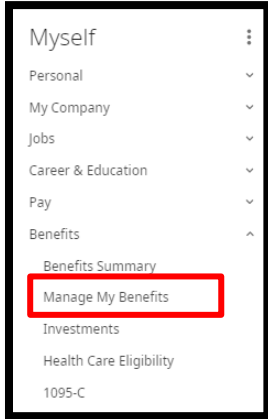


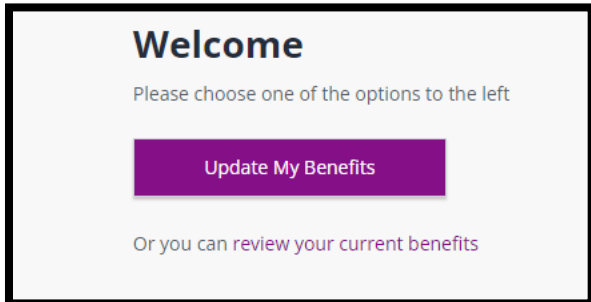
Qualifying Life Events

How to Create a Life Event: Dependent Student Status Change

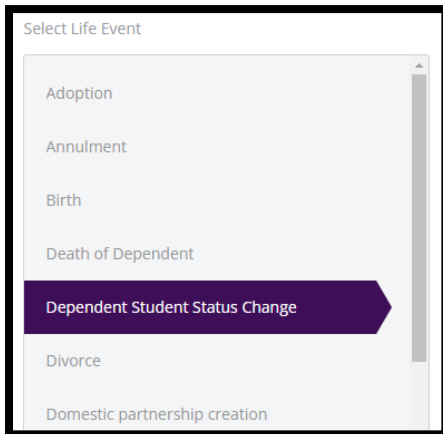
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



3. From the Home page select Update My Benefits



4. From the menu on the left choose Dependent Student Status Change



5. In the Event Date field enter the Date of the Dependent Student Status Change

Select Life Event

Adoption

Annulment

Birth

Death of Dependent

Dependent Student Status Change

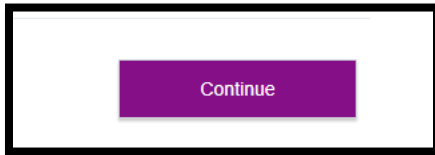
Divorce

Dependent Student Status Change

Dependents may be eligible for medical coverage up to age 26 regardless of student status as long as they do not have access to group medical coverage through their employer or another source. Age varies by carrier/plan. You may use this life event to add coverage for your eligible dependent. The coverage changes must be consistent with your change in status.

Event Date *

6. Click Continue at the bottom right of your screen



7. Verify/Edit your Personal Information

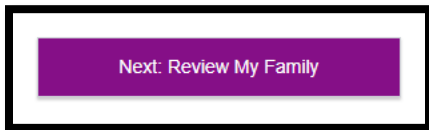
Verify your Personal Information and make changes if needed

This information is used for:

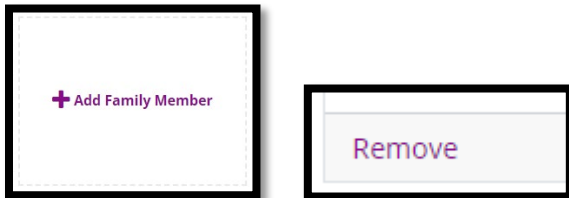
- reporting to the benefit carriers
- to issue your ID cards and process your claims
- to process your payroll, taxes, etc.

If any of the information is incorrect and you are unable to change it on this page, please contact your Human Resources representative.

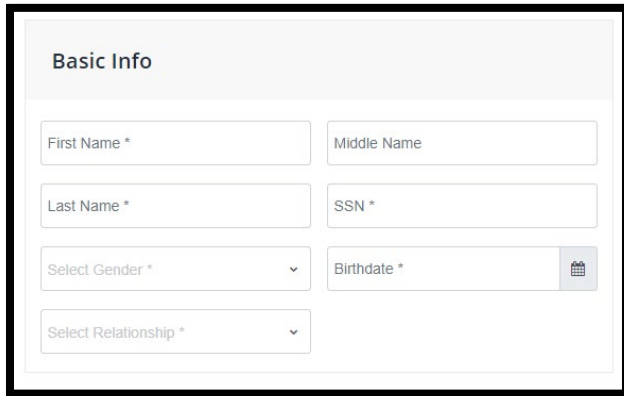
8. Click Next: Review My Family button at the bottom right of your screen



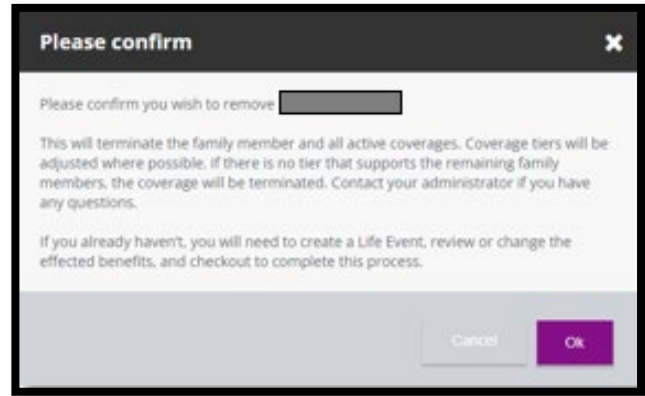
9. Click Add Family Member



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

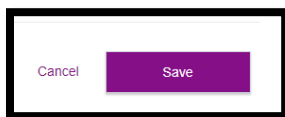


A form titled "Basic Info" with several input fields: "First Name *", "Middle Name", "Last Name *", "SSN *", "Select Gender *" (a dropdown menu), "Birthdate *" (with a calendar icon), and "Select Relationship *" (a dropdown menu).



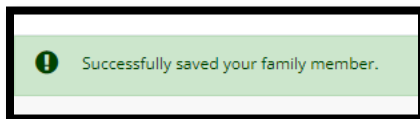
A dialog box titled "Please confirm" with a close button (X) in the top right corner. The text inside reads: "Please confirm you wish to remove [redacted]". Below this, it states: "This will terminate the family member and all active coverages. Coverage tiers will be adjusted where possible. If there 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 at the bottom right.

11. Click Save



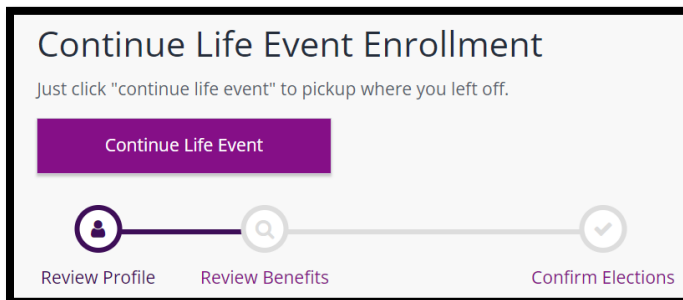
Two buttons: "Cancel" and "Save". The "Save" button is highlighted in purple.

12. You have now Successfully saved your family member

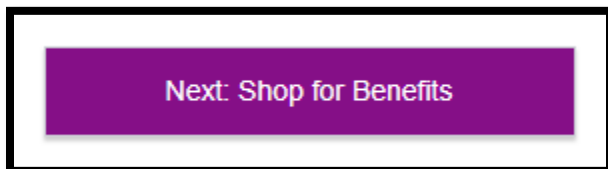


A green message box with a checkmark icon and the text: "Successfully saved your family member."

13. Now click Next: Shop for Benefits

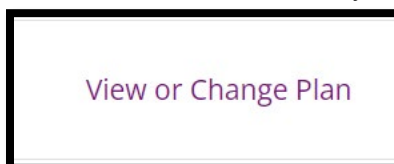


A screen titled "Continue Life Event Enrollment" with the instruction: "Just click 'continue life event' to pickup where you left off." There is a purple button labeled "Continue Life Event". Below it is a progress bar with three steps: "Review Profile" (with a person icon), "Review Benefits" (with a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



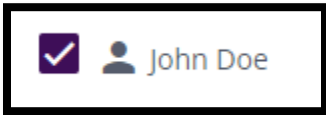
A purple button with the text: "Next: Shop for Benefits".

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

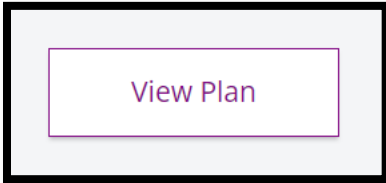


A button with the text: "View or Change Plan".

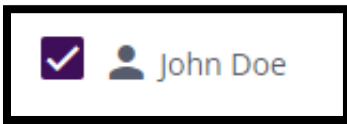
15. Click the check box next to the new dependent



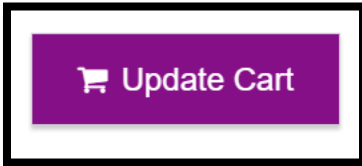
- 16. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire
- 17. Click on View Plan



- 18. Click the check box next to the dependent



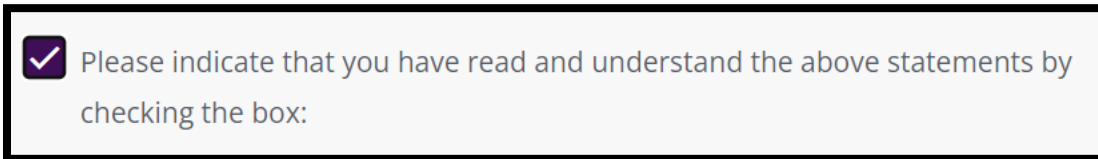
- 19. Click Update Cart



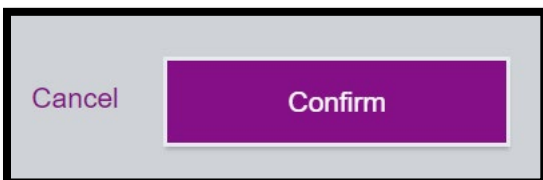
- 20. If you are participating in an HMO you will need to update your Primary Care Provider Information
- 21. Click Continue and update remaining benefits as needed
- 22. Ensure you View or Change Plan for Guardian Fraud Warning to Review and Checkout
- 23. Review the Fraud Warning and Click I agree



- 24. Complete the E-signature by clicking the box

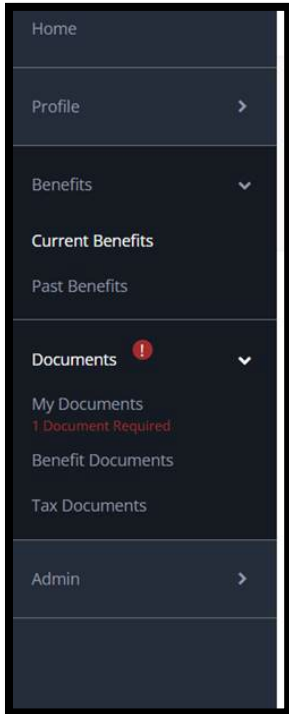


- 25. Click Confirm

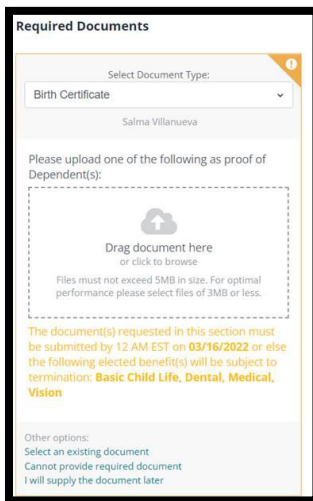


- 26. Click Review and Checkout

27. Finalize your Checkout
28. Now Upload your documents (e.g., Cobra letter, employer letter or insurance letter stating date coverage was terminated or copy of new ID or Letter from Insurance Carrier stating when new coverage starts)
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.