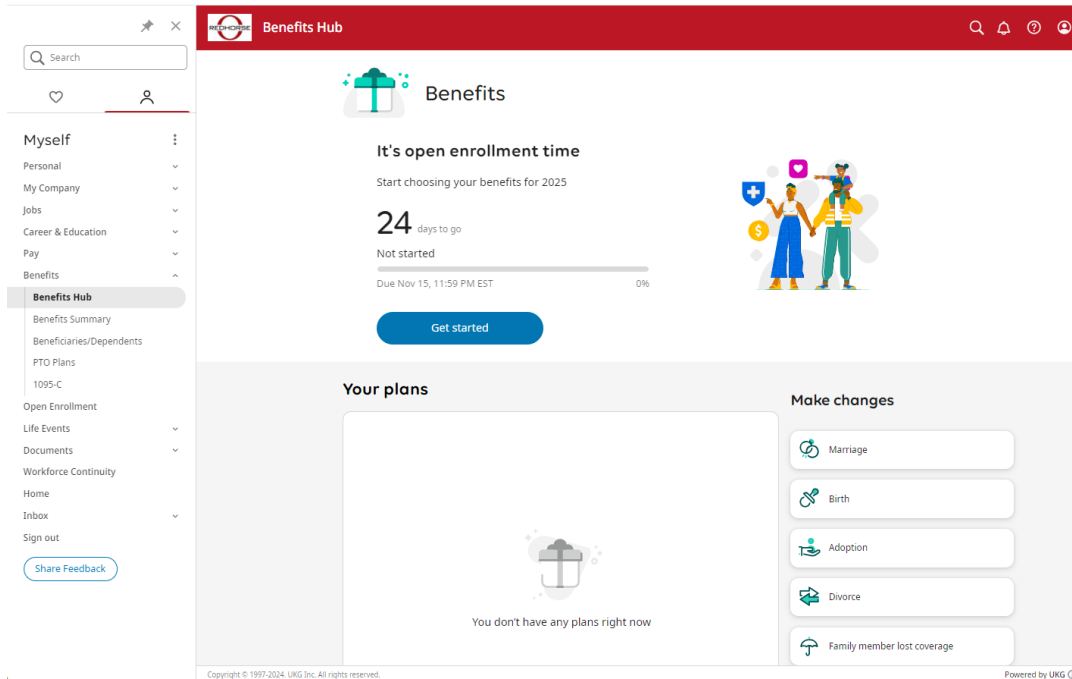


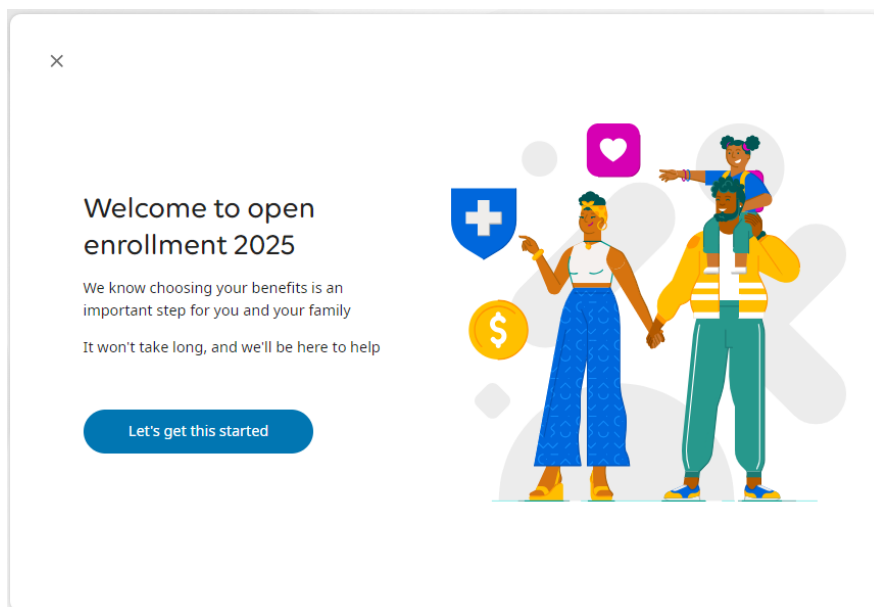
Benefits Enrollment Instructions in UKG: Benefits Hub

Note: Enrollment records for the 2024 plan year will NOT be in Benefits Hub. To view 2024 benefits (and coverage levels), log into UKG > Myself > Benefits > Benefits Summary; you can print to PDF as well by clicking print at the top right. Ensure it says “Active” status at the top left.

1. Sign in to Okta > UKG > Myself > Benefits > Benefits Hub
2. Click on “Get started”



3. Center page refreshes > Click on “Let’s get this started”



4. You will see “Things to know” and “A message from the CEO” along with a navigation/progress list on the left-hand side; when you are ready, click “Next”

×

Open enrollment 2025

1 Welcome

2 You and your family

3 Benefit selection

Medical

Dental

Vision

Healthcare FSA

Dependent Care FSA

Basic Life and AD&D

Voluntary Employee Life and AD&D

Basic LTD

Basic STD

Accident

Hospital Indemnity


Critical Illness

Identity Theft

Legal


4 Employee assistance program (eap)

5 Commuter parking and transit plans



Things to know


Before you start choosing your benefits for 2025, here are some details about what we're offering this year



Dates


Opens on **Oct 20** at 12:00 am EST → Closes on **Nov 15** at 11:59 pm EST

⚠ Save the date! You can't sign up after the close of open enrollment



It takes 15-20 min

If it takes longer, you can save your changes and come back later



What you'll need

If you're changing who is on your plan, you may need to gather some documents. If not, you won't need anything.

From your company

A Message from the CEO

Next

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5. You will be asked to confirm you and your family's details by clicking the “edit” link in the lower right corner of the tile. Or, if they are not listed you can add them by clicking the “add” tile that is empty; then click “next” when you are done.

×

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1 Welcome

2 You and your family

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Medical

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4 Employee assistance program (eap)


5 Commuter parking and transit plans

6 Pets best

7 Perks at work

8 Review and sign

9 Confirmation



You and your family

Review your family's details for any changes since last year, or add new dependents. When you select your benefits in the next step, you'll be able to cover the people who are listed here.

You

TT

TESTOwn TESTOwner

61 years

Edit

Your partner

MP

Miss Piggy

64 years

Edit

Your children

KT

Kermit The Frog

17 years

Edit

+

Add child

Back

Next

Leave and complete later

6. You will then be taken to each benefit. On each page, you will see the following:

- **Who should be covered on the plan** (you will check the applicable boxes next to those individuals - if you find that you forgot someone, you can add them right there on the page by clicking the “add family” link).
- The plan **options** for selection (each will have its own tile below, some information will be right there, click “details” to see more details, links, and documents. You can also click the box next to “compare this plan” with another plan option to see a side-by-side comparison). **Decline coverage** will be one of the plan options. You will select this if you are waiving coverage.
- **You pay** shows, based on who is included/covered on the plan, the per paycheck premium to come out of your paycheck. The cost will be added to the **Benefits summary** at the right.
- As you complete your elections, the **Benefits Summary** on the right-hand side shows each of the plans and the semi-monthly/per paycheck running totals along your **estimated take home pay**. You will also see the Employer paid benefits listed at zero cost to you. You can dig into the breakdown of your estimated take home pay by clicking on **See the breakdown**.
- At the bottom, you can select **back, skip for now, next, leave and complete later**. You will select the most appropriate for you. Note: on the left navigation, you can skip back but you cannot skip forward. To skip forward use the buttons at the bottom.

Open enrollment 2025

1 Welcome
2 You and your family
3 Benefit selection
4 Medical
5 Dental
6 Vision
7 HSA
8 Dependent Care FSA
9 Limited Purpose FSA
10 Basic Life and AD&D
11 Voluntary Employee Life and AD&D
12 Basic LTD
13 Basic STD
14 Accident
15 Hospital Indemnity
16 Critical Illness
17 Identity Theft
18 Legal
19 Employee assistance program (eap)
20 Commuter parking and transit plans
21 Pets best
22 Perks at work
23 Review and sign
24 Confirmation

Your options for vision
Some of us need a little help to see things clearly, and some of us don't. If you don't need vision coverage for any reason, you can opt out by selecting 'decline coverage'.

Who should be covered on your vision plan?

☒ TT You
☐ Miss Piggy (Partner)
☐ Kermit The Frog (Child)
[Add family](#)

Our plan

Cigna
Cigna Vision (Post Tax)
Vision
\$10 Copay
Vision Exam
100% up to \$180 every 12 months
Contacts
100% up to \$180 every 12 months
Frames
\$3.73
Employer pays

You pay
\$0.00
per paycheck
[Choose this plan](#)

[Details](#)

Decline coverage
[I'm declining vision coverage](#)

[Back](#) [Skip for now](#) [Next](#)
Leave and complete later

Benefits summary
Per paycheck (Semi monthly)

Medical	\$0.00
Medical HSA High (Post Tax)	
Dental	\$0.00
Dental High (Post Tax)	
Vision	\$0.00
Not selected	
Basic Life and AD&D	\$0.00
Basic Life and AD&D	
Basic LTD	\$0.00
Basic LTD Imputed Income	
Basic STD	\$0.00
Basic STD Imputed Income	
Total cost	\$0.00
Est. take home pay	\$1,280.03
See the breakdown	

7. When you get to Basic Life and AD&D, you will be required to input/select beneficiaries. The system will not let you move on without them.

You must add at least one primary beneficiary for this plan

Primary beneficiary
Who should get the money from this life insurance?

[Add](#)

Secondary beneficiary
If your primary beneficiary is unavailable or cannot be reached, who should then get this money?

[Add](#)

✓ Auto-enrolled

8. When you get to **Disability**, you will have two options, Imputed Income and Tax Later. Be sure you click on **Details** to understand what you are selecting.
9. When you get to **Employee Assistance Program (EAP), Commuter** (please see the separate instructions for enrolling/changing), **Pets Best, Perks at Work, and Wellness**, those are informational pages. Since there is nothing to actively enroll in, please review those pages and click **next** when you are ready. If you selected Voluntary Life above the Guaranteed Issue amounts and an Evidence of Insurability (EOI) is required, that will appear right before **Review and sign**. The EOI page will have the link to the online form.
10. On the **Review and sign** page, you will see the benefits you chose, the associated amounts, and the total cost per paycheck (and estimated take home pay with those deductions taken out). If you want to edit those selections, click on the **edit** link at the right of the benefit.




Finish up!

You're almost done! Review and submit your selections on this page. You can also make changes if needed.

⚠ There are some corrections required on this page. Review them before submitting your selections.

These are the benefits you chose


Review all your choices and make any changes you want

Medical 	Edit
You pay	

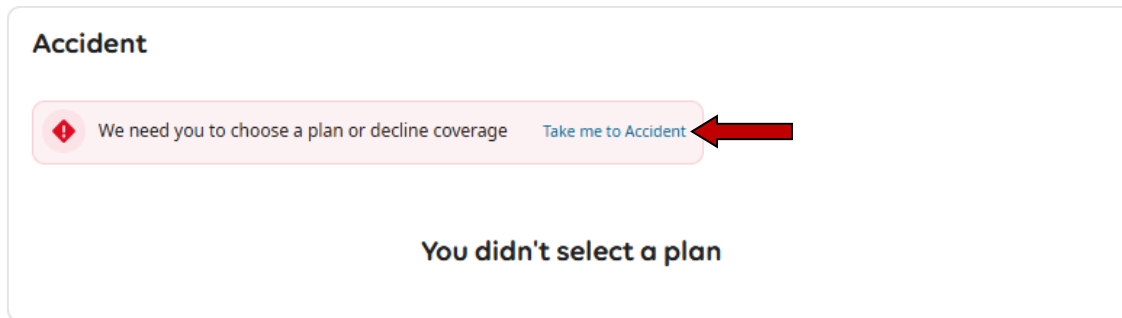
You will then see the **benefits not selected**. If you changed your mind, simply select the **edit** link to the right of the benefit.

Benefits not selected

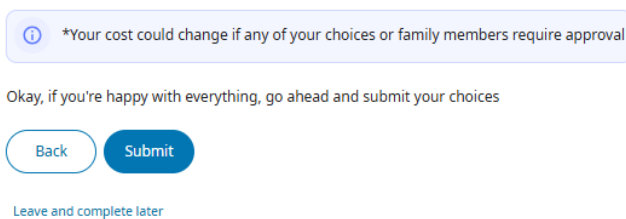
Confirm any of the benefits that you didn't enroll in, or that you declined

HSA	Edit
 Declined coverage	

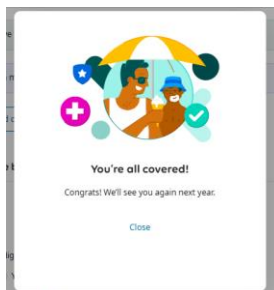
Below that, you will see any “errors” or unselected plan options (remember you must elect or waive/decline all available benefits). To make a selection, click on **take me to [benefit]** link within the red box.



11. If you are happy with everything, click **Submit** at the bottom.



12. You will see a pop-up saying congratulations.



13. After you click **close** in the pop-up, you will see the **confirmation** page. This is where you can see everything again and **download your confirmation statement** (which is highly recommended to keep for your records). **You are done!**

