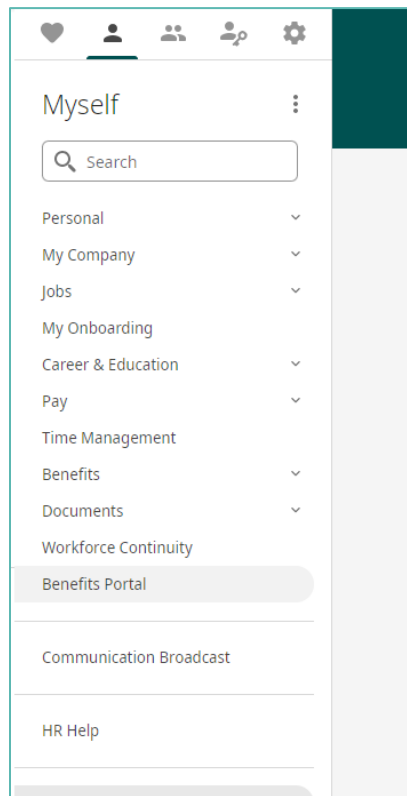


## Enrolling in Your Benefits is Easy!


### STEP 1 - Log in


In UKG, go to Myself → Benefits Portal to access the link to the website.



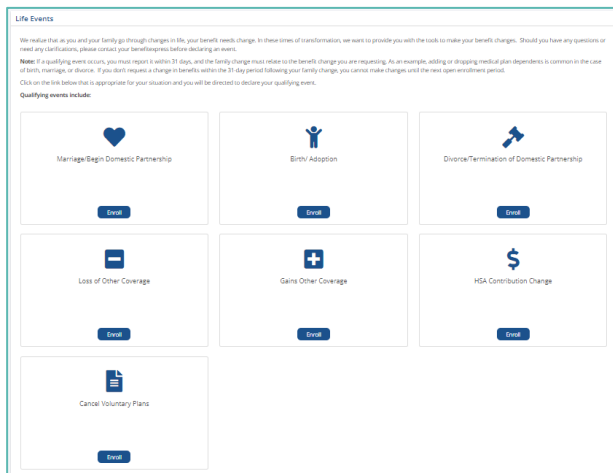
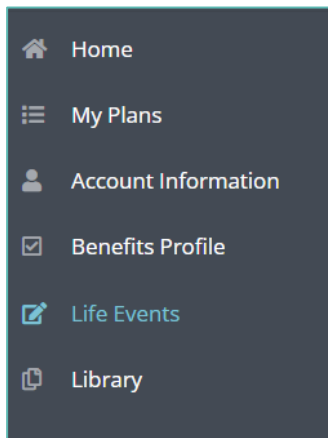
## STEP 2 – Getting to the Enrollment

Once you log in, you will be taken to the Home page. If you are enrolling in New Hire benefits or Annual Open Enrollment, you can click the orange **Enroll Now** button to begin your enrollment.

 **Reminder: New Hire Enrollment** (23 days left) [Enroll Now](#)

 **A friendly reminder:** You have open enrollments, including **Annual Open Enrollment** (2 days left) . [Enroll Now](#)

If you would like to process a Life Event, go to the Life Event menu on the left side of the Home page. Once on the Life Events page, select the icon of the Life Event you would like to process.



## STEP 3- Getting Started and Updating Dependents

1. GETTING STARTED

2. CHOICES

3. CONFIRMATION

**Add/Review Your Dependents:** You will also be able to **add new dependents** or **update dependent information**. As you proceed through the enrollment, the coverage levels you are offered are based on the number and type of dependents you elect to cover. Please be sure to read the pages carefully as you may be required to certify your dependents by sending in certain documents before they become eligible for benefits.

*If you have a dependent on file that is missing an SSN, you will be required to enter a valid SSN to continue or enroll in coverage.*

## STEP 4 - Making your Choices & Updating Beneficiaries



1. GETTING STARTED

2. CHOICES

3. CONFIRMATION

**Make Your Choices:** From the **Choices** section of the enrollment, you will make your benefit elections. Each page will display your plan choices and will prompt you for additional information where needed. All deductions are shown on a per pay basis.

You may navigate through this section by using the **Previous** and **Save and Continue** buttons. You can also jump between plans by clicking anywhere in the **Choices** step/button and selecting your desired plan from the drop-down.

**Add/Review Beneficiaries:** You will also be able to **add new beneficiaries**, **update beneficiary information**, and **assign beneficiary percentages**. Any plans requiring a beneficiary designation will be listed on this page.

## STEP 5 - Enrollment | Confirmation

✓ 1. GETTING STARTED	✓ 2. CHOICES ▾	3. CONFIRMATION
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**Confirm Your Choices:** The last page/section in the enrollment is your confirmation statement, which you can print or email. The site will automatically save a copy for your future reference. If you need to change any of the plan selections you have made, you can go back into the enrollment and make any additional changes through the end of your enrollment period.

### Need Help?

We realize not every question can be answered in the materials provided. If you need any assistance with the site, the following options are available:

#### Call

You may contact us via telephone at  
**(833) 949-2991**  
Normal hours of operation are Monday through Friday  
7:30a.m. to 7:00p.m. CST