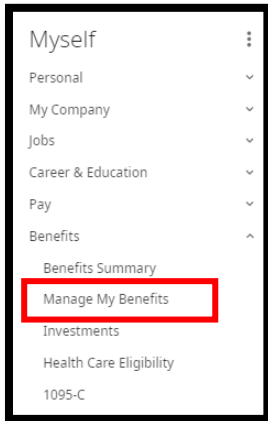




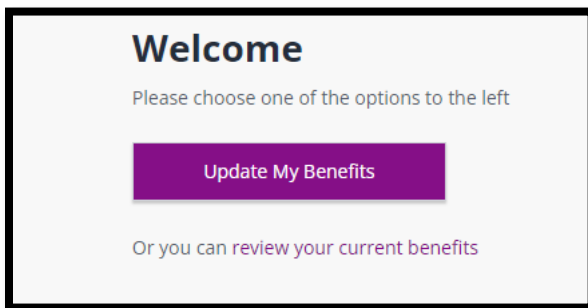
Quality.  
Timeliness.  
Customer Service.

## How to Create a Life Event: Moved

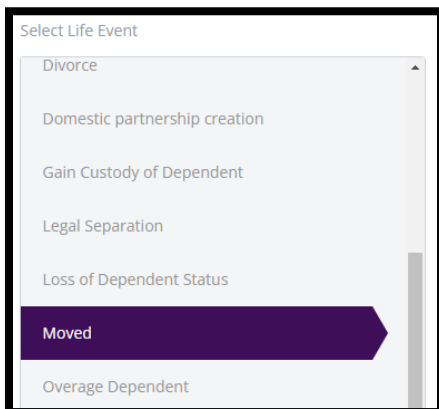
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



3. From the Home page select Update My Benefits



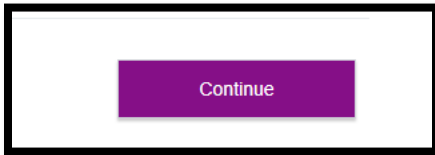
4. From the menu on the left choose Moved



5. In the Event Date field enter the Date Moved

The screenshot shows a web form titled "Select Life Event". On the left is a vertical list of options: "Divorce", "Domestic partnership creation", "Gain Custody of Dependent", "Legal Separation", "Loss of Dependent Status", "Moved", and "Overcome Dependent". The "Moved" option is highlighted with a purple arrow. On the right, under the heading "Moved", there is explanatory text: "Moving to a new permanent address is a qualified change in status if it affects your eligibility for benefit plan options. Therefore, you may be able to make certain changes to your benefits. If the same plan options are available to you at your current and new addresses, you aren't eligible to make changes to your coverage. If your current plans aren't available in your new area, you'll need to choose new ones, or you'll be assigned coverage automatically." Below this text is a red-bordered input field labeled "Event Date" containing the date "03/15/2022" and a calendar icon.

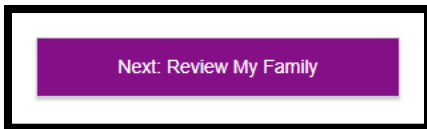
6. Click Continue at the bottom right of your screen



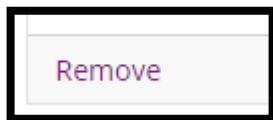
7. Verify/Edit your Personal Information

The screenshot shows a screen titled "Verify your Personal Information and make changes if needed". Below the title, it says "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, a note states: "If any of the information is incorrect and you are unable to change it on this page, please contact your Human Resources representative."

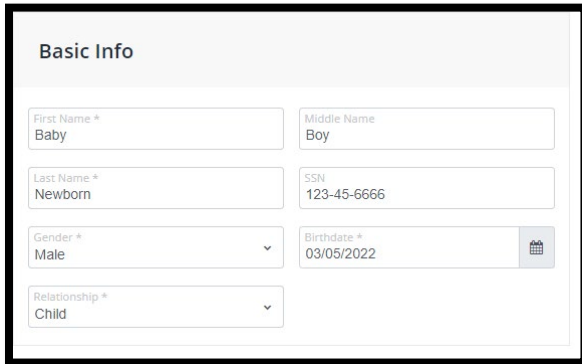
8. Click Next: Review My Family button at the bottom right of your screen



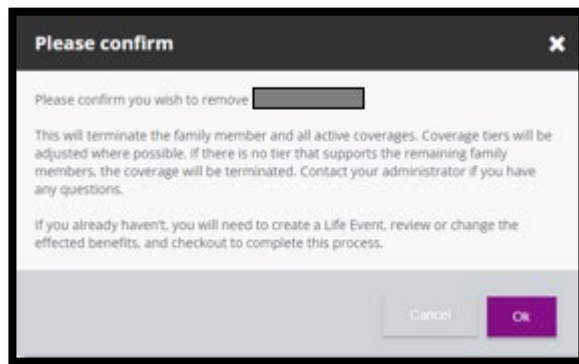
9. Click Add or Remove Family Members if needed



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

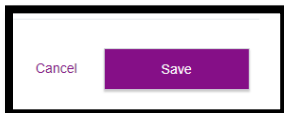


A form titled "Basic Info" with the following fields: First Name \* (Baby), Middle Name (Boy), Last Name \* (Newborn), SSN (123-45-6666), Gender \* (Male), Birthdate \* (03/05/2022), and Relationship \* (Child).



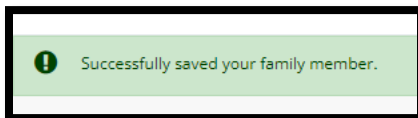
A dialog box titled "Please confirm" with a close button (X). The text reads: "Please confirm you wish to remove: [redacted]". Below this, it states: "This will terminate the family member and all active coverages. Coverage tiers will be adjusted where possible, if there is no tier that supports the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

11. Click Save if added Family Member. If not, go to Step 13



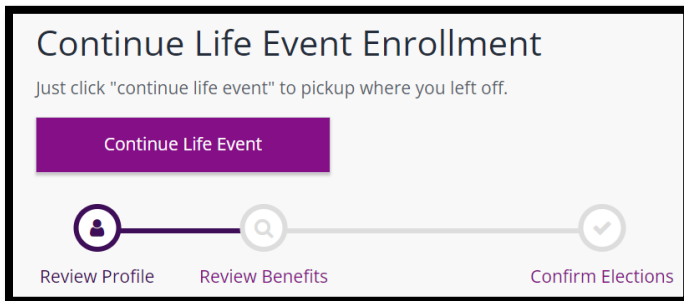
Buttons for "Cancel" and "Save".

12. You have now Successfully saved your family member

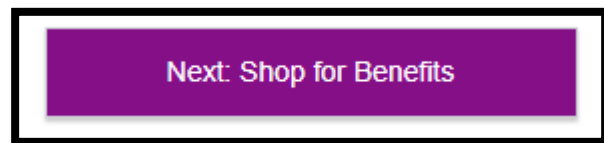


A green success message: "Successfully saved your family member."

13. Now click Continue Life Event or Shop for Benefits

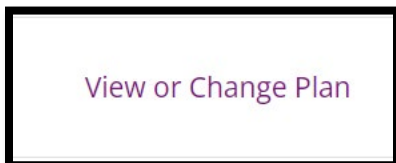


A screen titled "Continue Life Event Enrollment" with the instruction: "Just click 'continue life event' to pickup where you left off." There is a "Continue Life Event" button. Below is a progress bar with three steps: "Review Profile" (with a person icon), "Review Benefits" (with a magnifying glass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



A button labeled "Next: Shop for Benefits".

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



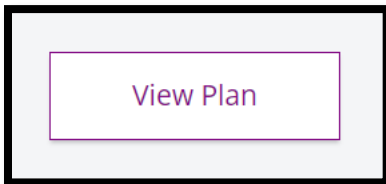
A button labeled "View or Change Plan".

15. Click the check box next to dependent for coverage



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

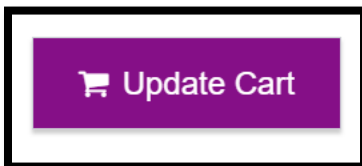
17. Click on View Plan



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

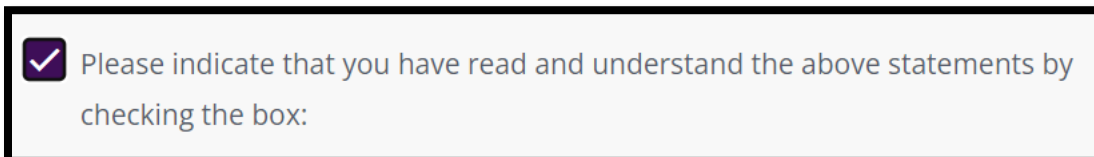
21. Click Continue and update remaining benefits as needed

22. Ensure you View or Change Plan for Guardian Fraud Warning to Review and Checkout

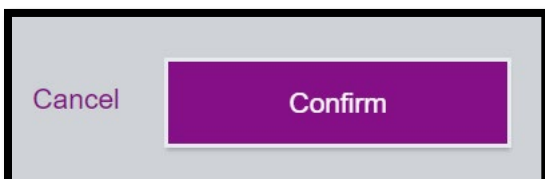
23. Review the Fraud Warning and Click I agree



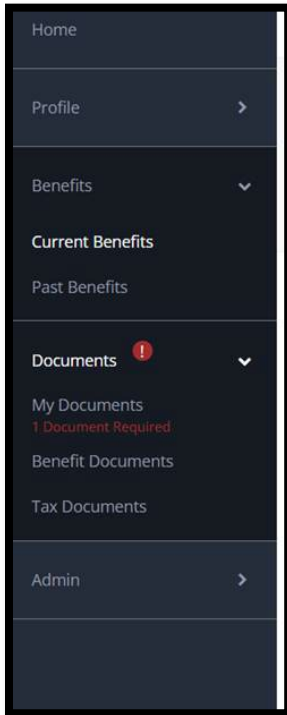
24. Complete the E-signature by clicking the box



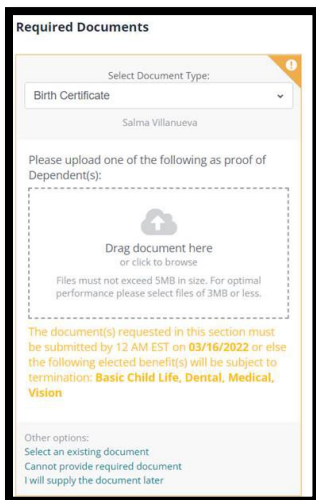
25. Click Confirm



26. Click Review and Checkout
27. Finalize your Checkout
28. Now Upload your documents if applicable (e.g., updated address in UKG Pro, etc.)
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.