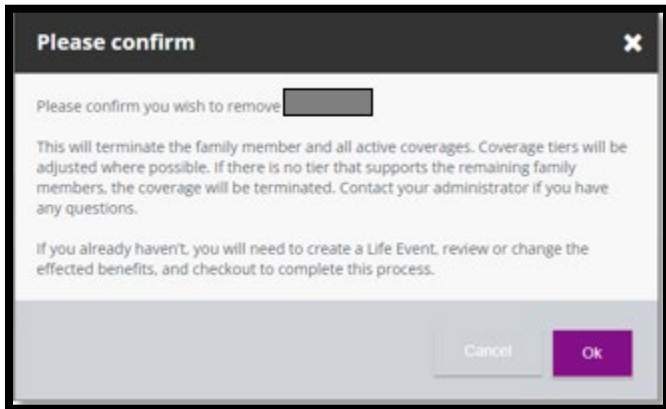
A purple rectangular button with the text "Next: Review My Family" centered on it.

9. Click Remove to Remove Family Member

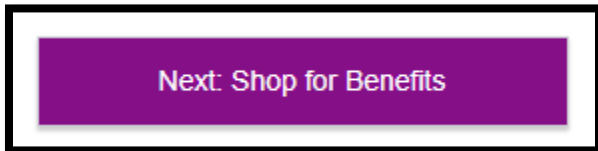


A screenshot of the "Current Family Members" screen. It shows a list of family members with a "Remove" button highlighted in red. The "Remove" button is located at the bottom left of the list item, and the "Edit" button is at the bottom right. The list item shows a person icon, a name field, "Spouse", and a "Born" field.

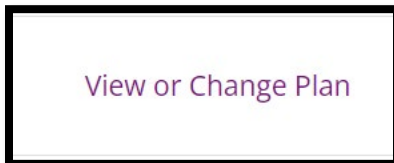
10. Click Ok to confirm Family Member Removal



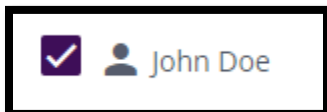
11. Click Next: Shop for Benefits



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

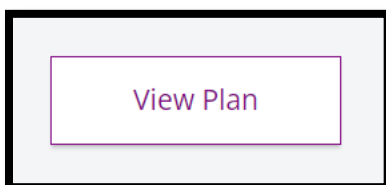


13. Click the check box next to the individuals you want on the plan

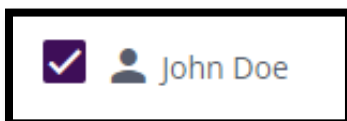


14. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire

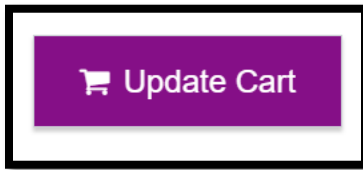
15. Click on View Plan



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



17. Click Update Cart



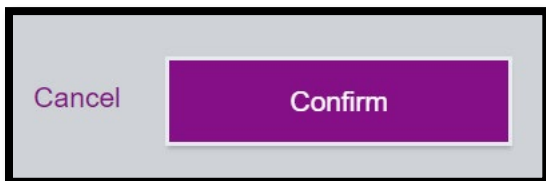
- 18. If you are participating in an HMO you will need to update your Primary Care Provider Information
- 19. Click Continue and update remaining benefits as needed
- 20. Ensure you View or Change Plan for Guardian Fraud Warning to Review and Checkout
- 21. Review the Fraud Warning and Click I agree



22. Complete the E-signature by clicking the box

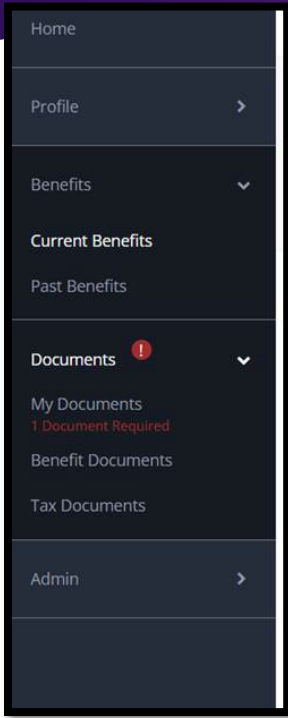
Please indicate that you have read and understand the above statements by checking the box:

23. Click Confirm

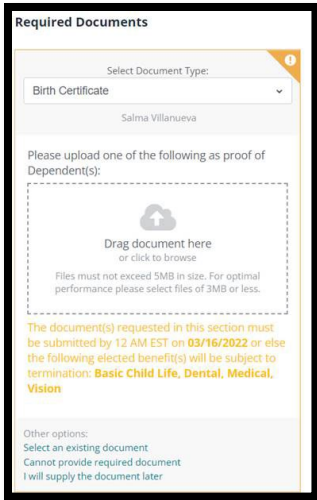


- 24. Click Review and Checkout
- 25. Finalize your Checkout
- 26. Now Upload your documents (e.g., Domestic Partner Affidavit)

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.