

Open Enrollment

Manage My Benefits From October 13–28

Log into UKG Pro n14.ultipro.com

Menu > Myself > Benefits > Manage My Benefits

- Check your personal information
- Double check all family information
 - Add any missing dependents
 - If you have a married dependent under 26, update relationship to “Married Dependent”
 - Check members of your household (this relationship is for ID theft purposes only)
 - To add any new dependents, you will need to have proof of your relationship (i.e., birth or marriage certificate and financial agreement)
- Enroll by midnight on Tuesday, October 28, 2025
- Previous plan information will be available to view under “Manage My Benefits”



Manage My Benefits

Shop and Enroll in Benefits

Let's start with your profile and see if anything has changed since last year.

Get Started



Review Profile



Shop Benefits



Checkout

Verify your Personal Information and make changes if needed

This information is used for:

- reporting to the benefit carriers
- to issue your ID cards and process your claims
- to process your payroll, taxes, etc.

If any of the information is incorrect and you are unable to change it on this page, please contact your Human Resources representative.

Next: Review My Family

Review the Dependent Information on file below

Dependents must be listed on this page to be enrolled in coverage.

You may:

- Add New Dependents
- Edit Existing Dependent Information
- Remove Existing Dependent

By adding a dependent, you are confirming that this is a legal dependent, eligible for benefits under one or more of your available plans and you will need to supply a marriage certificate if you are adding a new spouse or a birth certificate if you are adding a new dependent. You will receive a task that allows you to upload your documents into UKGpro.

Current Family Members



+ Add Family Member

[< BACK](#)

[Next: Shop for Benefits](#)

Benefit Selections

Current Benefit Elections



Review Profile



Shop Benefits



Checkout

- To change an election, click directly on the name of the benefit.
- To complete enrollment, click continue at the bottom of the page.

New Enrollment Plan Year Effective from 01/01/2026 to 12/31/2026

Medical



No Plan Selected

[Shop Plans](#)

Tobacco Premium Survey



Status: Completed

Dates: Last Updated 09/14/2025

[View Summary](#)

Dental




No Plan Selected

[Shop Plans](#)

Compare Plans

Select a Plan




Medical 750 Plan Allegiance

\$289.50

Per Pay Period

Plan Type	Office Visit f...	Office Visit f...
PPO	25% after ...	25% after d...

View Plan




Medical 1500 Plan Allegiance

\$103.00

Per Pay Period

Plan Type	Office Visit f...	Office Visit f...
PPO	25% after ...	25% after d...

View Plan



Decline Medical Benefits

Decline Coverage

☐ Compare

☐ Compare

Adding Family Members to Your Plans

[+ Add Family Member](#)

Family Covered

☒  Yourself

☐  New Household

☐  Wonder Woman

☒  Gaston

Note: When adding a family member, the change only applies to the selected coverage. However, that same family member is available to add, if applicable, on other coverages.

For example, if you select a family member while viewing the medical plan, they will be added to your medical plan, but this election does not automatically add that member to your dental plan. However, you can add that family member to your dental plan by following the same process.

Review Beneficiaries

Review Current Beneficiaries

You can view, add, or edit beneficiaries for each of your coverages by clicking on the benefit below.



Group Term Life

Coverage amount \$50,000.00

Primary Beneficiaries (Required *)

You must designate a primary beneficiary for this benefit.

+ Add Beneficiary

Would you like to add secondary beneficiaries? ?

No



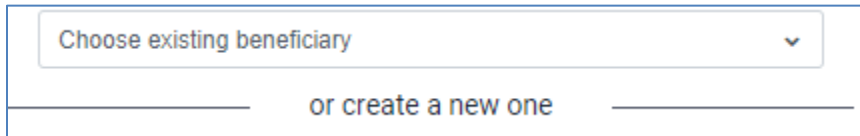
Yes

Add Beneficiaries

Click on  to get this window to pop

open:

You can choose existing beneficiaries from the drop-down menu if you have previously added a family member, or you can create a new one.

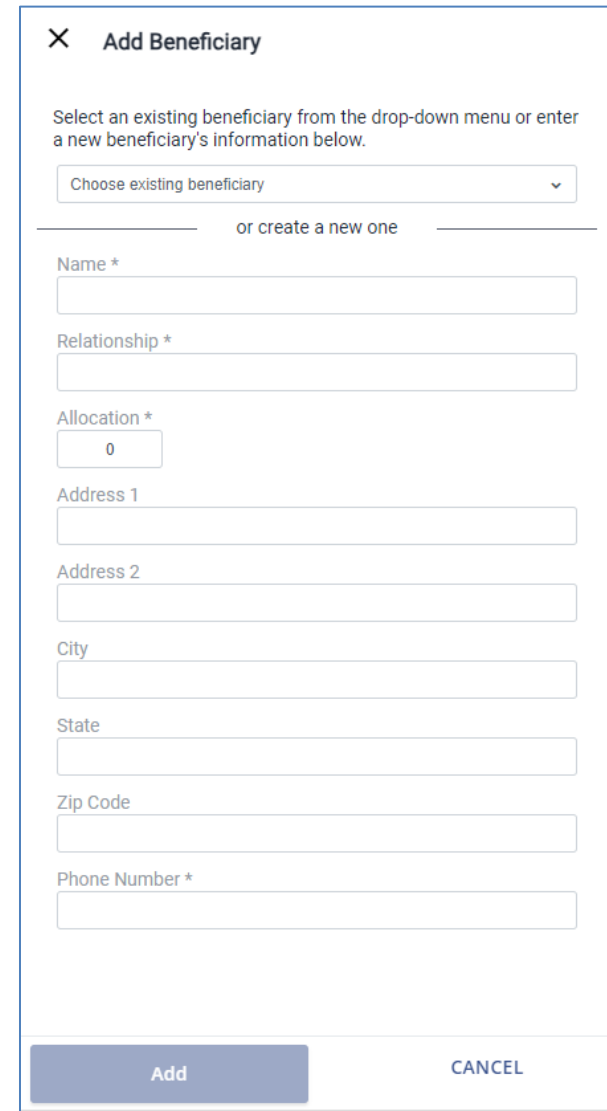


Choose existing beneficiary ▼

or create a new one

Once you've added all of your beneficiaries, you are then prompted to "Review and Checkout."

Review and Checkout



✕ Add Beneficiary

Select an existing beneficiary from the drop-down menu or enter a new beneficiary's information below.

Choose existing beneficiary ▼

or create a new one

Name *

Relationship *

Allocation *

0

Address 1

Address 2

City


State

Zip Code




Phone Number *

Add CANCEL

Confirm Elections

\$94.27
Per Pay Period

Confirm your Benefit Elections



Review ProfileShop BenefitsCheckout

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.
- If you have a valid email address on file, a confirmation statement will be **Emailed** to you when you **click Confirm**.
- You can **Print** a hard copy by clicking the printer icon at the top of this page.

Once you have reviewed and everything looks correct, you can then click "Checkout."

Checkout

Enrollment Complete

Current Benefit Elections

Enrollment Complete!

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

Need a copy of your benefits confirmation statement?

☐ **Send by Email**



Review Profile



Shop Benefits



Checkout

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

- If you believe there is an error in your statement, please contact your Benefits Administrator.
- If you need to make changes due to a qualifying life event, please click on the Life Event link to the left.

Click on the icons below to print your confirmation statement or generate a pdf file.

New Enrollment Plan Year Effective from 01/01/2025 to 12/31/2025

DOWNLOAD

EMAIL

PRINT

If you need to adjust any elections, please do so before the end of Open Enrollment on October 28.