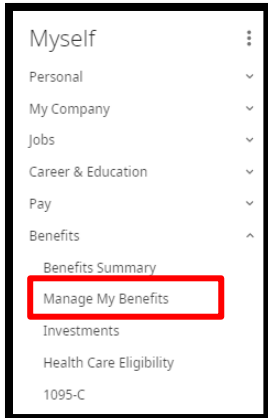


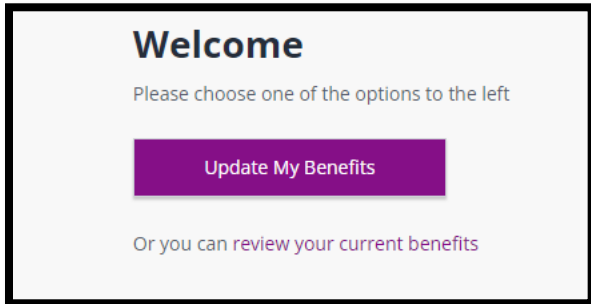
# Qualifying Life Events

## How to Create a Life Event: Dependent Loses Coverage (Add Coverage)

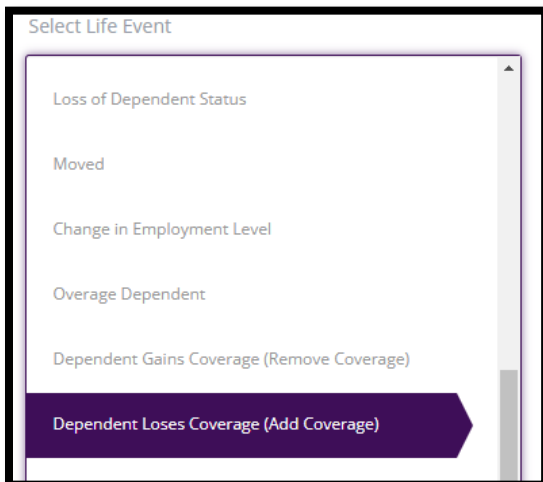
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



3. From the Home page select Update My Benefits



4. From the menu on the left choose Dependent Loses Coverage (Add Coverage)



5. In the Event Date field enter the Date Dependent Lost Coverage

Select Life Event

- Legal Separation
- Loss of Dependent Status
- Moved
- Change in Employment Level
- Overage Dependent
- Dependent Gains Coverage (Remove Coverage)
- Dependent Loses Coverage (Add Coverage)**

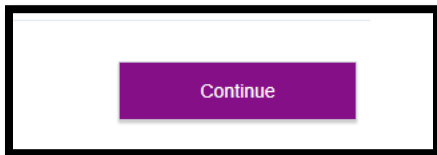
**Dependent Loses Coverage (Add Coverage)**

When your dependent loses coverage under their employer's plan or state program, you may make certain changes to your benefits. You may add coverage for yourself or adjust your coverage level or add the dependent that lost coverage. The changes must be consistent with your change in status.

Event Date: 05/01/2022

25 Days left to make changes

6. Click Continue at the bottom right of your screen



7. Verify/Edit your Personal Information

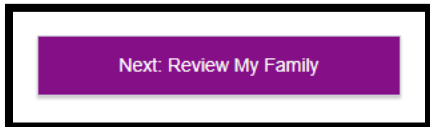
Verify your Personal Information and make changes if needed

This information is used for:

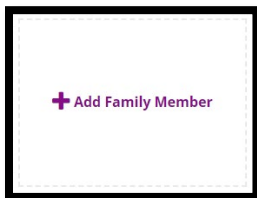
- reporting to the benefit carriers
- to issue your ID cards and process your claims
- to process your payroll, taxes, etc.

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




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.

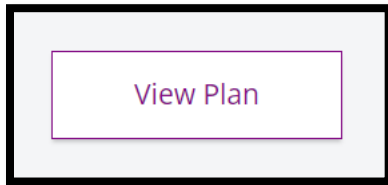
13. Now click Next: Shop for Benefits

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

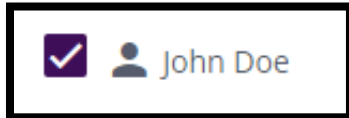
15. Click the check box next to the new dependent

 John Doe

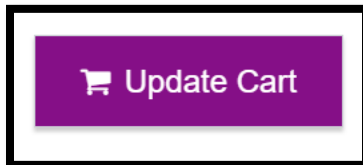
16. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire
17. Click on View Plan



18. Click the check box next to the new dependent



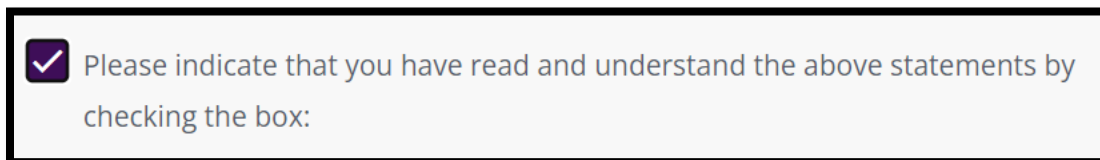
19. Click Update Cart



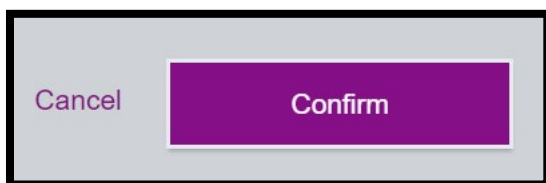
20. If you are participating in an HMO you will need to update your Primary Care Provider Information
21. Click Continue and update remaining benefits as needed
22. Ensure you View or Change Plan for Guardian Fraud Warning to Review and Checkout
23. Review the Fraud Warning and Click I agree



24. Complete the E-signature by clicking the box

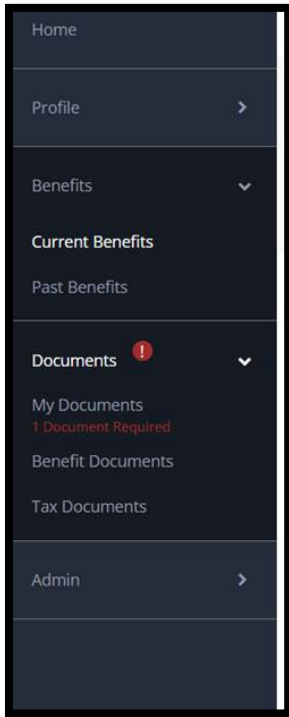


25. Click Confirm

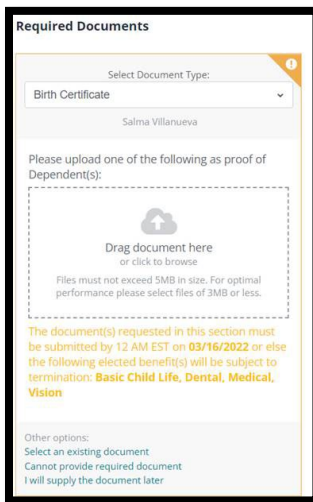


26. Click Review and Checkout
27. Finalize your Checkout
28. Now Upload your documents (e.g., Cobra letter, employer letter or Insurance letter stating date coverage was terminated)

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.