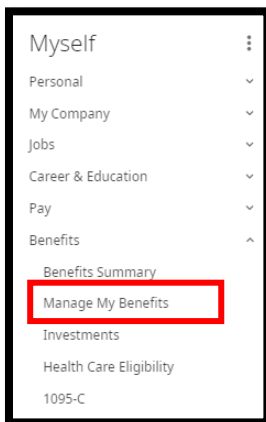
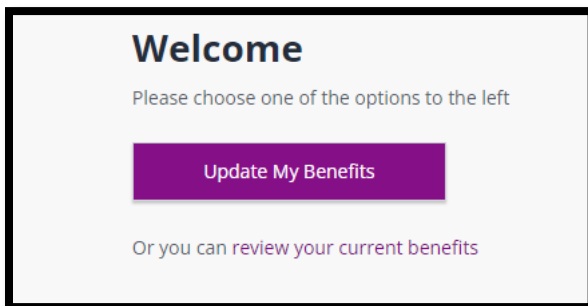


How to Create a Life Event: Marriage

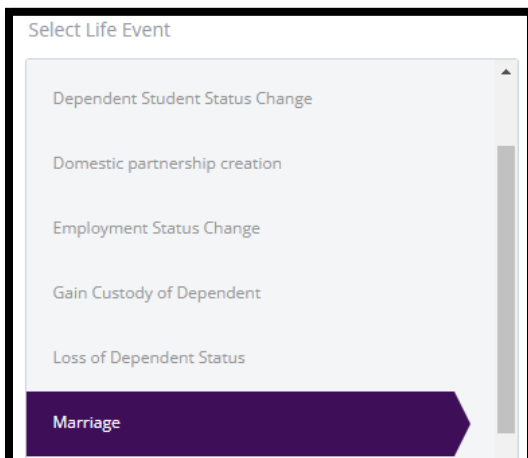
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



3. From the Home page select Update My Benefits



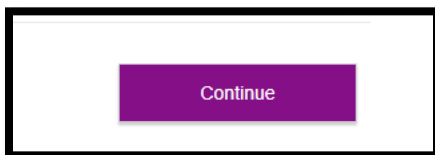
4. From the menu on the left choose Marriage



5. In the Event Date field enter the Date of Marriage

The screenshot shows a web form titled "Select Life Event". On the left is a scrollable list of event types: "Dependent Student Status Change", "Domestic partnership creation", "Employment Status Change", "Gain Custody of Dependent", "Loss of Dependent Status", "Marriage", and "Moved". The "Marriage" option is highlighted with a purple arrow. On the right, under the heading "Marriage", there is congratulatory text and a note that marriage is a qualified change in status. Below this, there is a date field labeled "Event Date" containing "05/01/2022", which is highlighted with a red box. At the bottom right, it says "18 Days left to make changes".

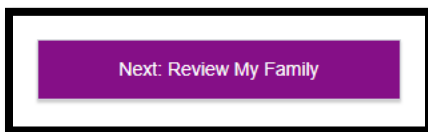
6. Click Continue at the bottom right of your screen



7. Verify/Edit your Personal Information

The screenshot shows a screen 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, it says "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 Add Family Member




10. Enter the Basic Info for your new dependent

Basic Info

<input type="text" value="First Name *"/>	<input type="text" value="Middle Name"/>
<input type="text" value="Last Name *"/>	<input type="text" value="SSN *"/>
<input type="text" value="Select Gender *"/>	<input type="text" value="Birthdate *"/>
<input type="text" value="Select Relationship *"/>	

11. Click Save


12. You have now Successfully saved your family member

 Successfully saved your family member.

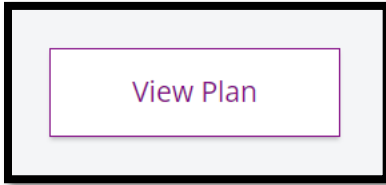
13. Now click Next: Shop for Benefits

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

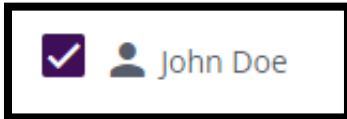
15. Click the check box next to the new dependent

 John Doe

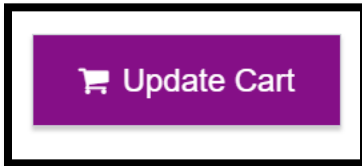
16. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire
17. Click on View Plan



18. Click the check box next to the new dependent



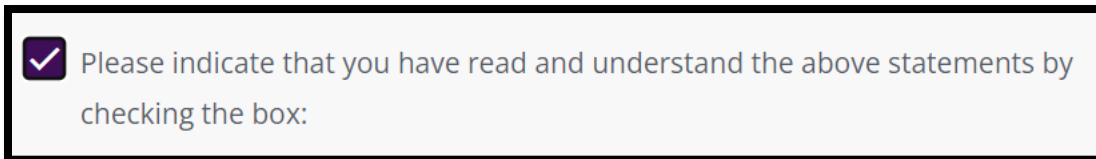
19. Click Update Cart



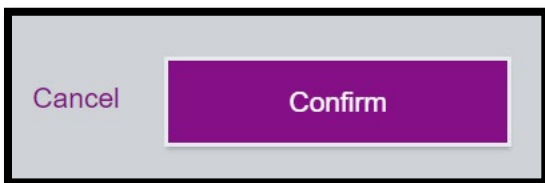
20. If you are participating in an HMO you will need to update your Primary Care Provider Information
21. Click Continue and update remaining benefits as needed
22. Ensure you View or Change Plan for Guardian Fraud Warning to Review and Checkout
23. Review the Fraud Warning and Click I agree



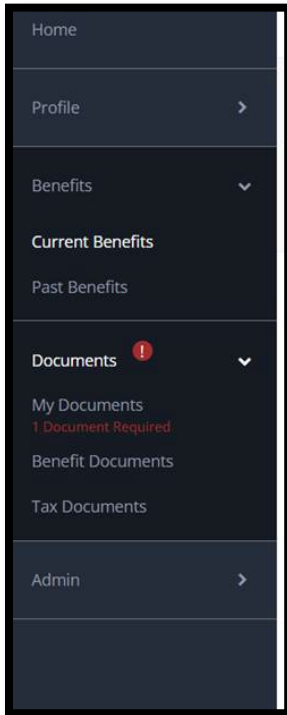
24. Complete the E-signature by clicking the box



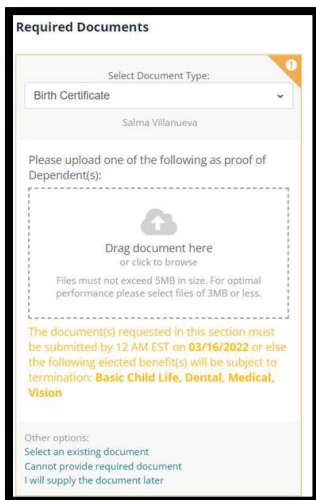
25. Click Confirm



26. Click Review and Checkout
27. Finalize your Checkout
28. Now Upload your documents (e.g., Marriage License or Marriage Certificate)
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.