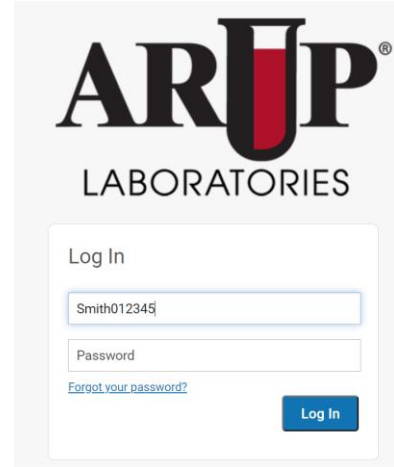


All employees will use Ultipro to complete and submit their Open Enrollment session. This year is an **ACTIVE YEAR**- this means you must complete the enrollment in order to have benefit coverage for 2021.

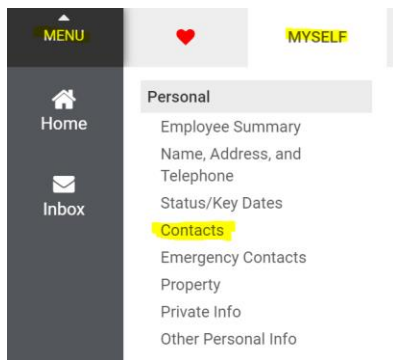
You will need to use a web browser to complete Open Enrollment, you cannot use the app.

Ultipro can be accessed at **n14.ultipro.com**

- Your username is your last name and your employee number (some employees will have a 0 before their employee number)
- Your password is something you would have created, if you have forgot your password, you can click forgot your password and it will be reset within 24 hours. If you need it reset right away, you can call HR at x2182.
- Your password will be reset to your birthday MMDDYYYY



Once you are logged in you will want to check your **contacts** – here you will verify that your eligible dependents are listed. **Menu > Myself > Contacts**



You can edit your current contact information if something has changed.

*To edit click on the individual's name, and then edit in the top right*



If you need to add anyone new to your contacts, you can also do this here

To add click the green add button in the top left



add

Anyone who will be added to your benefits requires a gender, social security number and birthdate.

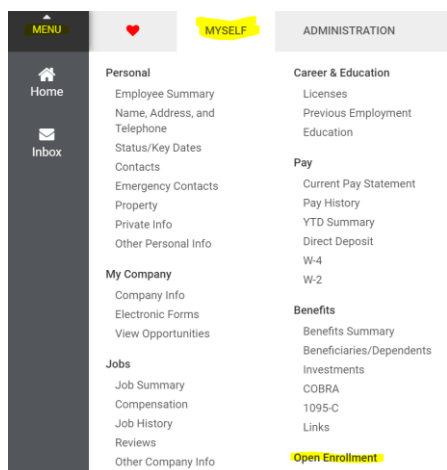
All changes will require approval. If you are adding a new spouse or child, you will be required to provide a marriage certificate, and/or birth certificates for your children. You can submit your documents to [benefitshelp@aruplab.com](mailto:benefitshelp@aruplab.com) or bring them into HR.

Common relationships are **Spouse, Child living at home/away, stepchild, and those you have legal guardianship** over. You will want to update any relationships that no longer apply (ex-spouse, adult child, stepchild, etc.)

**\*\*To ensure coverage your spouse will need to be checked as a "dependent"- this will not affect tax withholdings.**

Once your contacts are up to date- you can now make your elections in Open Enrollment.

**Menu > Myself > Open Enrollment > Open Enrollment**



You will see your open session – click on it and your session will open for you to enroll

To navigate through the session, you will click the **next** button each time you are done selecting your benefit.



next

To make an election- you will click on the circle next to the corresponding plan you would like, then click on the circle next to your plan party (employee only, employee+ family)

## Medical

Medical 1500

\$17.50 Biweekly\*

### Options

- |  |         |
|--|---------|
| <input checked="" type="radio"/> Employee Only | \$17.50 |
| <input type="radio"/> Employee + 1 Child       | \$30.00 |
| <input type="radio"/> Employee + Spouse        | \$30.00 |
| <input type="radio"/> Employee + Children      | \$43.00 |
| <input type="radio"/> Employee + Family        | \$43.00 |

Check box the names of **all** the individuals you would like to have covered on the corresponding benefit. If you do **not** check their name(s) when prompted, they will not be enrolled in the benefit

 **Enroll Dependents**

You must enroll between 2 and 12 dependents in the plan.

 **Enroll D**

You must e

Ac

S

D

G

Ar

If you do not want a benefit, please decline the benefit.

**I decline Medical plans.**

Decline reason

You will continue through the session and elect or decline each benefit.

Once you are at the confirmation page- the green **submit** button will light up for you to submit your elections for 2021.



submit

If there are any errors, the confirmation page will identify at the top near your contact information what the error may be.

You will have until November 03, 2020 at 10 pm MT to make changes.

Please contact the Benefits Team at [benefitshelp@aruplab.com](mailto:benefitshelp@aruplab.com) or call 801.583.2787 x2282 if you have any questions.

For an individual walk through on Ultipro you can make a [help session appointment](#).

