> **Please note:**
> You will have 31 days from your Life Event to make your benefit elections.

How to Access Life Event for Benefit Enrollment
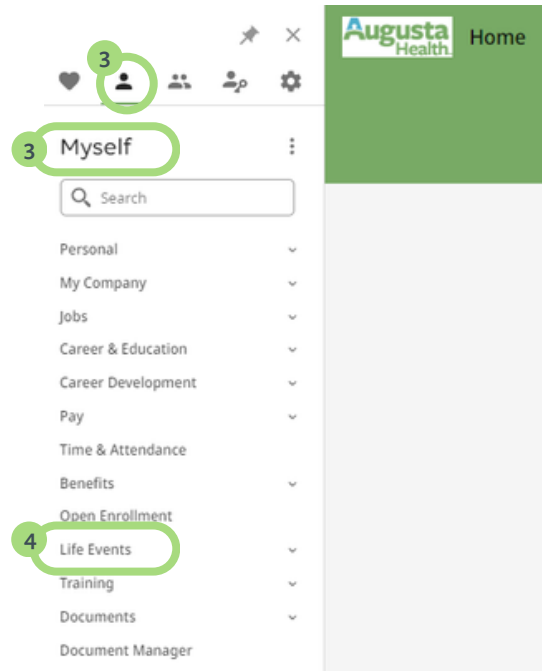(Please start here at this section to log into your UKG/Ultipro account)

1 **Log into UKG/Ultipro** https://e15.ultipro.com/

a. Username: your 5-digit team member ID

b. Password: Use Date of Birth - MM/DD/YYYY to login, ONLY if it is your first time logging in or you are resetting your password.

> **Please note:**
> When resetting your UKG/Ultipro password or logging in for the first time, you'll use your date of birth. You will then be prompted to personalize it with a new 15-character password.

2 **Select Menu**
(Located on the left side of the screen upon logging in)

3 **Click on the 'person' icon to go to the 'Myself' menu**

4 **Life Events**

How to Access Life Event for Benefit Enrollment
(Please start here at this section if you do not have an account yet)

6 **Life Event**
In the Life Event select the drop down that best describes your change reason.

About This Life Event

Life Event Effective Date   09/25/2023
What was the reason?   LifeEvent-Hire ⌄

Completing Enrollment

7 **Begin Life Event | Hire**

- Scroll to review the information listed here.
- Select Next on Tool bar in top Right-Hand corner to navigate through the system.

8 **Verifying Beneficiaries and Dependents**

a. View summary information

b. To edit information about a beneficiary or dependent, select the

c. Click **Edit** (Edit the information as needed)

d. Select **Save**

e. To add a new beneficiary or dependent, click the **Add** button and follow steps 7a-7b

f. Select **Next**

Find by	Status ⌄	Active ⌄	
Name ↑		**Relationship**	**Designation**
Mouse Jr., Mickey		None	☐ Beneficiary ☑ Dependent ☐ Emergency contact
Mouse, Minnie		Spouse	☑ Beneficiary ☑ Dependent ☑ Emergency contact

Add / Change Contact

Enrolling in your Benefit Plan

9 **Select or Decline plan:**

a. To **Select,** click on the radio button next to the plan name

b. If you choose anything other than employee only you must elect the dependents to be enrolled in the plan.

c. To decline, click the **'I Decline'** button above plans presented

d. Select **Next**

e. Continue for each benefit plan through the **Life Event Portal**

10 **Follow the above steps for all benefits offered**

- Depending on the benefit you are electing, additional fields may appear.
- For a HSA or FSA plan type, you may select to enter a flat dollar per paycheck amount or a yearly contribution amount.
- For a plan with beneficiaries, you are required to enter applicable beneficiary information as well as percentages for primary and secondary beneficiaries. See steps below.
- Evidence of insurability (EOI) may be required for life insurance plans. If applicable, a message will appear. The maximum benefit amount that can be elected will be displayed.

11 **Beneficiaries**
For plans that require beneficiaries to be added:

EE Supplemental Life

Elect up to $500,000 in supplemental life insurance through Reliance. The guaranteed issue amount is the amount of insurance that you may elect without providing evidence of good health. If you enroll as a new hire, the guaranteed issue amount is the lesser of five times earnings or $250,000. No medical information is required. Amounts over $250,000 will require evidence of good health.

Evidence of Insurability Form.pdf

☐ I decline EE Supplemental Life plans.

◉ Supp Life
$0.92 Biweekly*

Benefit Amount
Desired benefit amount $50,000.00

The maximum benefit amount value is $500,000.00

Coverage start date*:   01/01/2024

*Estimated values

Enroll Beneficiaries

Name	Primary	Secondary
☑ Minnie Mouse	◉ 100	○

Click the check box next to the name of the beneficiary. Enter the percentage amount for the beneficiary. Primary beneficiaries must total 100%. Secondary beneficiaries, if selected, must also total 100%.

Review and Submit Elections

Review the election information on the Confirm Your Changes page. This page contains personal information and benefits selected and declined. Return to the applicable pages to make any changes, if needed. If there are any errors or information needed these notifications will be shown at the top of this screen.
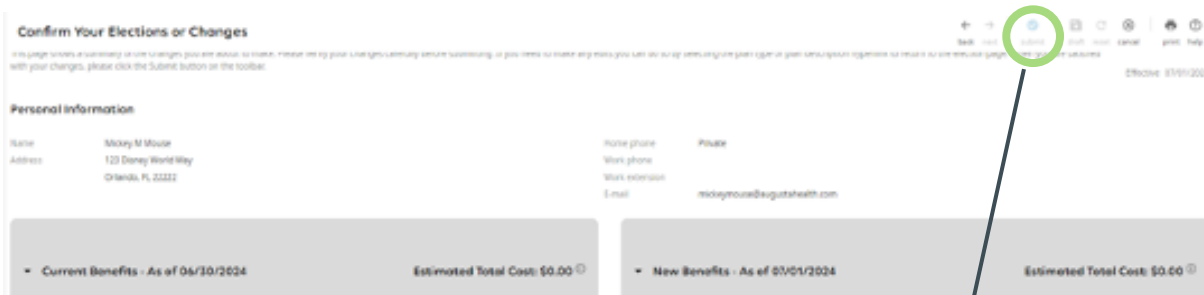
- Select 'Submit' in upper right-hand corner on toolbar to complete your elections.
- Click 'Ok' (If the popup does not appear, please ensure you do not have popups blocked in UltiPro.)

Confirmation

A confirmation screen will appear - please print the following page for your records.