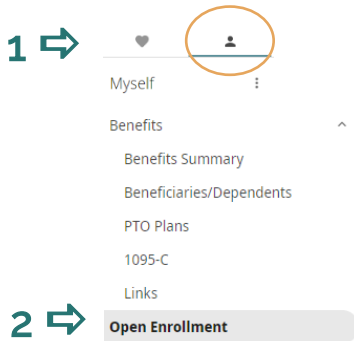


# UKG User Guide

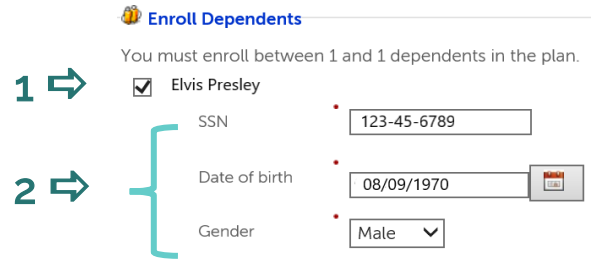
## Performing Open Enrollment Elections

**Step 1:** To make new elections, log in to the UKG portal at <https://ew33.ultipro.com>.

**Step 2:** Go to Myself>Open Enrollment. You will be guided through each page.

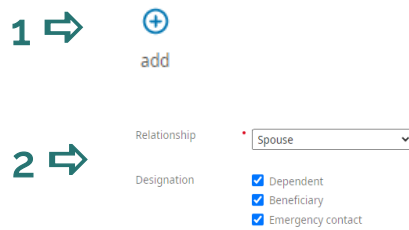


**Step 6:** Enroll dependents. Click the box next to the dependent you want to cover then verify information is correct.

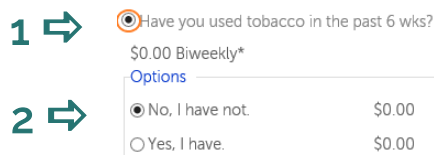


**Step 7:** Confirm elections, hit "submit" and print your confirmation statement.

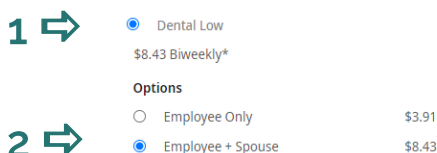
**Step 3:** Add/change beneficiaries and/or dependents. Click "add", enter details, then click "save." If you will be covering a dependent in a benefit plan, you must select "Dependent."



**Step 4:** Answer the tobacco use question.



**Step 5:** For each plan, make your benefit election by choosing a plan and option using the corresponding radio buttons.



## Helpful Navigation Tips

	<p>Navigation buttons to proceed to the next page or go back to a previous page.</p>
	<p>Add dependent, beneficiary or emergency contact.</p>
	<p>In the upper right hand corner of each page you can view your current elections.</p>
	<p>Save your progress and return later.</p>
	<p>View additional plan information.</p>
	<p>Review any errors that are displayed on your confirmation page.</p>
	<p>Verify your plans and dependents in the "New Benefits" section.</p>
	<p>Print any page you are currently on.</p>
	<p>Submit your elections.</p>