

ULTIPRO ENROLLMENT INSTRUCTIONS



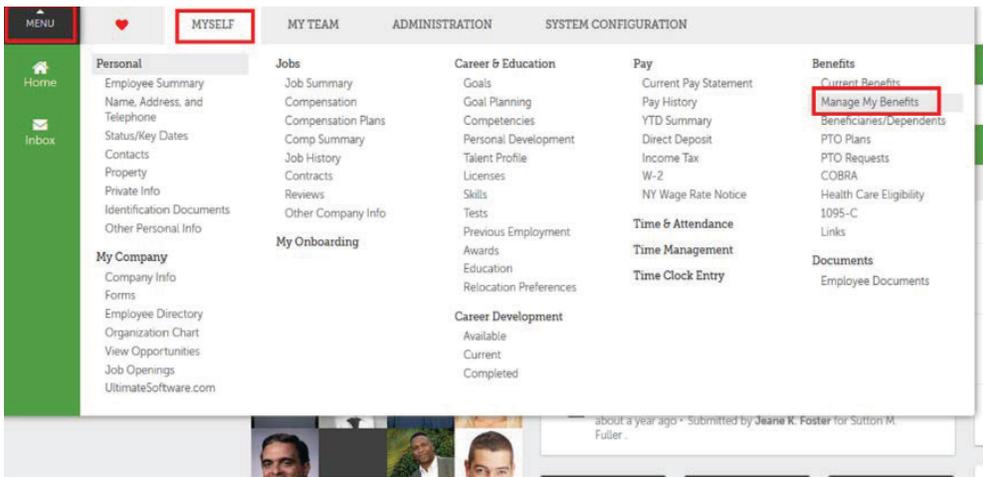
LOGIN PAGE

To access your benefits, you will login to UltiPro with your designated username and password.

It is STRONGLY recommended that employees do NOT use Internet Explorer to complete Open Enrollment.

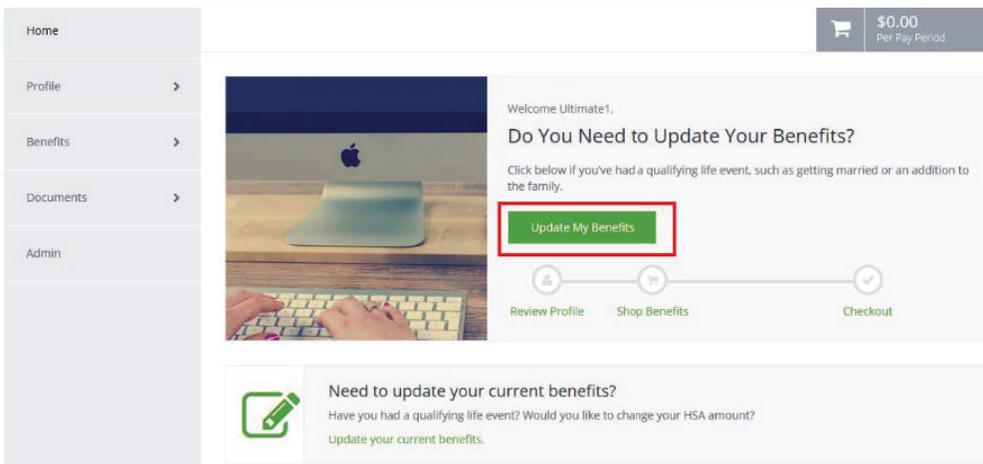
ACCESSING YOUR BENEFITS

Once you have logged into UltiPro, you will now need to access your Benefits. To do this, you will hover the "Myself" tab and click on the "Manage My Benefits" link in order to access the Benefits dashboard.



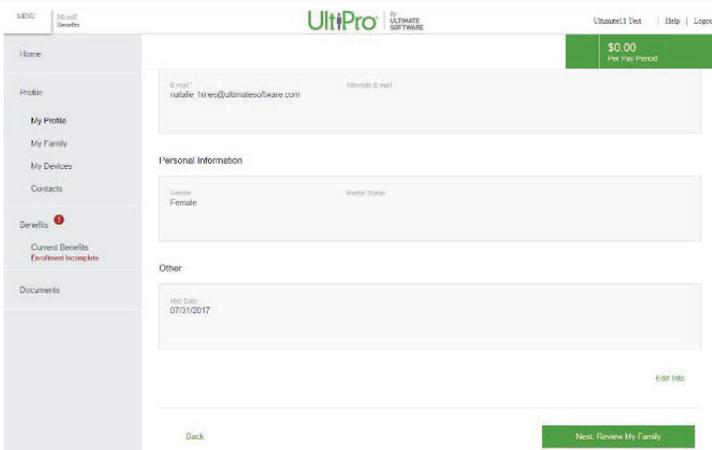
THE ENROLLMENT SITE

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

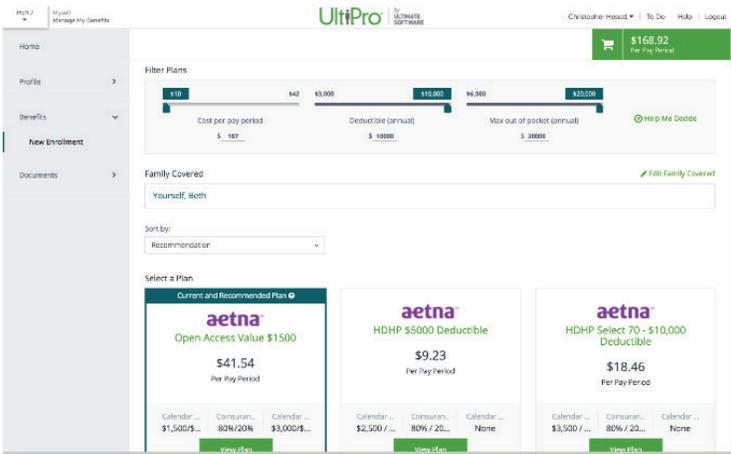


PROFILE

First you'll be asked to review your profile and ensure that all information listed about yourself and your family members is correct.



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SHOP FOR BENEFITS!

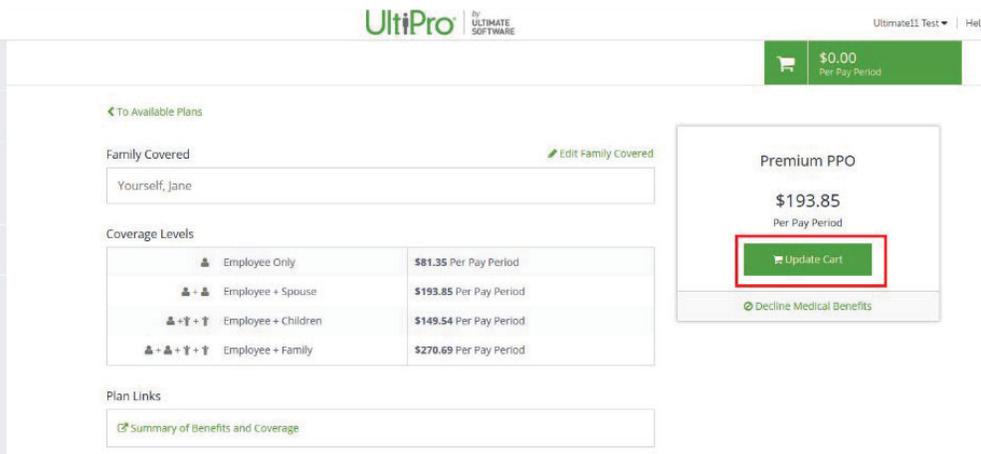
You can then begin shopping for benefits! Educational materials about the specific plan type is available at the top of the page.

PLAN OVERVIEW

Plan choices are displayed on "cards" which provide a brief summary of what is included in the plan. Click a card to get more details.

SELECT PLAN

To select a plan, indicate which family members are covered by clicking "edit the family covered" and select the card for each family member you'd like to be on the plan. Click "Update Cart" to choose the plan.



SHOPPING CART

The shopping cart displays a running total of your combined benefits costs and shows your progress. You will need to select or decline a plan in each benefit type before you can check out.

CHECKOUT

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

