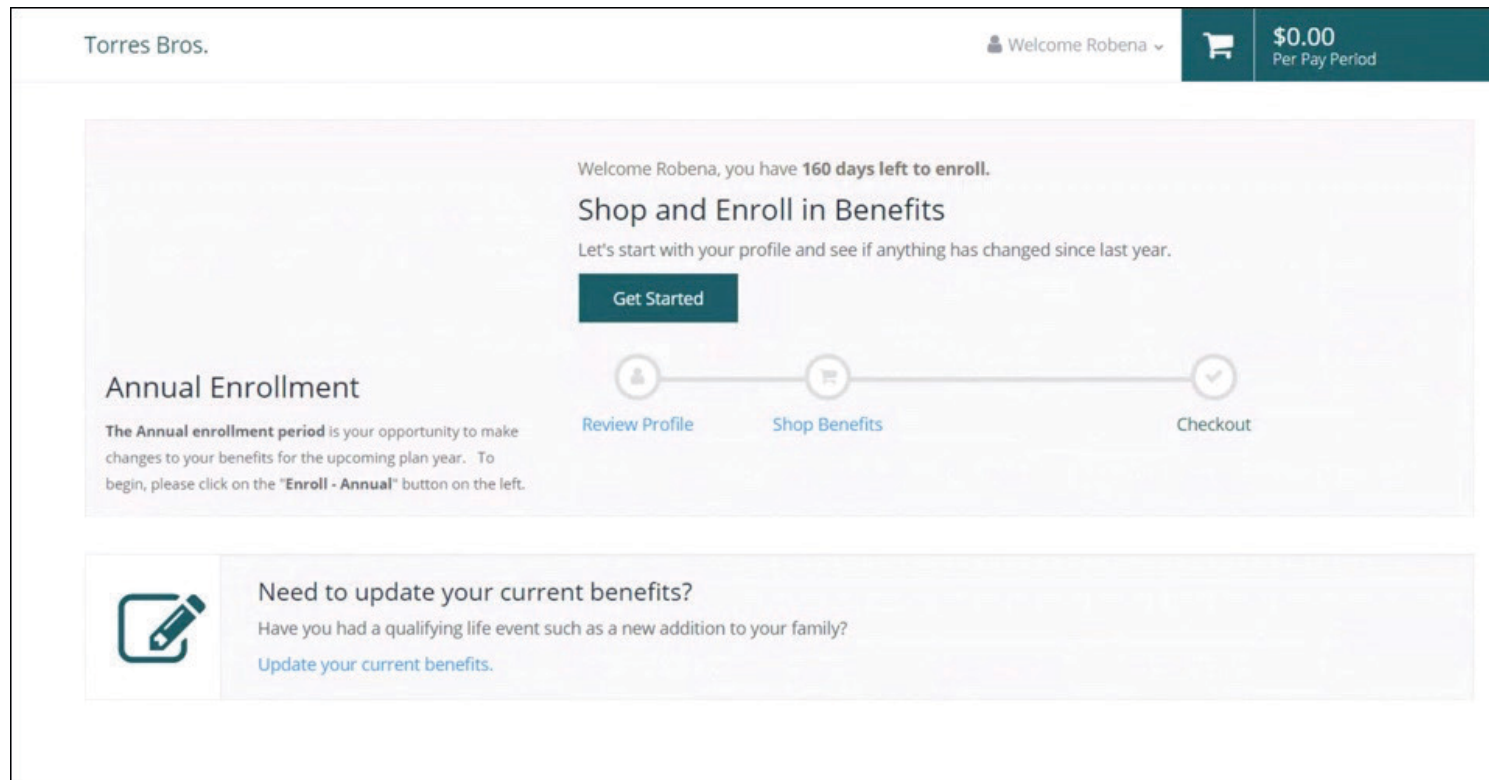


UKG ENROLLMENT INSTRUCTIONS

Benefits Administration Employee Open Enrollment Elections

Elect Open Enrollment Benefit Plans

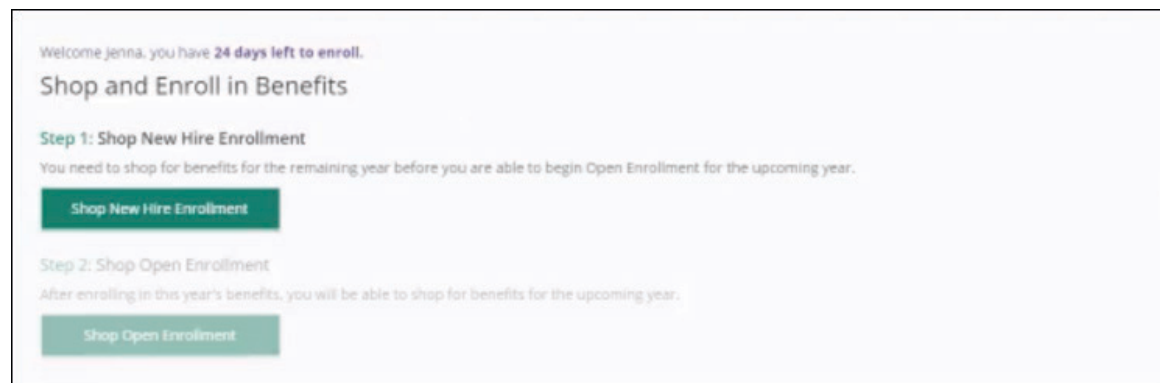
Open Enrollment refers to the period during which you can enroll in a benefits plan or change current elections. During this process, review information for you (and your family), shop for available benefits, select benefit plans, and review and confirm benefit plan selections.



The screenshot shows the UKG Open Enrollment interface for Robena Torres Bros. The top navigation bar includes the company name "Torres Bros.", a user greeting "Welcome Robena", a shopping cart icon, and a balance of "\$0.00 Per Pay Period". The main content area features a welcome message: "Welcome Robena, you have 160 days left to enroll." Below this is the heading "Shop and Enroll in Benefits" and the instruction "Let's start with your profile and see if anything has changed since last year." A prominent "Get Started" button is displayed. A progress bar below the button shows three steps: "Review Profile" (with a person icon), "Shop Benefits" (with a shopping cart icon), and "Checkout" (with a checkmark icon). A section titled "Annual Enrollment" explains that this is the opportunity to make changes to benefits for the upcoming year and instructs the user to click the "Enroll - Annual" button. At the bottom, a callout box with a pencil icon asks, "Need to update your current benefits?" and provides a link to "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.

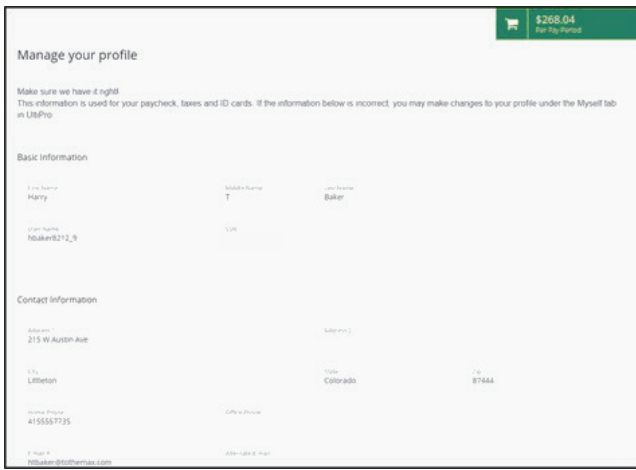
Important If you are a new hire or have a life event enrollment in progress, you are prompted to complete that enrollment before you can access Open Enrollment.



The screenshot shows the UKG Open Enrollment interface for Jenna. The top navigation bar includes the user greeting "Welcome Jenna, you have 24 days left to enroll." Below this is the heading "Shop and Enroll in Benefits". The interface is divided into two steps: "Step 1: Shop New Hire Enrollment" and "Step 2: Shop Open Enrollment". Under Step 1, there is a message: "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. Under Step 2, there is a message: "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.

Navigation: Menu > Myself > Benefits > Manage My Benefits

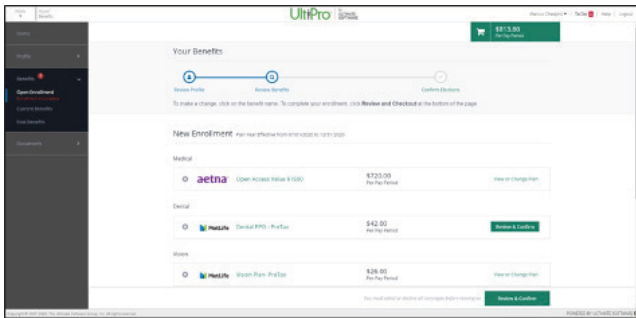
1. Select **Get Started** to begin the benefits selections process. The **My Profile** page appears.
2. From the **My Profile** page, review and verify that all of your profile information is correct.



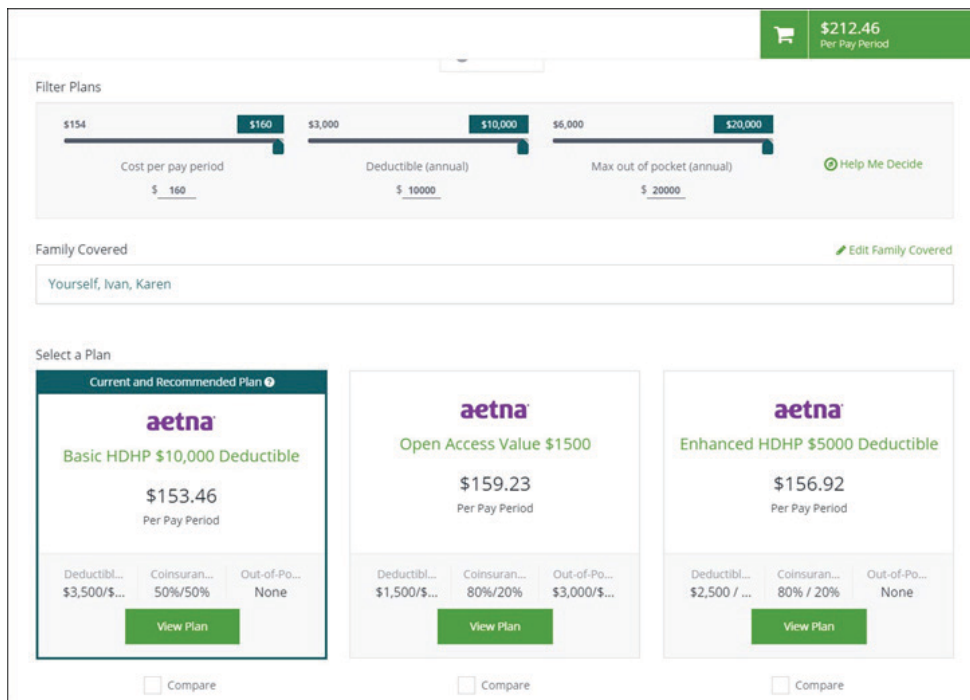
3. Scroll to the bottom of the page and select **Next: Review My Family**. The **Dependent Information** page appears.

- o 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.

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



- o 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.



- o Additional information for the selected benefit type appears. Select **View More** to expand the information. Additional Content, when available, provides additional general information.
- o 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.



- **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%.

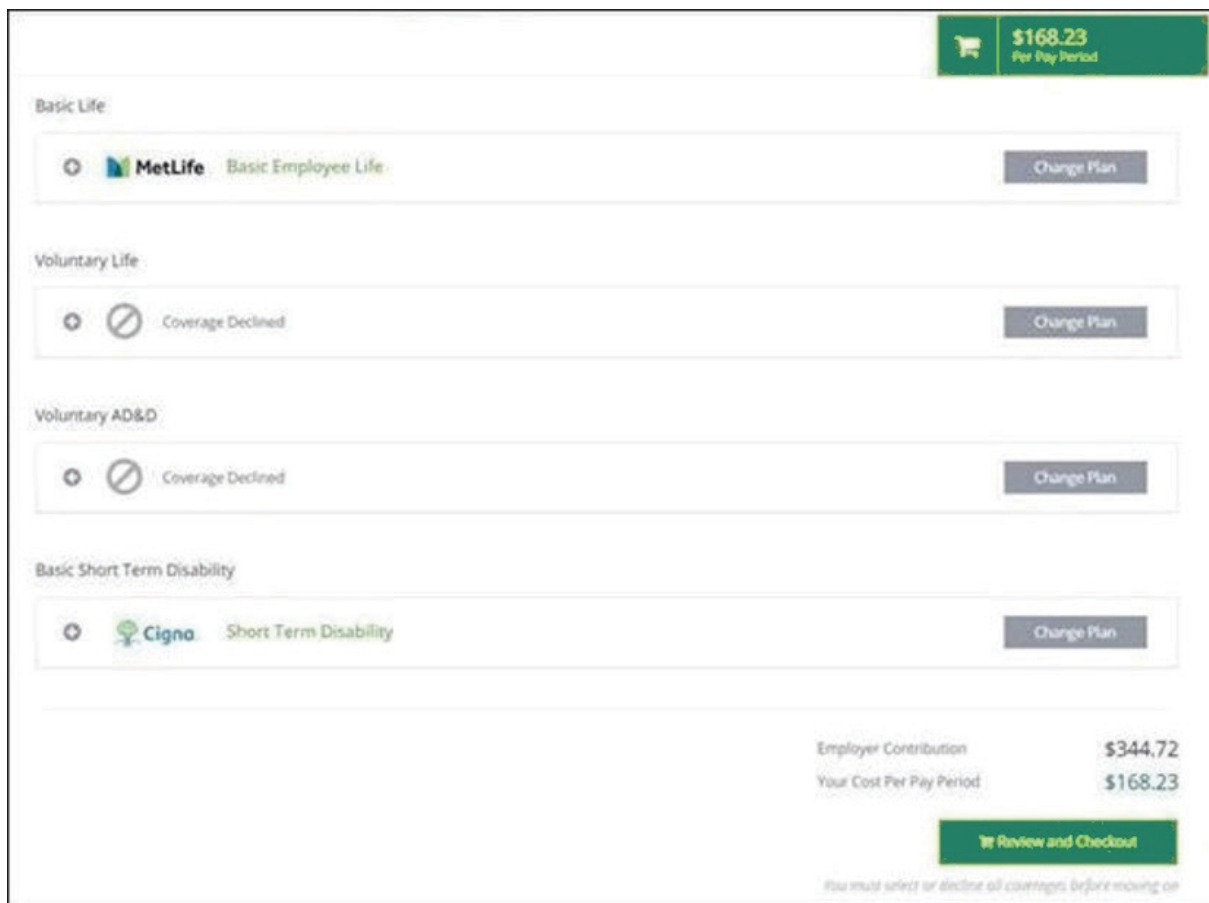
- When you have the choice of more than one plan, each plan displays on a separate card that summarizes key parts of the plan. Select a plan to view details, such as coverage levels and per pay period amounts and to access benefits and coverage information.
 - Check the **Compare** box below two or more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

Open Access Value \$1500 Basic HDHP \$10,000 Deductible **Compare (2)**

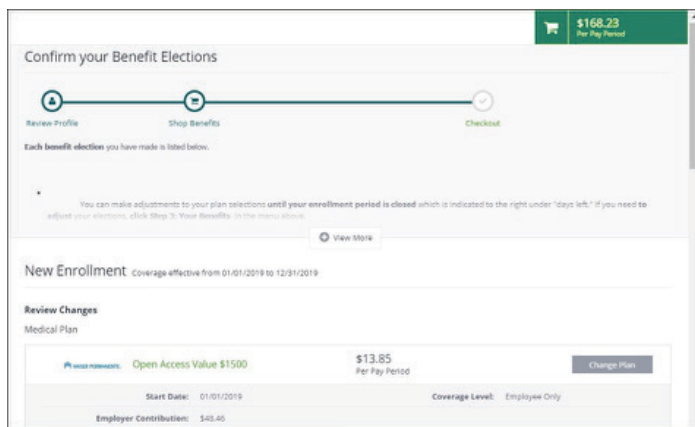
Select a Plan

Current Plan	Recommended Plan	
<p>KAISER PERMANENTE Open Access Value \$1500</p> <p>\$159.23 Per Pay Period</p> <p>Deductibl... Coinsuran... Out-of-Po... \$1,500/\$... 80%/20% \$3,000/\$...</p> <p>View Plan</p> <p><input checked="" type="checkbox"/> Compare</p>	<p>Cigna Basic HDHP \$10,000 Deductible</p> <p>\$153.46 Per Pay Period</p> <p>Deductibl... Coinsuran... Out-of-Po... \$3,500/\$... 50%/50% None</p> <p>View Plan</p> <p><input checked="" type="checkbox"/> Compare</p>	<p>aetna Enhanced HDHP \$5000 Deductible</p> <p>\$156.92 Per Pay Period</p> <p>Deductibl... Coinsuran... Out-of-Po... \$2,500 / ... 80% / 20% None</p> <p>View Plan</p> <p><input type="checkbox"/> Compare</p>

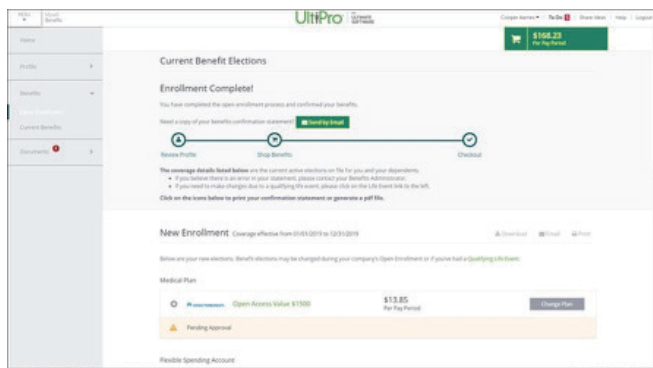
- Select **Compare**. The **Compare Plan Benefits** page displays the selected plans.
- Select **View Plan** to review a plan in more detail.
- From the selected plan details page, select **Update Cart** to add a benefit plan to your Open Enrollment cart. You must select or decline all coverages to complete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



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



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



- 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.