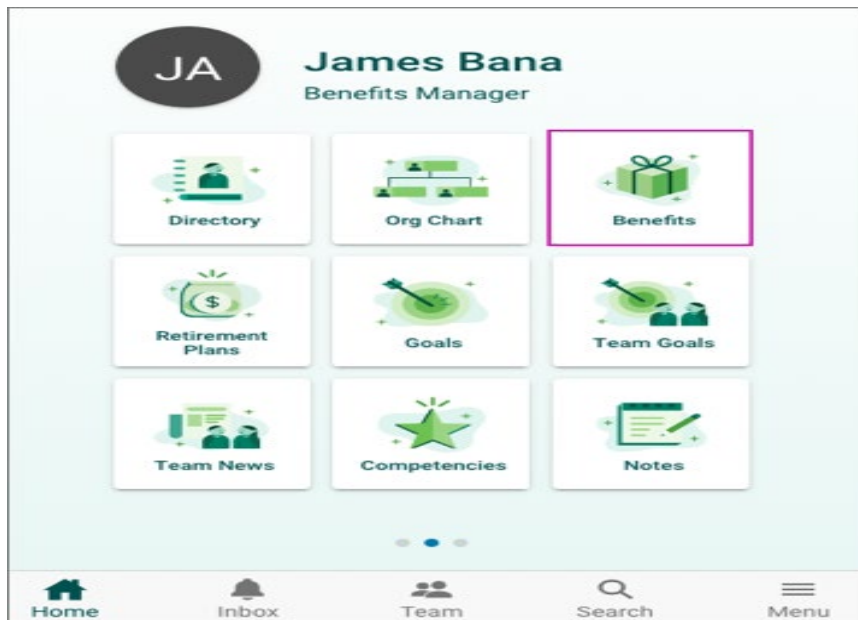


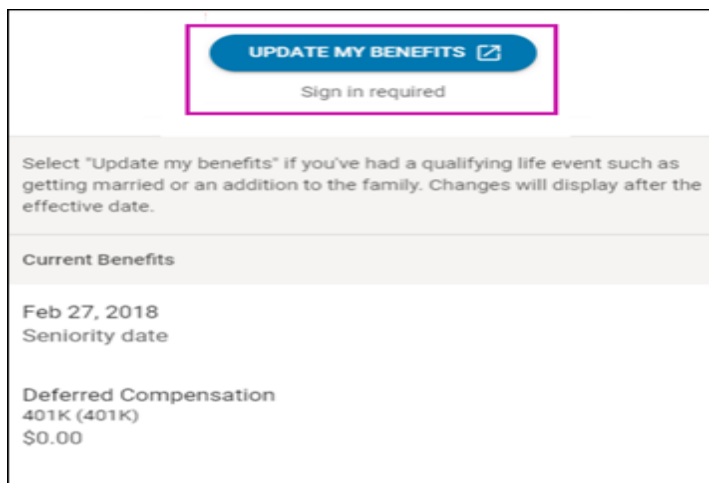
Elect Open Enrollment Benefit Plans:

Open Enrollment refers to the period during which you can in enroll in a benefit plan or change your current benefit plan options. Before starting the open enrollment process, be sure to review your Current Benefits Summary, as well as your dependent information and your demographic information.

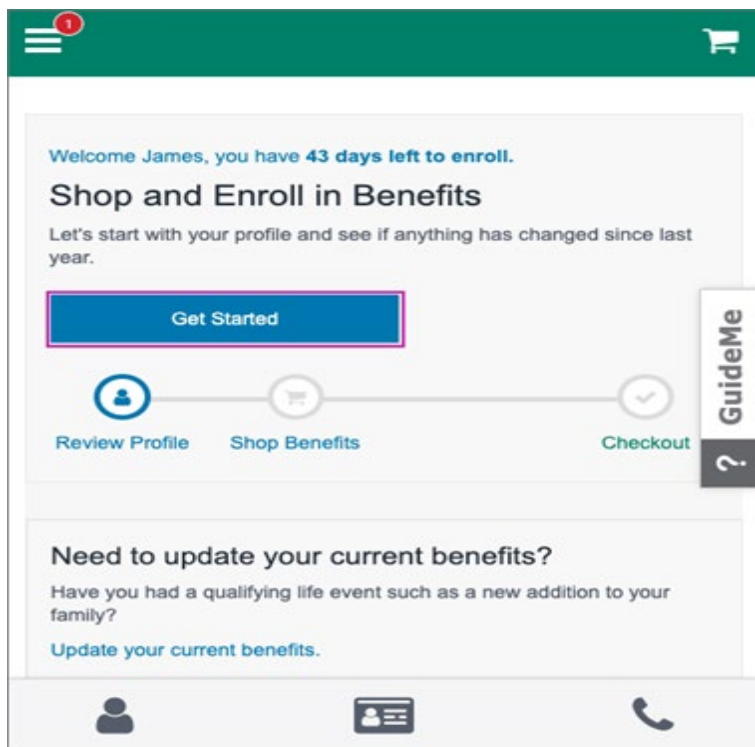
Log into the Mobile App with your UKG credentials - Select the Benefits tile:



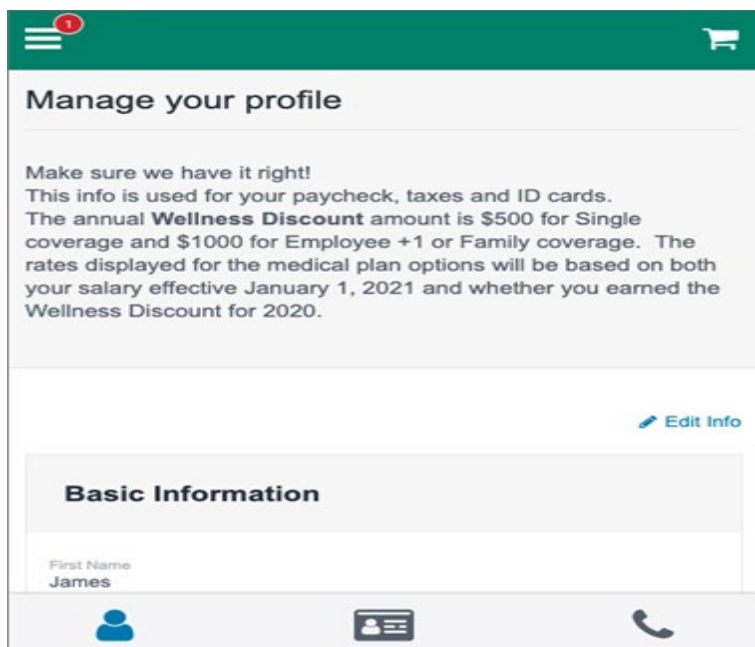
Select update my benefits and sign in again using your UKG Pro credentials.



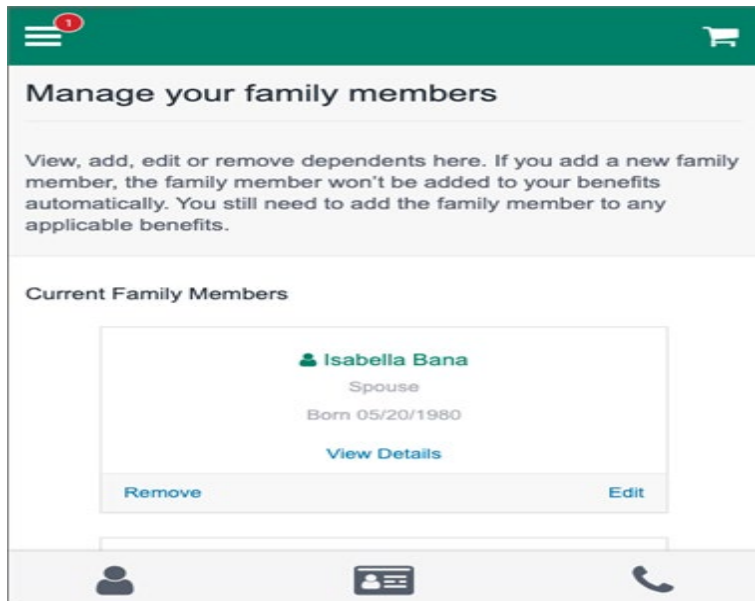
Next, select get started to begin the benefits selections process.



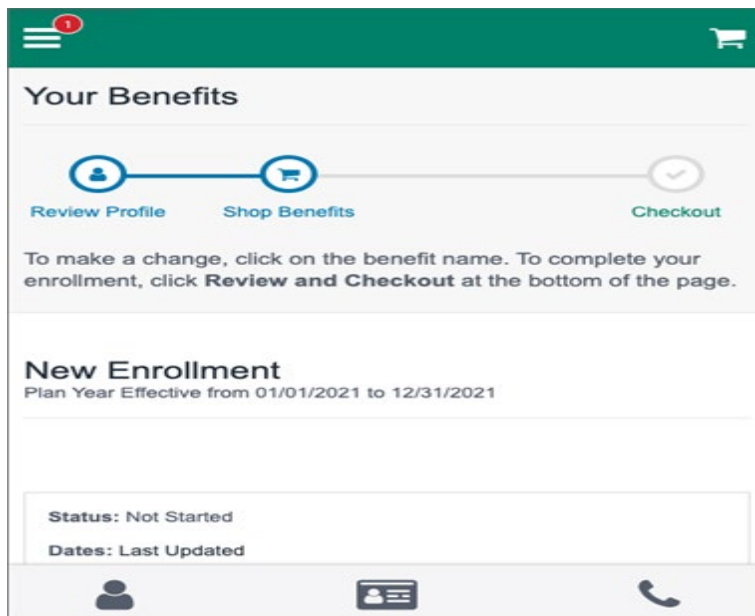
From My Profile page, review and verify that your profile information is correct. Then select Next: Review My Family.



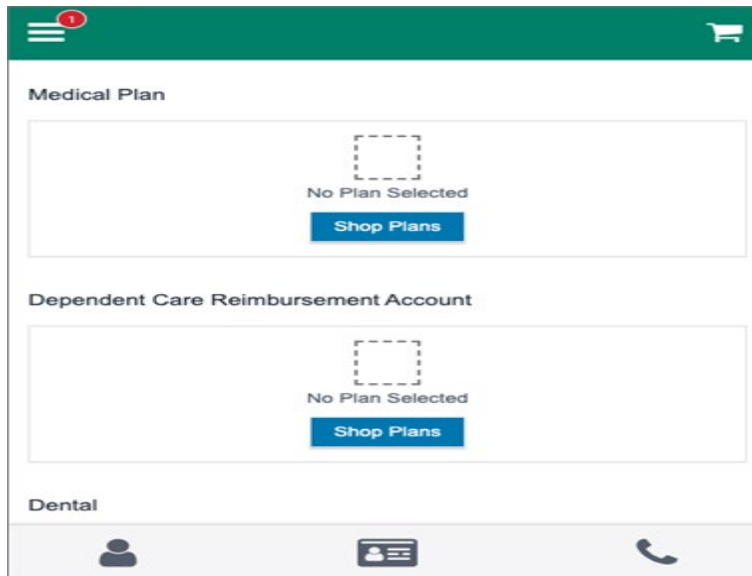
From Manage your Family Members page, you can add, delete, or edit, note members can also be added from the Benefit Page:



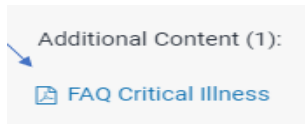
When you are finished, select Next: Shop for Benefits:



From Your Benefits page, select Shop Plans for each of the benefit plan types available to you. When you select Shop Plans for benefit type, a list of available plans display. From this page you can, add or edit family coverage, sort plans that match your criteria, view important plan details, compare multiple plans:



In supplemental policies there is additional information links:



After selecting and or declining all available plans, select next. Review Beneficiaries. For benefits that require a beneficiary, select one or more primary beneficiaries. You can add new beneficiaries or use current dependents as needed.

Review and Checkout to confirm plan selections. The Enrollment Complete page displays your benefits enrollment information. To access other features of the Benefits Administration app, select the menu icon at the top left of the screen.