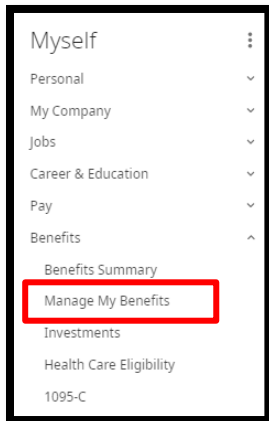


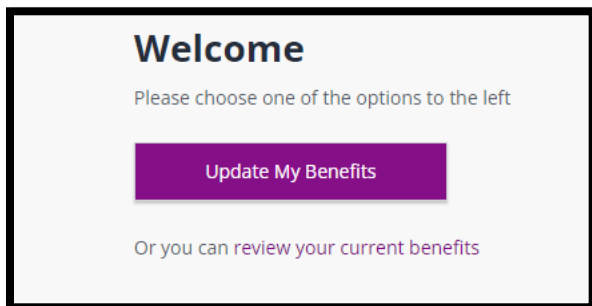
Qualifying Life Events

How to Create a Life Event: Birth of a Child

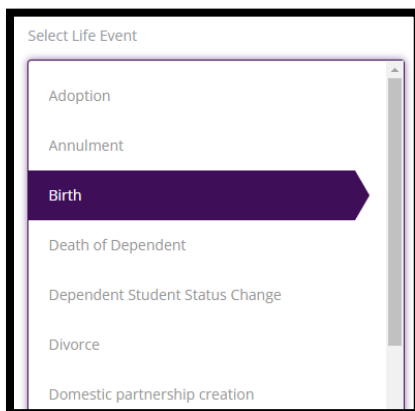
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



3. From the Home page select Update My Benefits



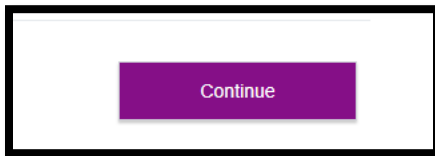
4. From the menu on the left choose Birth



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

The screenshot shows a web interface for selecting a life event. On the left, a list of events includes Adoption, Annulment, Birth, Death of Dependent, Dependent Student Status Change, Divorce, and Domestic partnership creation. 'Birth' is highlighted with a purple arrow. On the right, the 'Birth' section contains a congratulatory message and an explanation of how birth affects benefits. Below this, the 'Event Date' field is populated with '03/05/2022'. At the bottom, it indicates '194 Days left to make changes' and has a 'Notes' section.

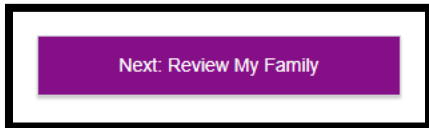
6. Click Continue at the bottom right of your screen



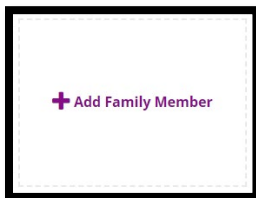
7. Verify/Edit your Personal Information

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, a note 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 newborn (NOTE: If you do not have the newborn's SSN yet, please enter 123-45-6666. Once you have the social security number please come back and update your dependent information.)

The 'Basic Info' form contains the following fields:

First Name * Baby	Middle Name Boy
Last Name * Newborn	SSN 123-45-6666
Gender * Male	Birthdate * 03/05/2022
Relationship * Child	

11. Click Save

A button labeled 'Save' is highlighted in purple, next to a 'Cancel' button.

12. You have now Successfully saved your family member

A green notification box with a checkmark icon and the text: 'Successfully saved your family member.'

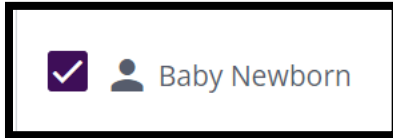
13. Now click Continue Life Event

The 'Continue Life Event Enrollment' screen features a purple 'Continue Life Event' button and a progress bar with three steps: 'Review Profile', 'Review Benefits', and 'Confirm Elections'. The 'Review Benefits' step is currently active.

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

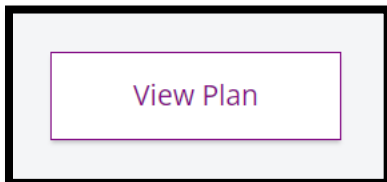
A button labeled 'View or Change Plan' is highlighted in purple.

15. Click the check box next to the new dependent

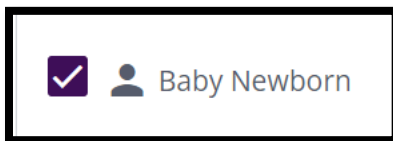


16. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire

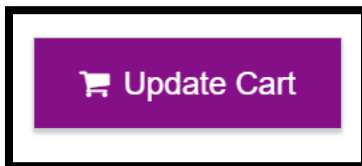
17. Click on View Plan



18. Click the check box next to the new dependent



19. Click Update Cart



20. If you are participating in an HMO you will need to update your Primary Care Provider Information

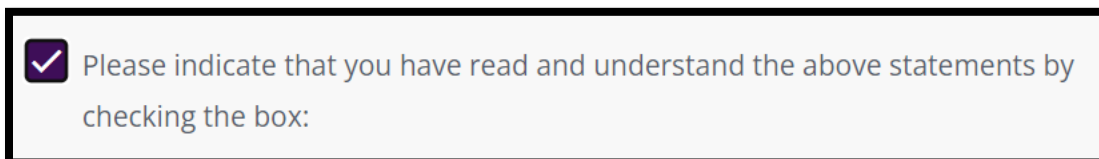
21. Click Continue and update remaining benefits as needed

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

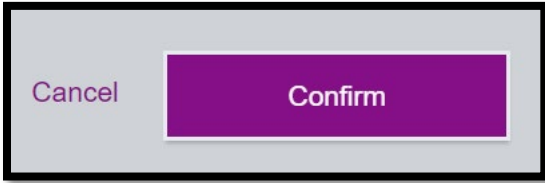
23. Review the Fraud Warning and Click I agree



24. Complete the E-signature by clicking the box



25. Click Confirm

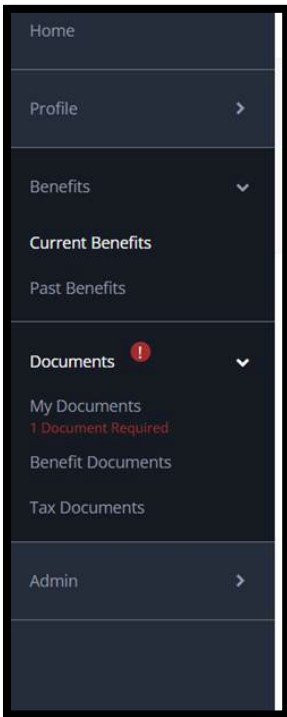


26. Click Review and Checkout

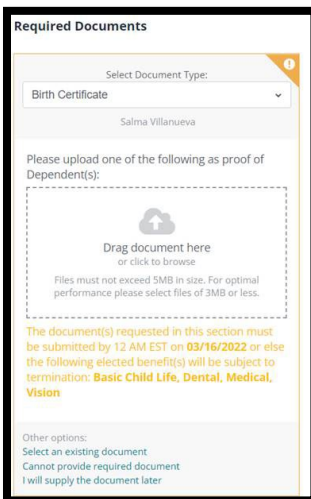
27. Finalize your Checkout

28. Now Upload your documents (e.g., hospital birth announcement showing proof of birth)

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.