



## STEP 1: FOR NEW HIRES

When you first become eligible, you can elect up to the Guaranteed Issue amount — no health questions required.

- **Employee Coverage: Up to \$500,000**
- **Spouse Coverage: Up to \$500,000**



### Remember:

Spouse coverage cannot exceed 100% of your own total coverage (this includes your employer-paid basic life and any voluntary life coverage you choose).



## STEP 2: DURING OPEN ENROLLMENT

- **If enrolling for the first time:**  
You'll need to complete health questions in the Evidence of Insurability (EOI) portal.
- **If you already have coverage:**  
You can increase your amount by \$10,000 (for yourself or your spouse) — up to the Guaranteed Issue amount — without completing EOI.



## STEP 3: ADDITIONAL RULES

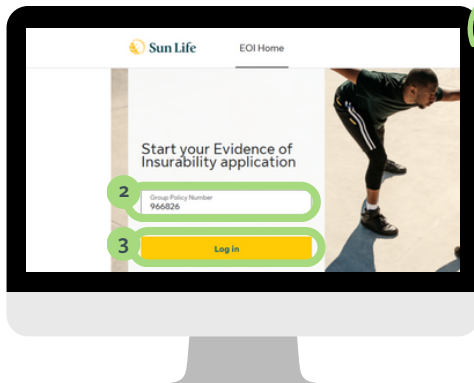
- If both you and your spouse work for Augusta Health, you can't insure each other under the employee or spouse life plan.
- Employees also can't cover another employee (for example, a child who works here).



## STEP 4: COMPLETE THE EVIDENCE OF INSURABILITY (EOI)

Follow these steps to apply for new or increased coverage:

1. Visit <https://www.sunlife-usa.net/eoi/>
2. Under Policy Number, enter 966826
3. Click Login



4. Enter your UKG Employee ID, then click Next: Confirmation

Great! Next please enter your Employee ID

We need your Employee ID to create your application

Employee ID  
22416

4

Next: Confirmation

## 5. Check Accept, then click Confirm

### Please confirm your details

**Policyholder:** Augusta Health Care, Inc.

Note: Your policyholder might be your employer, a parent company, or a subsidiary. Check with your human resources (HR) department if you're unsure.

☒ I accept the terms of Electronic Consent [\[link\]](#)

If you don't accept the terms of Electronic Consent, you'll need to submit a paper EOI application.

Back

Confirm



## 6. Complete the four pages of brief questions

Let's get started!

Back

Next

## 7. Click Next after each page



### Remember:

Apply for each individual (yourself and/or spouse) as needed

## Evidence of Insurability Dashboard

To submit your Evidence of Insurability (EOI) application, you must complete a questionnaire for each applicant. To begin, select **Start** for an applicant. Once all questionnaires are complete, select **Submit application**.

**Please note:** You'll be able to edit and save your answers, and come back anytime during this process.

test test

Not started

Start

Remove

Once complete, you can review your application status anytime in the Sun Life EOI Dashboard, and [you will receive an email confirmation.](#)

### Questions?

If you have questions or need help with your benefits enrollment, contact us at:

[HumanResources@AugustaHealth.com](mailto:HumanResources@AugustaHealth.com)

(540) 332-4700