# 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"
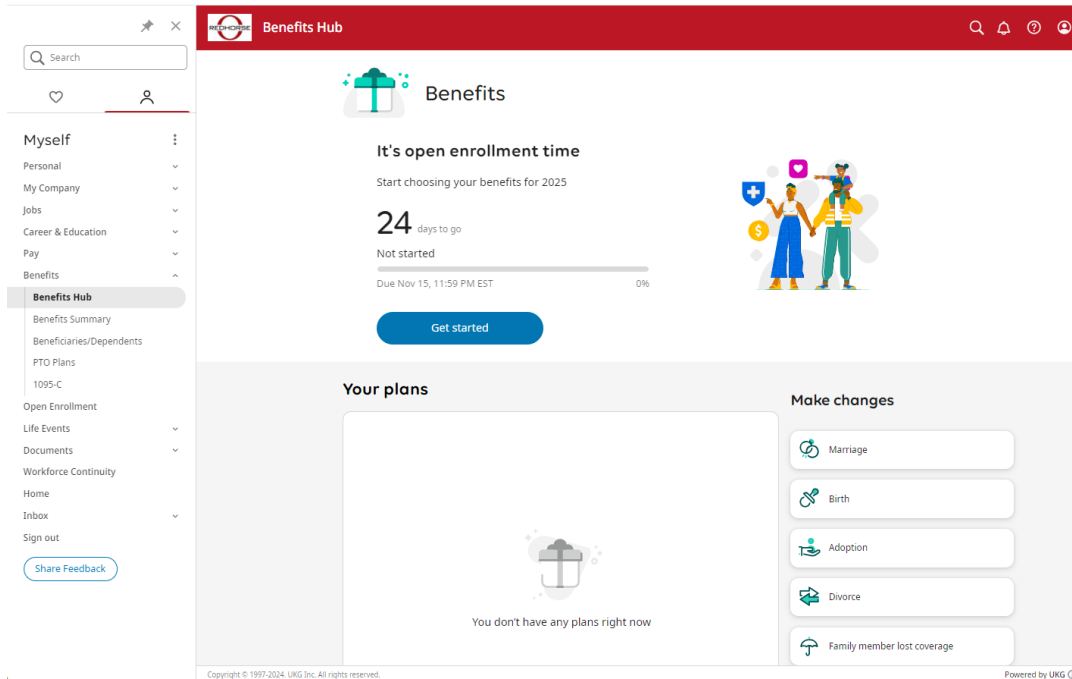
3. Center page refreshes > Click on "Let's get this started"
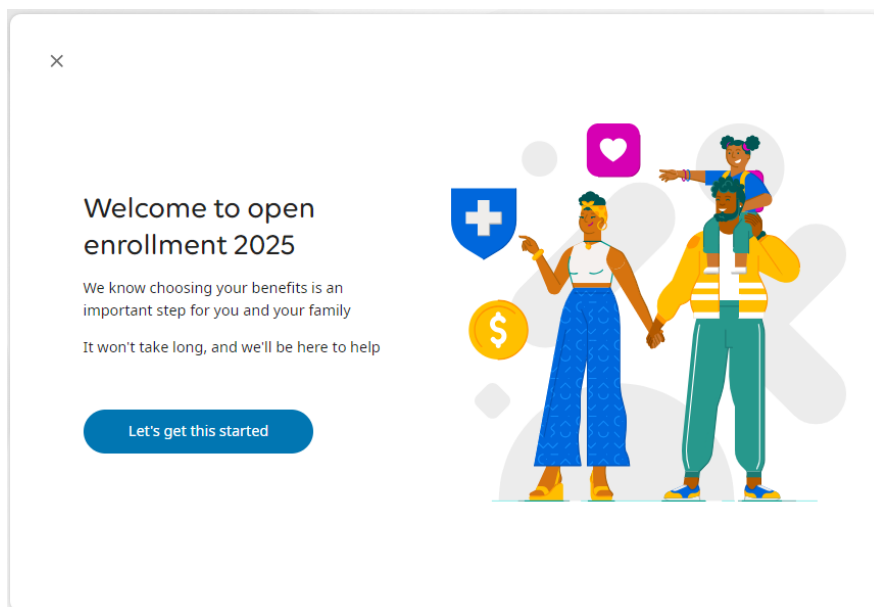
4. You will see "Things to know" and "A message from the CEO" along with a navigation/progress list on the left-hand side; when you are ready, click "Next"

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.

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.

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.

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.
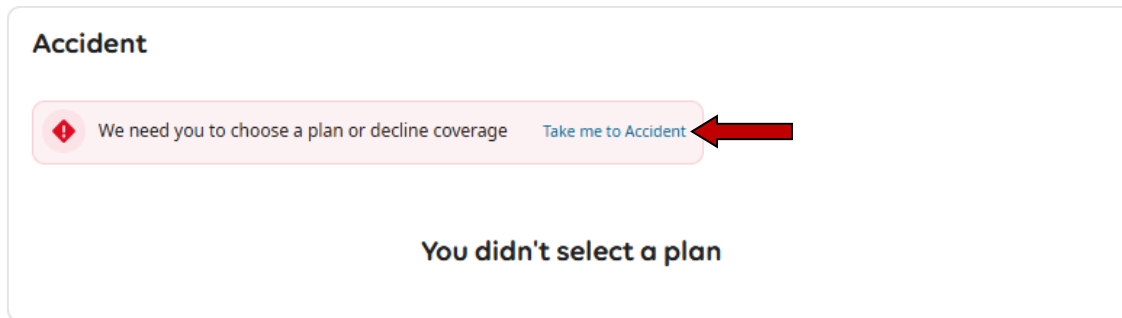

You will then see the **benefits not selected**. If you changed your mind, simply select the **edit** link to the right of the benefit.

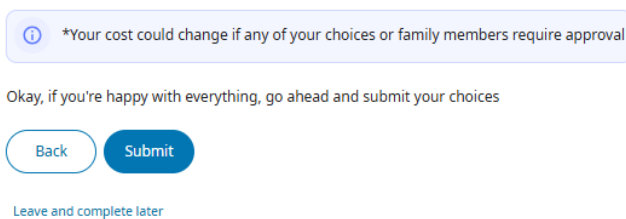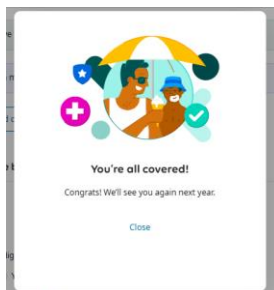Below that, you will see any "errors" or unselected plan options (remember you must elect or waive/decline all available benefits). To make a selection, click on **take me to [benefit]** link within the red box.

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!**