# New Enrollment & Life Event Request Instructions

## 1 Get Started

Log in to **UKG** via Single Sign-On. Once you have logged into UKG, go to Menu (three lines at top left) > Person icon > Myself > Benefits > Manage My Benefits in order to access the Benefits Enrollment Site.

**Note:** If you are unable to access UKG through Single Sign-On, please go to **http://n32.ultipro.com** and login with your designated username and password.

Your username is EWB + your 6-digit employee file ID. For example, if your ID is "1234," your username would be "EWB001234."
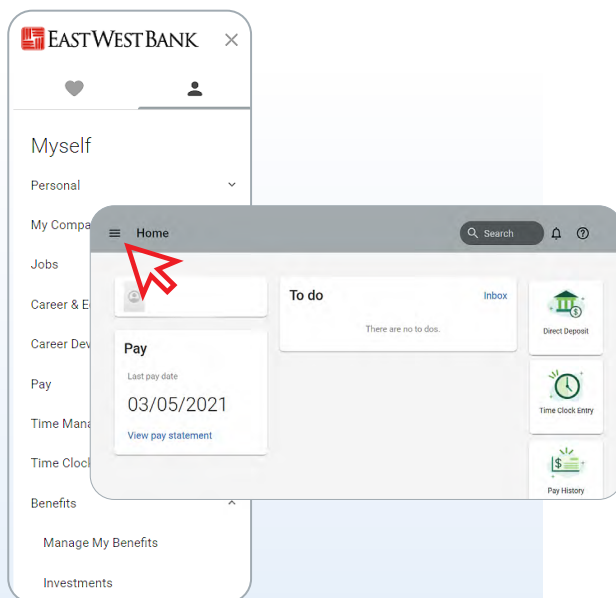


## 2 The Enrollment Site

The benefits enrollment portal will then open in a separate screen for you to complete your benefits enrollment/changes.

To create a Life Event Request, click on "Update My Benefits" and select the life event applicable to your scenario.
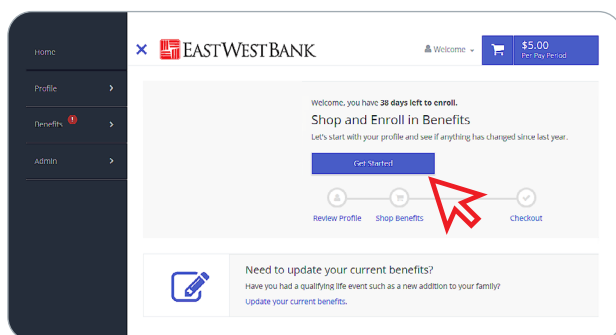
# 3 Profile

First, you'll be asked to review your profile and ensure that all information listed about yourself and your family members is correct.
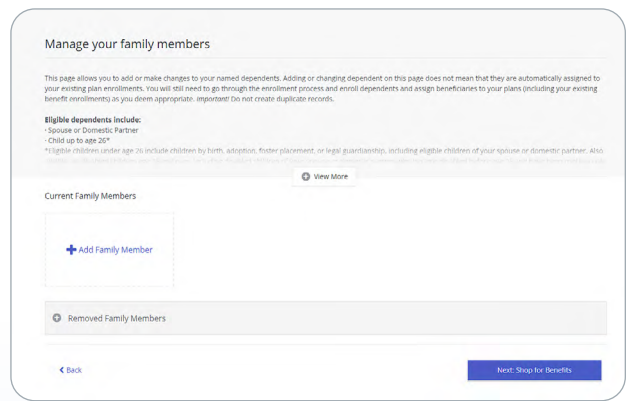
# 4 Shop for Benefits!

You can then begin shopping for benefits!

For a Life Event Request — you can begin making your changes. Remember, you can add/remove eligible dependents, but you will be unable to change plans after the Open Enrollment period has ended.
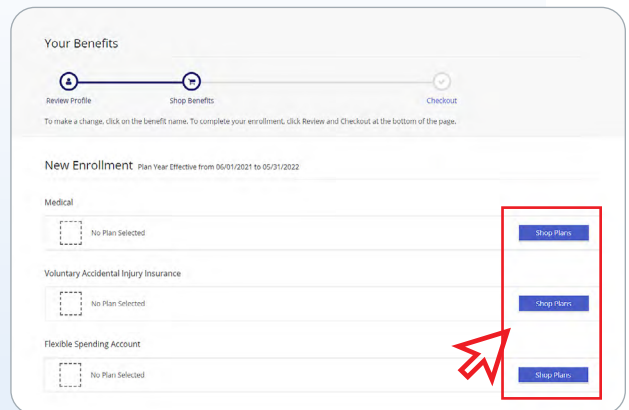
# 5 Select Plan

To select a plan, indicate which family members are covered by clicking "Edit Family Covered" and select each family member you'd like to include in your coverage. Click "Update Cart" to choose the plan. To waive coverage, click "Decline Benefits."
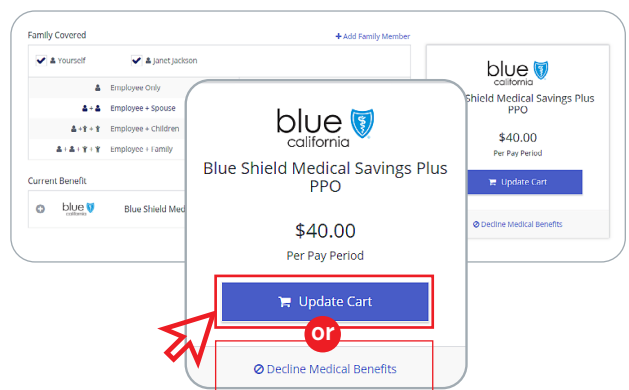
# 6 Add/Update Beneficiary

Select "+ Add Beneficiary." Have your beneficiary's personal information, including legal names and addresses on hand. It is vital that your beneficiaries are up to date for your benefit plans.
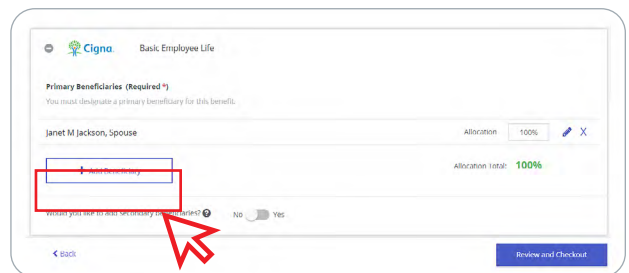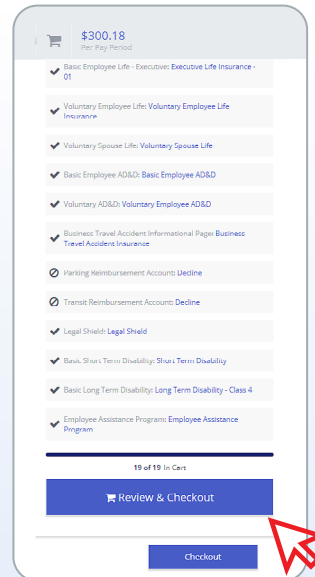
# 7 Shopping Cart

The shopping cart displays a running total of your combined benefits costs and shows your progress.

**Note:** You will need to select or decline a plan in each benefit type before you can check out.
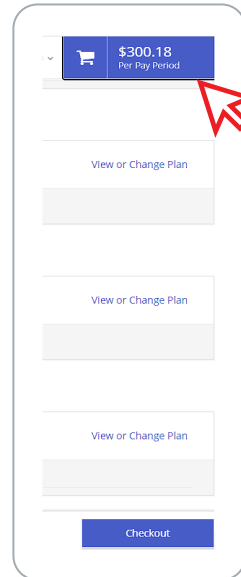
# 8 Check Out

To finalize your choices, click "Review and Checkout." You must complete the checkout process in order to be enrolled in benefits.

# 9 Enrollment Complete

To receive a copy of your confirmation statement, click "Send by Email."