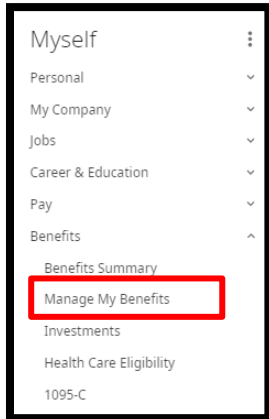


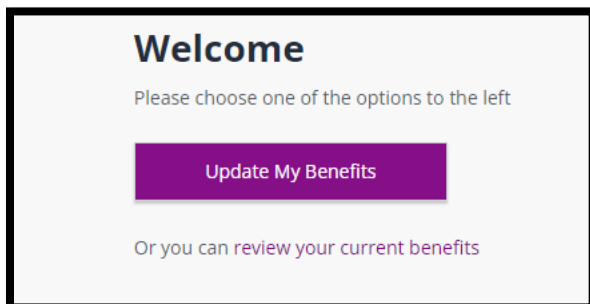
# Qualifying Life Events

## How to Create a Life Event: Domestic Partnership Creation

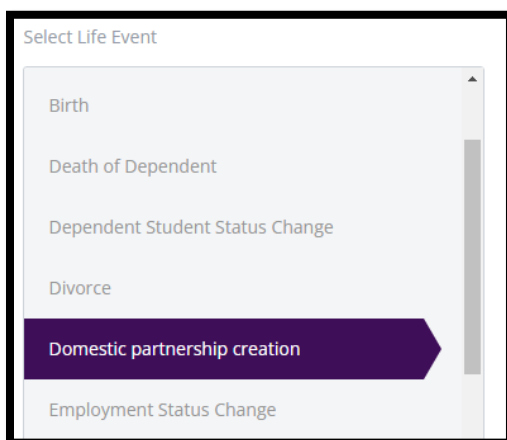
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



3. From the Home page select Update My Benefits



4. From the menu on the left choose Domestic Partnership Creation



5. In the Event Date field enter the Date of Domestic Partnership Creation

Select Life Event

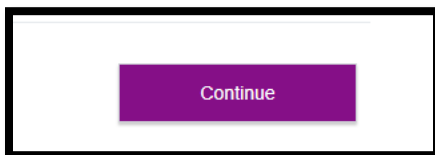
Domestic partnership creation

Your employer offers benefits coverage for domestic partners and their eligible children. When you create a domestic partnership, you can add your domestic partner by changing your status from single coverage to family coverage. The coverage changes must be consistent with your change in status. You may also be required to complete an affidavit of domestic partnership.

Event Date: 03/15/2022

14 Days left to make changes

6. Click Continue at the bottom right of your screen



7. Verify/Edit your Personal Information

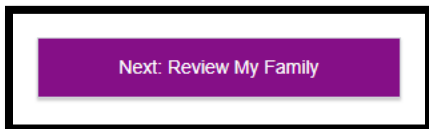
Verify your Personal Information and make changes if needed

This information is used for:

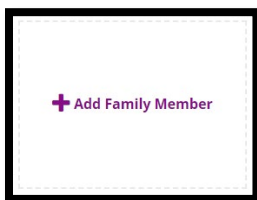
- reporting to the benefit carriers
- to issue your ID cards and process your claims
- to process your payroll, taxes, etc.

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

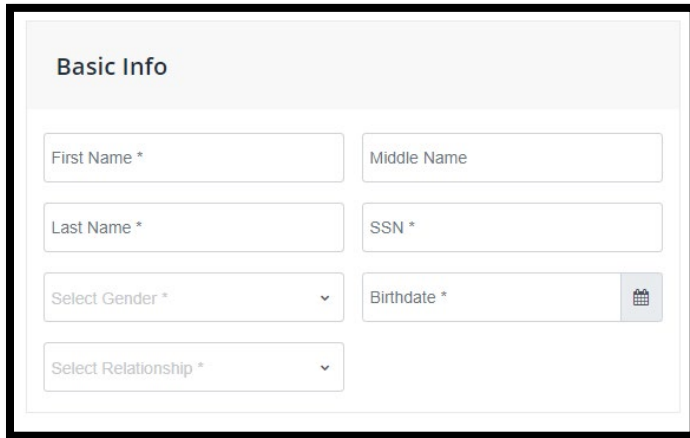
8. Click Next: Review My Family button at the bottom right of your screen



9. Click Add Family Member



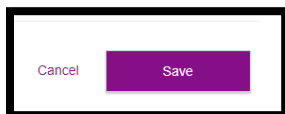
10. Enter the Basic Info for your new dependent



The form is titled "Basic Info" and contains the following fields:

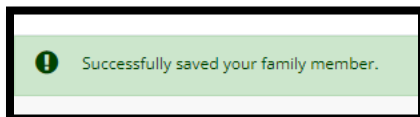
- First Name \*
- Middle Name
- Last Name \*
- SSN \*
- Select Gender \* (dropdown menu)
- Birthdate \* (calendar icon)
- Select Relationship \* (dropdown menu)

11. Click Save



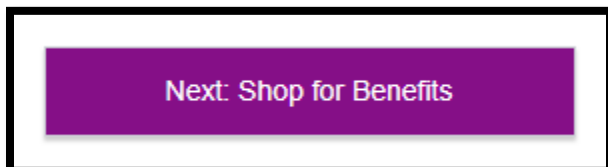
Buttons: Cancel, Save

12. You have now Successfully saved your family member



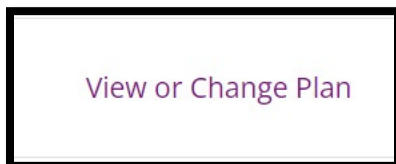
Successfully saved your family member.

13. Now click Next: Shop for Benefits



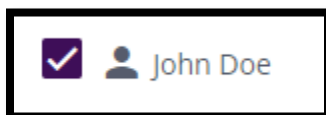
Next: Shop for Benefits

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



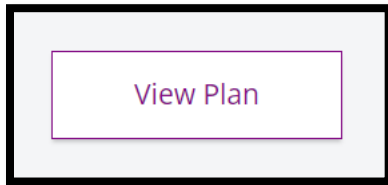
View or Change Plan

15. Click the check box next to the new dependent

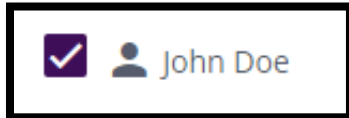


John Doe

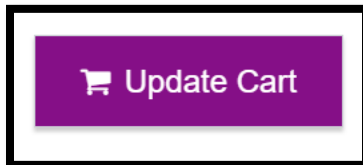
16. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire
17. Click on View Plan



18. Click the check box next to the new dependent



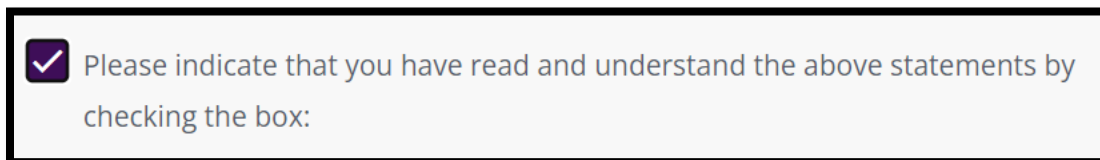
19. Click Update Cart



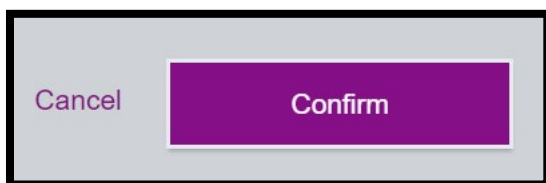
20. If you are participating in an HMO you will need to update your Primary Care Provider Information
21. Click Continue and update remaining benefits as needed
22. Ensure you View or Change Plan for Guardian Fraud Warning to Review and Checkout
23. Review the Fraud Warning and Click I agree



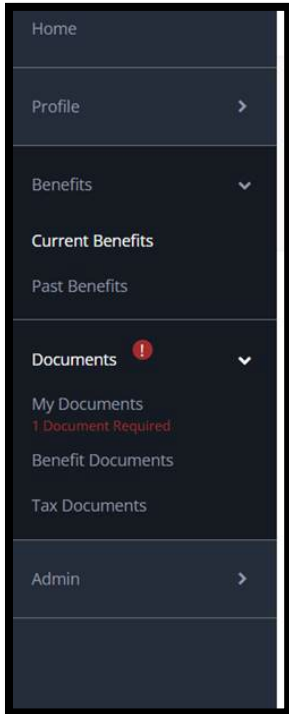
24. Complete the E-signature by clicking the box



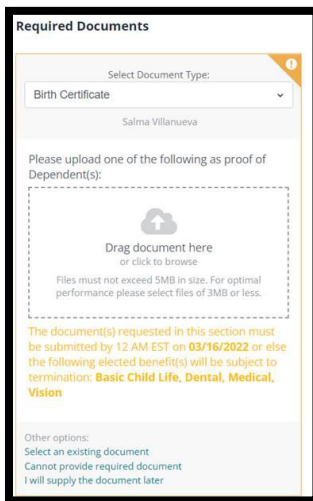
25. Click Confirm



26. Click Review and Checkout
27. Finalize your Checkout
28. Now Upload your documents (e.g., Domestic Partnership Affidavit)
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.