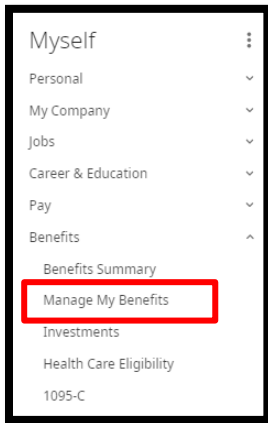


Qualifying Life Events

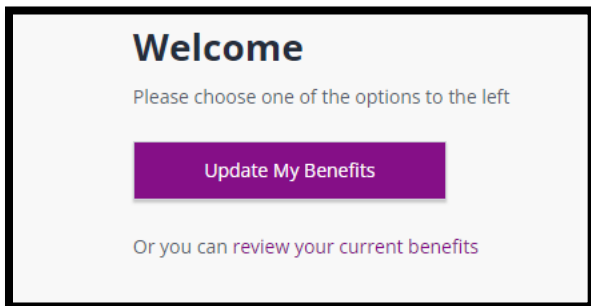
How to Create a Life Event: Moved

When relocating, please make sure to update your address in UKG Pro first that will trigger a qualifying event to change your coverage.

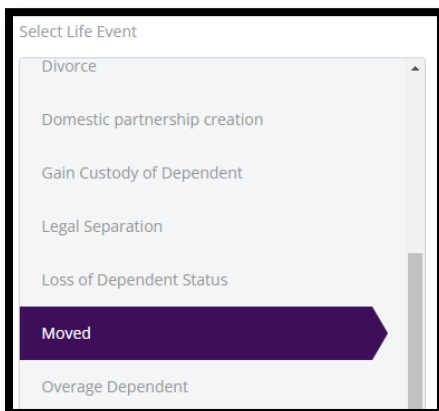
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



3. From the Home page select Update My Benefits



4. From the menu on the left choose Moved



5. In the Event Date field enter the Date Moved

Select Life Event

- Divorce
- Domestic partnership creation
- Gain Custody of Dependent
- Legal Separation
- Loss of Dependent Status
- Moved**
- Divorce Dependent

Moved

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.

Event Date *
03/15/2022

6. Click Continue at the bottom right of your screen

Continue

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

Next: Review My Family

9. Click Add or Remove Family Members if needed

+ Add Family Member

Remove

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

Basic Info

First Name *
Baby

Middle Name
Boy

Last Name *
Newborn

SSN
123-45-6666

Gender *
Male

Birthdate *
03/05/2022

Relationship *
Child

Please confirm

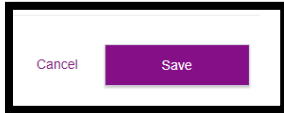
Please confirm you wish to remove [redacted]

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.

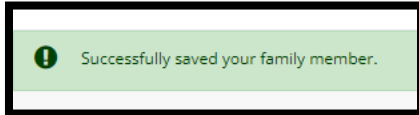
If you already haven't, you will need to create a Life Event, review or change the effected benefits, and checkout to complete this process.

Cancel Ok

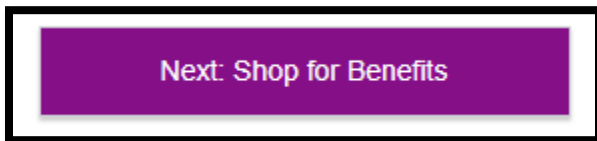
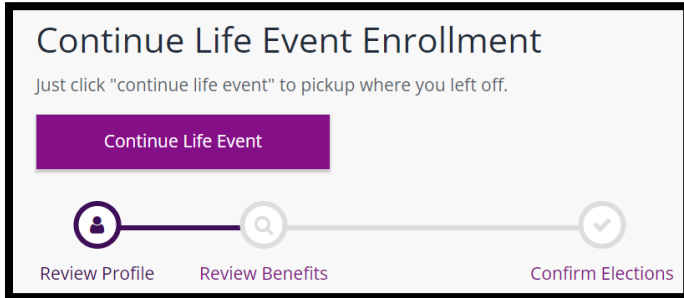
11. Click Save if added Family Member. If not, go to Step 13



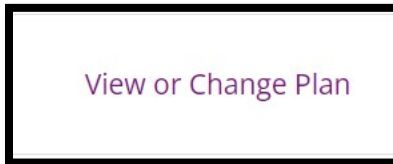
12. You have now Successfully saved your family member



13. Now click Continue Life Event or Shop for Benefits



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

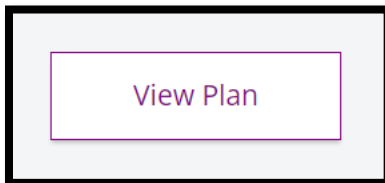


15. Click the check box next to dependent for coverage

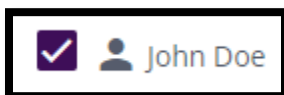


16. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire

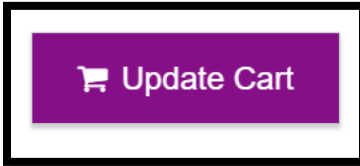
17. Click on View Plan



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

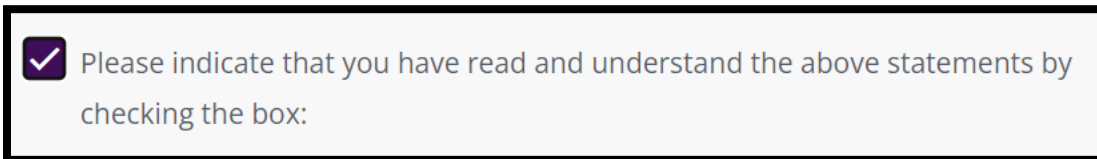
21. Click Continue and update remaining benefits as needed

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

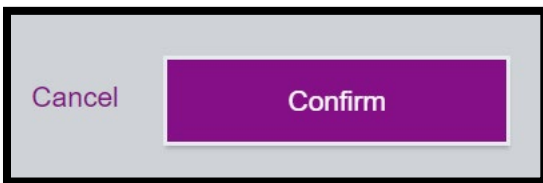
23. Review the Fraud Warning and Click I agree



24. Complete the E-signature by clicking the box



25. Click Confirm

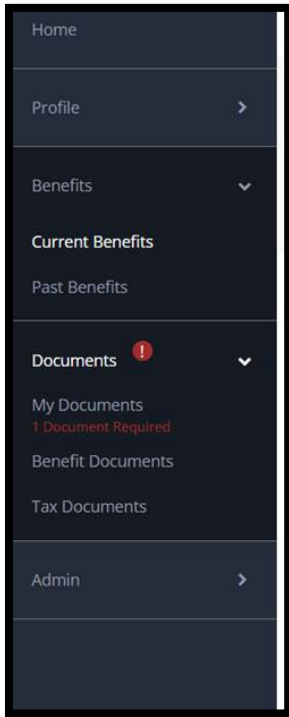


26. Click Review and Checkout

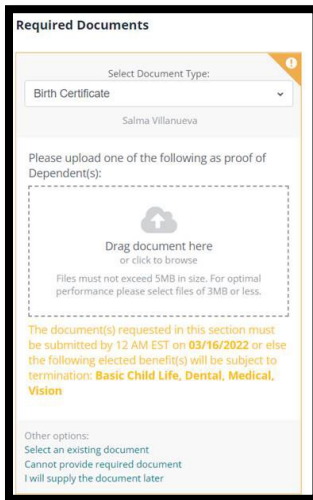
27. Finalize your Checkout

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.