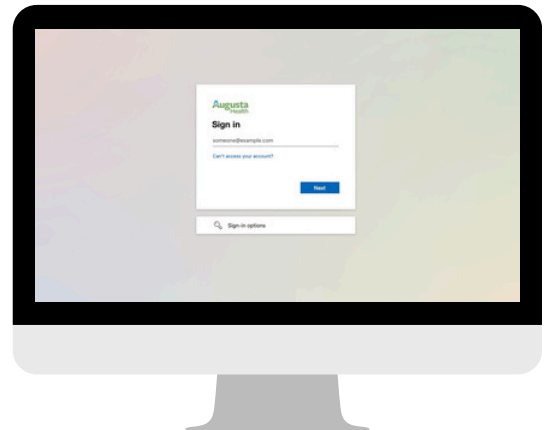


Follow the step-by-step instructions below:



STEP 1: LOG IN TO ULTI PRO

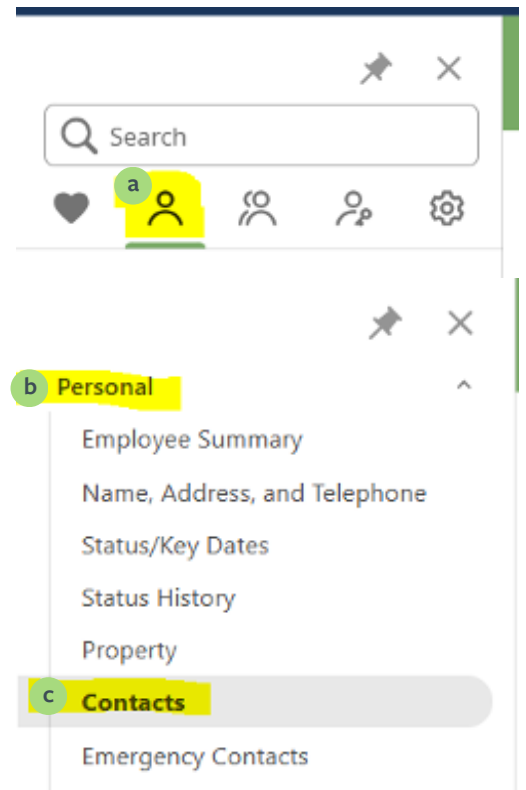
- Open your internet browser.
- Go to augustahealth.com.
- Scroll to the bottom of the page and click on For Employees.
- Select UltiPro from the list.
- Once the UltiPro login screen appears, enter your Username and Password.
- Click Sign In.



STEP 2: NAVIGATE TO CONTACTS

- From the Home Screen, click on the Self menu.
- Select Personal.
- Click Contacts.

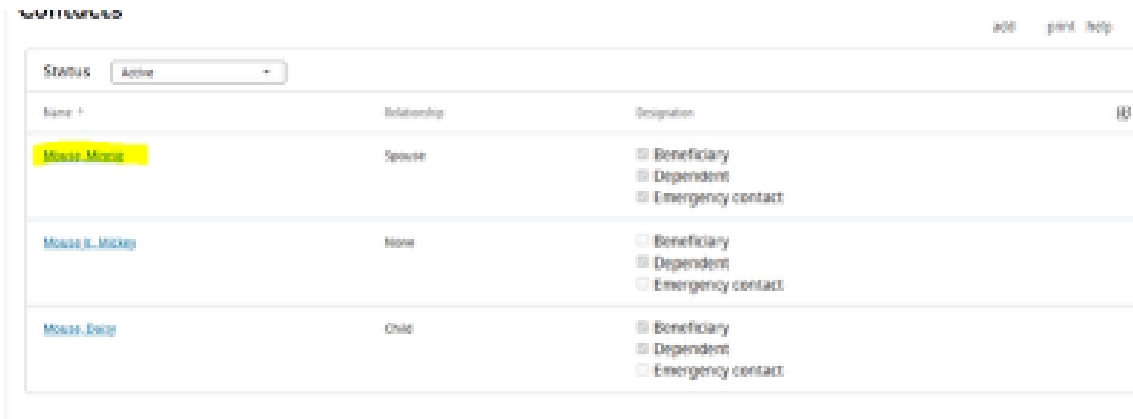
(This section stores both your personal and emergency contact information.)





STEP 3: SELECT A CONTACT

- Find the contact you want to update (for example, your spouse, parent, or emergency contact).
- Click directly on the person's name.

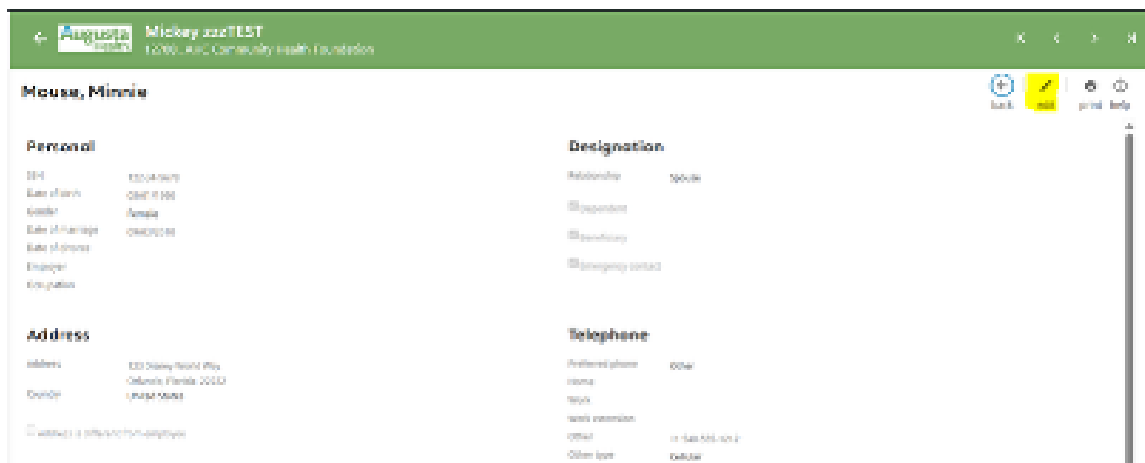


Name	Relationship	Designation
Minnie Mouse	Spouse	☒ Beneficiary ☒ Dependent ☒ Emergency contact
Mickey Mouse	None	☐ Beneficiary ☐ Dependent ☐ Emergency contact
Maui Ennis	Child	☒ Beneficiary ☒ Dependent ☐ Emergency contact



STEP 4: EDIT THE INFORMATION

- Click the Edit button in the upper-right corner of the contact's details.
- Make the necessary changes, such as:
 - Phone number
 - Address
 - Relationship to you
 - Email address



Minnie Mouse

Personal

SSN: 123456789
 Date of birth: 01/01/1980
 Gender: Female
 Date of marriage: 01/01/2000
 Date of divorce: 01/01/2000
 Employer: Augusta Health
 Occupation:

Address

Address: 123 Main Street, Apt. 100
 City: Augusta, Georgia 30901
 Country: United States

Designation

Relationship: Spouse
☒ Beneficiary
☒ Dependent
☒ Emergency contact

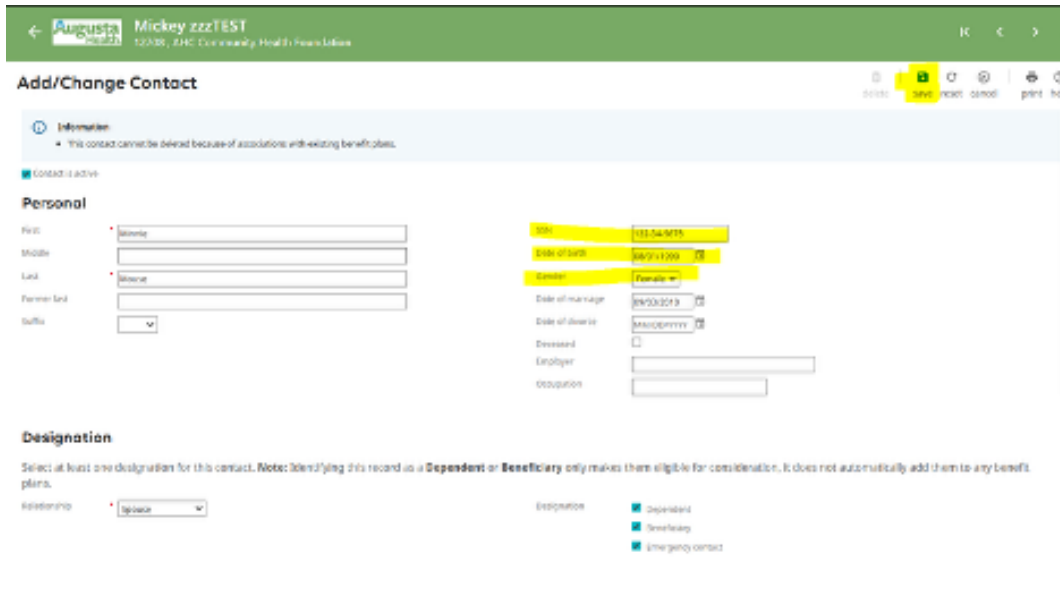
Telephone

Preferred phone: 555-555-5555
 Home: 555-555-5555
 Work: 555-555-5555
 Mobile extension: 555-555-5555
 Other: 555-555-5555
 Other type: Other



STEP 5: SAVE YOUR CHANGES

- Once updates are complete, click Save.
- A pop-up may appear – select OK to confirm.



Add/Change Contact

Information

- This contact cannot be deleted because of associations with existing benefit plans.

CONTACT is active

Personal

First: Title:

Middle: Date of birth:

Last: Gender:

Prefix: Date of marriage:

Suffix: Date of divorce:

Deceased: ☐

Employer:

Occupation:

Designation

Select at least one designation for this contact. *Notes: Identifying this record as a **Dependent** or **Beneficiary** only makes them eligible for consideration. It does not automatically add them to any benefit plans.*

Relationship: Designation: ☐ Dependent ☐ Beneficiary ☐ Emergency contact

Quick Tips:

- Keep your emergency contacts current—this helps Augusta Health support you in case of urgent situations.
- Review your contacts at least once a year or whenever there's a change (new phone, address, etc.).

