

# UKG ENROLLMENT INSTRUCTIONS

NAVIGATION: Menu > Myself > Benefits > Manage My Benefits

1. Select **Get Started** to begin the benefits selections process. The **My Profile** page appears.
2. From the **My Profile** page, review and verify that all of your profile information is correct.

The screenshot shows the 'Torres Bros.' header with a 'Welcome Robena' dropdown and a shopping cart icon showing '\$0.00 Per Pay Period'. The main content area has a pink background with the text 'Welcome Robena, you have 160 days left to enroll.' and 'Shop and Enroll in Benefits'. Below this is a 'Get Started' button. A progress bar shows three steps: 'Review Profile' (with a person icon), 'Shop Benefits' (with a shopping cart icon), and 'Checkout' (with a checkmark icon). To the left of the progress bar, under 'Annual Enrollment', it says 'The Annual enrollment period is your opportunity to make changes to your benefits for the upcoming plan year. To begin, please click on the "Enroll - Annual" button on the left.' At the bottom, there is a section titled 'Need to update your current benefits?' with a pencil icon and the text 'Have you had a qualifying life event such as a new addition to your family? Update your current benefits.'

From the **Home** page, you can view the number of days you have left to enroll in benefits plans available to you.

The screenshot shows the 'Welcome Jenna, you have 24 days left to enroll.' message. The title is 'Shop and Enroll in Benefits'. It lists two steps: 'Step 1: Shop New Hire Enrollment' with the instruction 'You need to shop for benefits for the remaining year before you are able to begin Open Enrollment for the upcoming year.' and a 'Shop New Hire Enrollment' button. 'Step 2: Shop Open Enrollment' with the instruction 'After enrolling in this year's benefits, you will be able to shop for benefits for the upcoming year.' and a 'Shop Open Enrollment' button.

**Important:** If you are a new hire or have a life enrollment in progress, you are prompted to complete that enrollment first before you can access Open Enrollment.

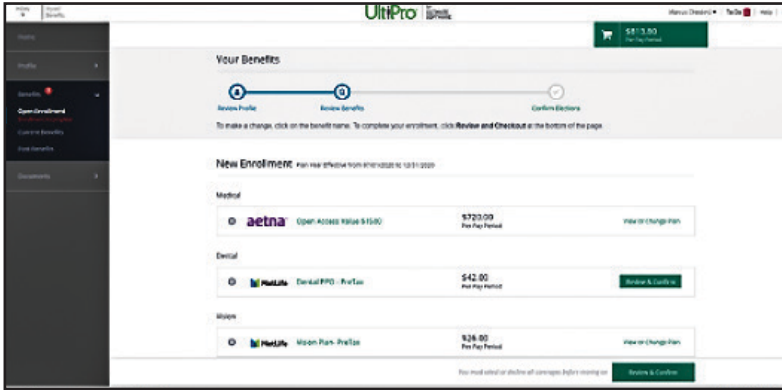
3. Scroll to the bottom of the page and select **Next: Review My Family**. The **Dependent Information** page appears.

- At the **Current Family Members** section, you can:
  - Review or edit the dependent information on file for current family members.
  - Remove a family member from receiving benefits through your plan.
  - Add a family member as a dependent.

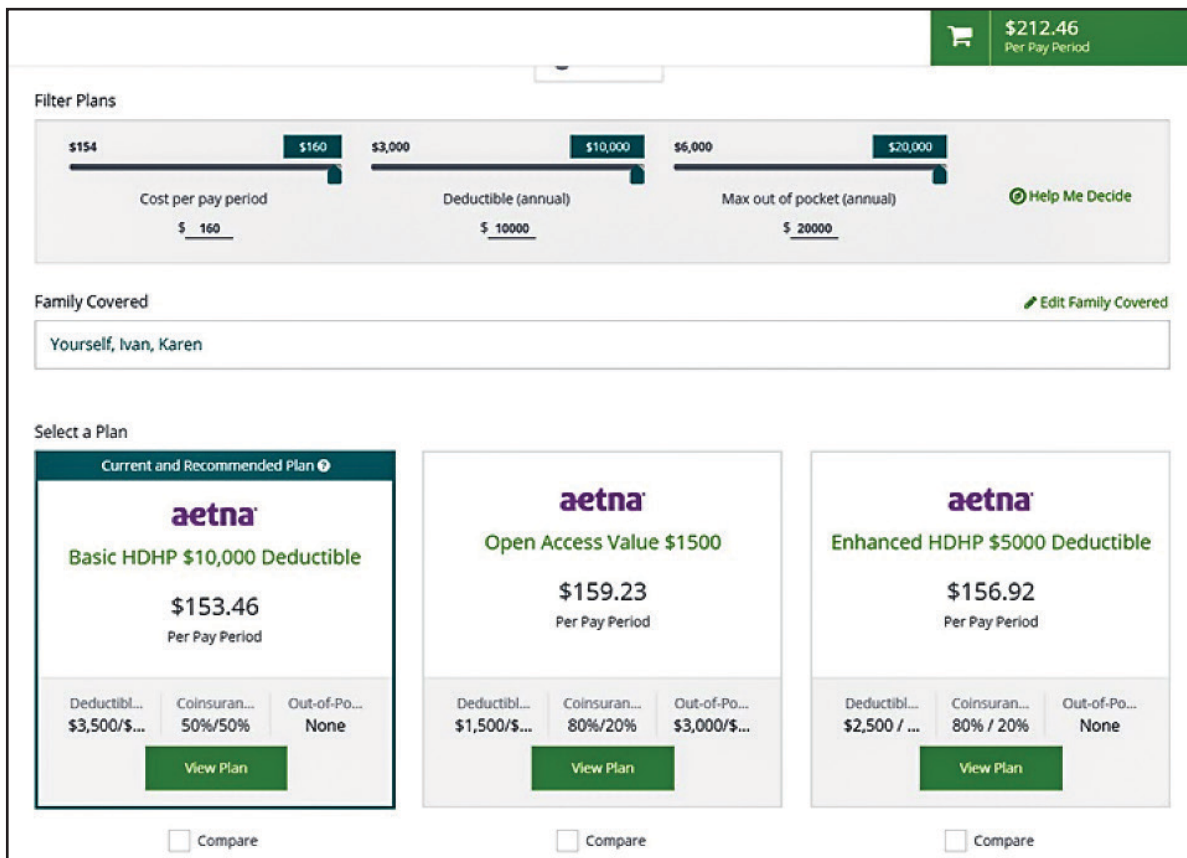
The screenshot shows the 'Manage your profile' page. It includes a header with a shopping cart icon and '\$268.04 Per Pay Period'. The main content area has a title 'Manage your profile' and a note 'Make sure we have it right. This information is used for your paycheck, taxes and ID cards. If the information below is incorrect, you may make changes to your profile under the Myself tab on the left.' Below this are two sections: 'Basic Information' and 'Contact Information'. The 'Basic Information' section includes fields for 'First Name' (Jenna), 'Last Name' (Torres), 'Email' (jtorres@torresbros.com), 'Phone' (512-555-1234), and 'Address' (215 W Austin Ave, Austin, TX 78701). The 'Contact Information' section includes fields for 'Email' (jtorres@torresbros.com), 'Phone' (512-555-1234), and 'Address' (215 W Austin Ave, Austin, TX 78701).

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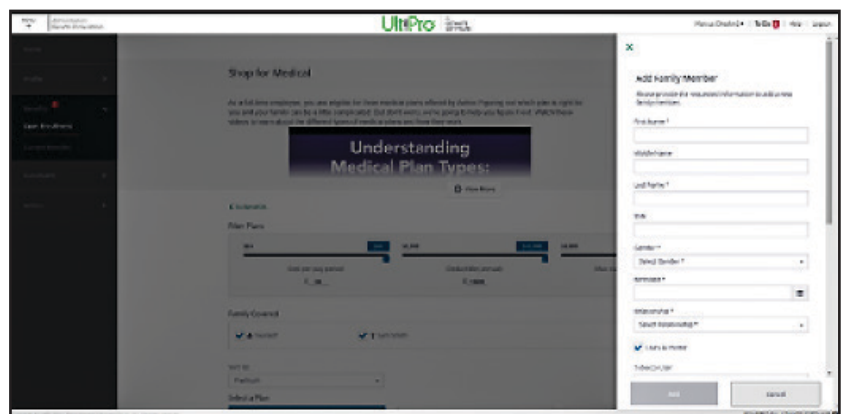
4. Select **Next: Shop for Benefits**. The **Current Benefit Elections** page appears.



- In the **New Enrollment** section, select the **Shop Plans** button for each of the benefit plans available to you (for example, Medical, Dental, Vision), as applicable. The **Shop for Plan** page appears.



- Additional information for the selected benefit type appears. Select **View More** to expand the information. Additional Content, when available, provides additional general information.
- In order to add a family member directly from the plan page, select **Add Family Member** link. A card appears on the right-hand side of the page.



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**Note:** When adding a family member, the change only applies to the selected coverage. However, the family member is available for selection, if applicable, on other coverages. For example, if you select a family member while viewing the medical plan, this election does not automatically apply to your dental plan. Regardless, you can select the added family member to the dental plan by following the same process.

- Enter the family member's First Name, Middle Name, Last Name, and SSN.
- Select Gender from the drop-down list.
- Enter the birth date.
- Select relationship from drop-down list.

**Note:** Additional information may be required. Complete as applicable.

- Select **Add**. The family member appears in the Family Covered section.
- Shop for a benefit plan by viewing available plans in the **Filter Plans** section. View plans by:
  - Adjusting the available filters to view the benefit plans available to you that match the filtered criteria.
  - Selecting **Help Me Decide** to navigate through questions to help you select a benefit plan. This feature is only available when you have three or more benefit plans available for selection.

**Note:** For benefits that require a beneficiary, select one or more Primary Beneficiaries. A beneficiary can be a current dependent or you can add a new beneficiary, as needed. The total allocation amount for Primary Beneficiaries must add up to 100%.

- When you have the choice of more than one plan, each plan displays on a separate card that summarizes key parts of the plan. Select a plan to view details, such as coverage levels and per pay period amounts and to access benefits and coverage information.
  - Check the **Compare** box below two or more benefit plans to review the details of the selected plans.


Open Access Value \$1500

Basic HDHP \$10,000 Deductible

Compare (2)

Select a Plan

**Current Plan**

 **KAISER PERMANENTE**

Open Access Value \$1500

\$159.23

Per Pay Period

Deductibl...  
\$1,500/\$...


Coinsuran...  
80%/20%

Out-of-Po...  
\$3,000/\$...

View Plan

☒ Compare

**Recommended Plan**

 **Cigna**

Basic HDHP \$10,000 Deductible

\$153.46

Per Pay Period

Deductibl...  
\$3,500/\$...

Coinsuran...  
50%/50%

Out-of-Po...  
None

View Plan

☒ Compare

**aetna**

Enhanced HDHP \$5000 Deductible

\$156.92

Per Pay Period

Deductibl...  
\$2,500 / ...

Coinsuran...  
80% / 20%

Out-of-Po...  
None

View Plan

☐ Compare

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- Select **Compare**. The **Compare Plan Benefits** page displays the selected plans.
- Select **View Plan** to review a plan in more detail.
- From the selected plan details page, select **Update Cart** to add a benefit plan to your Open Enrollment cart. You must select or decline all coverages to complete the Open Enrollment process.

Basic Life

MetLife Basic Employee Life [Change Plan](#)

Voluntary Life [Change Plan](#)

Voluntary AD&D [Change Plan](#)

Basic Short Term Disability [Change Plan](#)

Employer Contribution: \$344.72  
Your Cost Per Pay Period: \$168.23

[Review and Checkout](#)

You must select or decline all coverages before moving on.

5. From the **Current Benefits Elections** page, select **Review and Checkout**. The **Confirm Your Benefit Elections** page appears. Each benefit election you selected is listed.

Confirm your Benefit Elections

Review Profile Shop Benefits Checkout

Each benefit election you have made is listed below.

You can make adjustments to your plan selections until your enrollment period is closed which is indicated to the right under "days left." If you need to adjust your elections, click Step 3: Your Benefits in the menu above.

[View More](#)

New Enrollment Coverage effective from 01/01/2019 to 12/31/2019

Review Changes

Medical Plan

Open Access Value \$1500 \$13.85 Per Pay Period [Change Plan](#)

Start Date: 01/01/2019 Coverage Level: Employee Only

Employer Contribution: \$48.45

- Select **Checkout** to confirm benefit plans selections. The **Enrollment Complete** page displays your benefits enrollment information.

Current Benefit Elections

Enrollment Complete!

You have completed the open enrollment process and confirmed your benefits.

Need a copy of your benefits confirmation statement? [Download PDF](#)

Review Profile Shop Benefits Checkout

The coverage details listed below are the current active elections on file for you and your dependents.

Below are your new elections. Benefit elections may be changed during your company's Open Enrollment or if you've had a Qualifying Life Event.

Medical Plan

Open Access Value \$1500 \$13.85 Per Pay Period [Change Plan](#)

Pending Approval

Flexible Spending Account

6. From the **Documents** menu, select **My Documents** to review documents regarding your benefits or any documents required for benefits enrollment. When documents are required, a red exclamation mark displays next to the **Documents** menu.