

Benefits Administration Mobile Elections

Make mobile benefit elections with Benefits Administration.

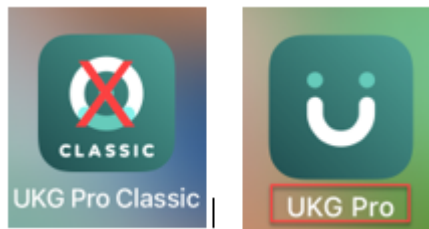
Benefits Administration Mobile Elections

New Hire, Life Events, and Open Enrollment with Benefits Administration Mobile

New Hire, Life Events, and Open Enrollment refers to periods during which you can enroll in new benefits or make changes to existing benefits. You can shop for, select, and confirm plan selections using the UKG Pro™ mobile app.

Note UKG Pro™ Benefits Administration mobile is not compatible with iOS 12.

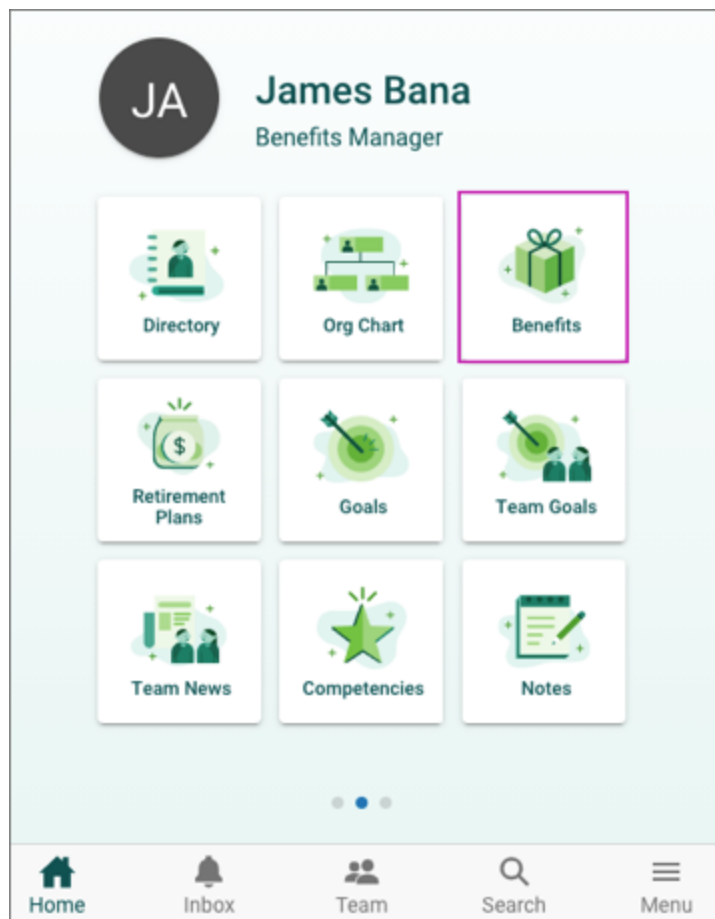
First, make sure that you are using the most recent version of the UKG Mobile App. If you still have the "UKG Pro Classic" version, please delete, and upload the new "UKG Pro" version.



1. Download and Log into the UKG Pro Mobile App
2. From the Apple App Store or the Google Play Store, download the "UKG Pro" mobile app.
3. Enter **Company Access Code: PTSapp**
4. Log in via Single Sign On (SSO)

To access your benefits and make benefit elections:

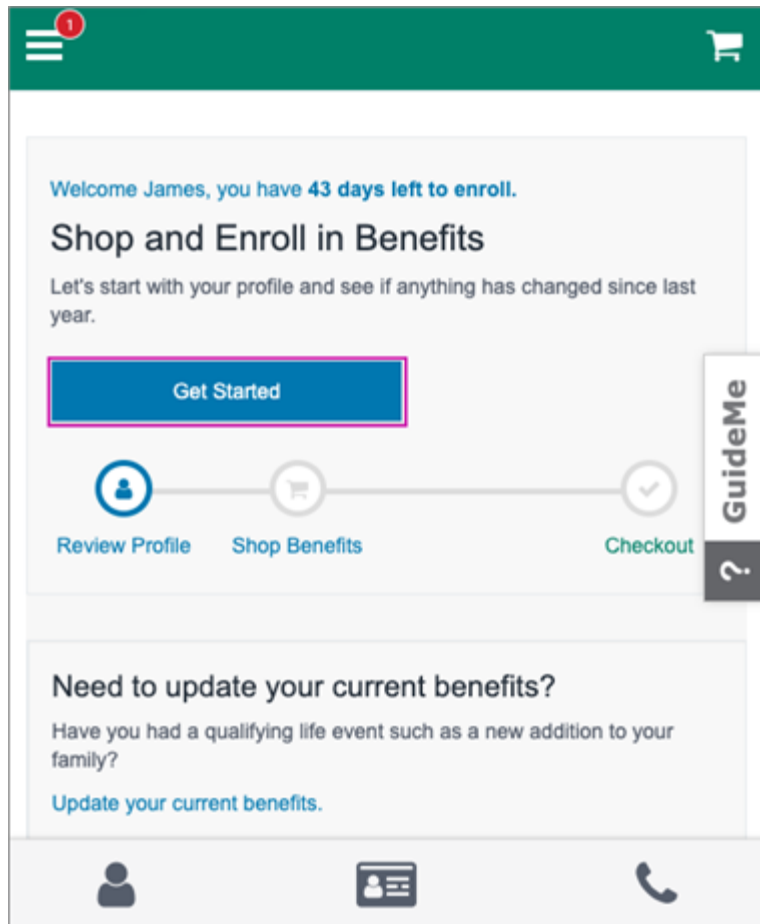
Navigation: UKG Pro Mobile App > Sign In > Benefits Tile



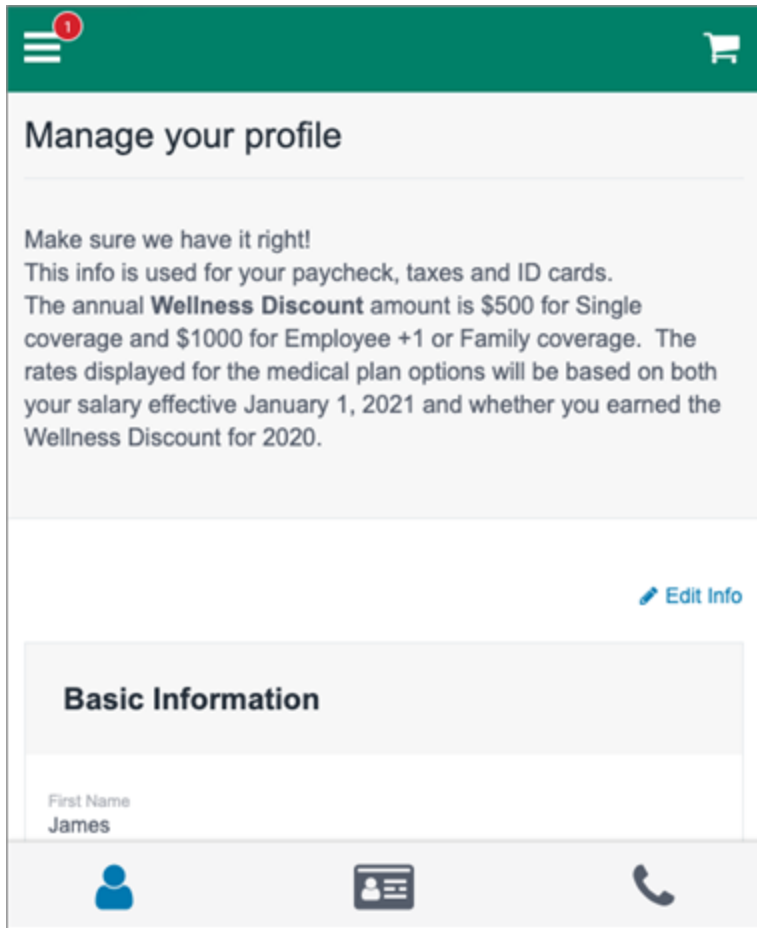
3. Select Welcome to Open Enrollment > **Get Started**

4. From the Home screen, you can view the number of days you have left to enroll in benefits plans available to you. Select Get Started to begin the benefits selections process.

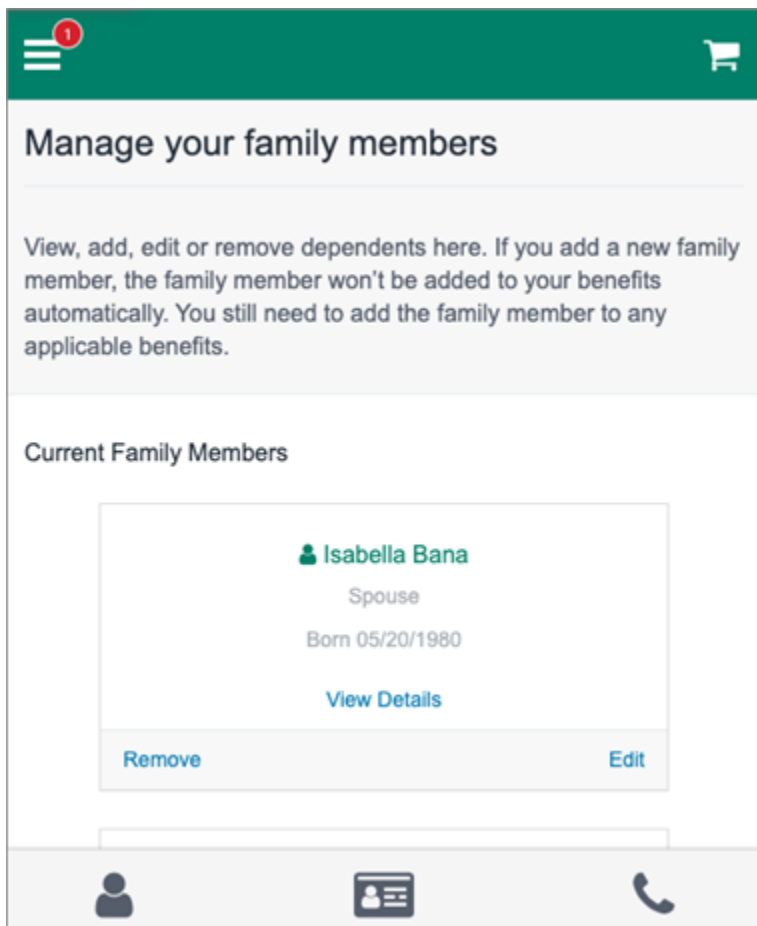
Important Do not hit the browser Back button while logged into Benefits. Selecting Back signs you out of the Benefit experience. If you select Back, log out of the mobile app completely, and log back in.



5. From the My Profile page, review and verify that your profile information is correct. Then, select Next: Review My Family.



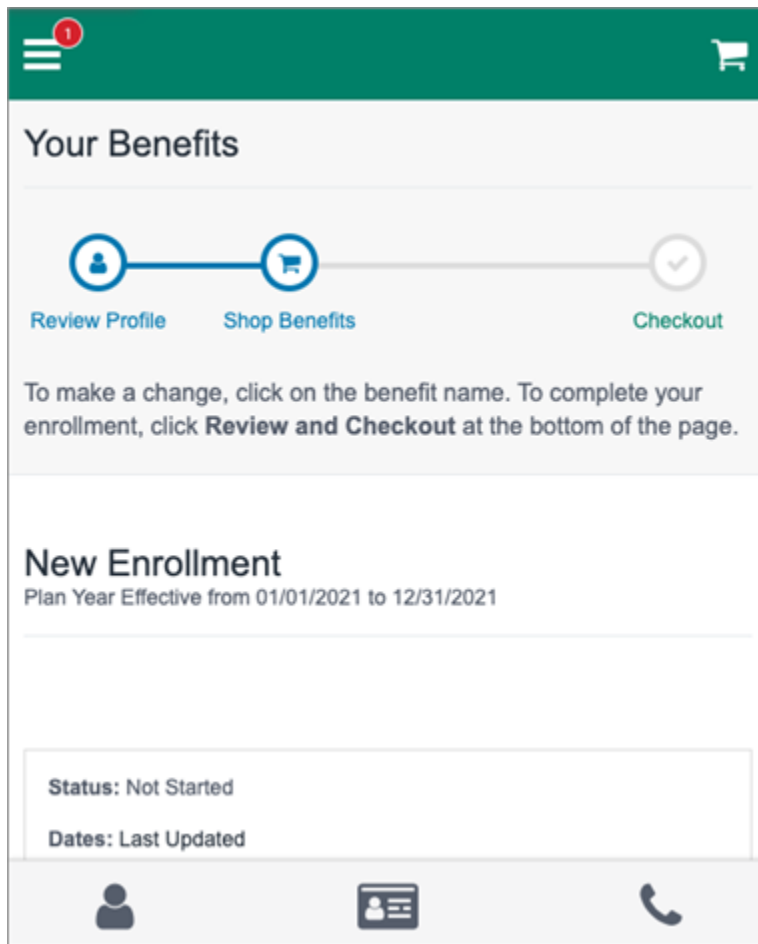
6. From the Manage Your Family Members page, you can:



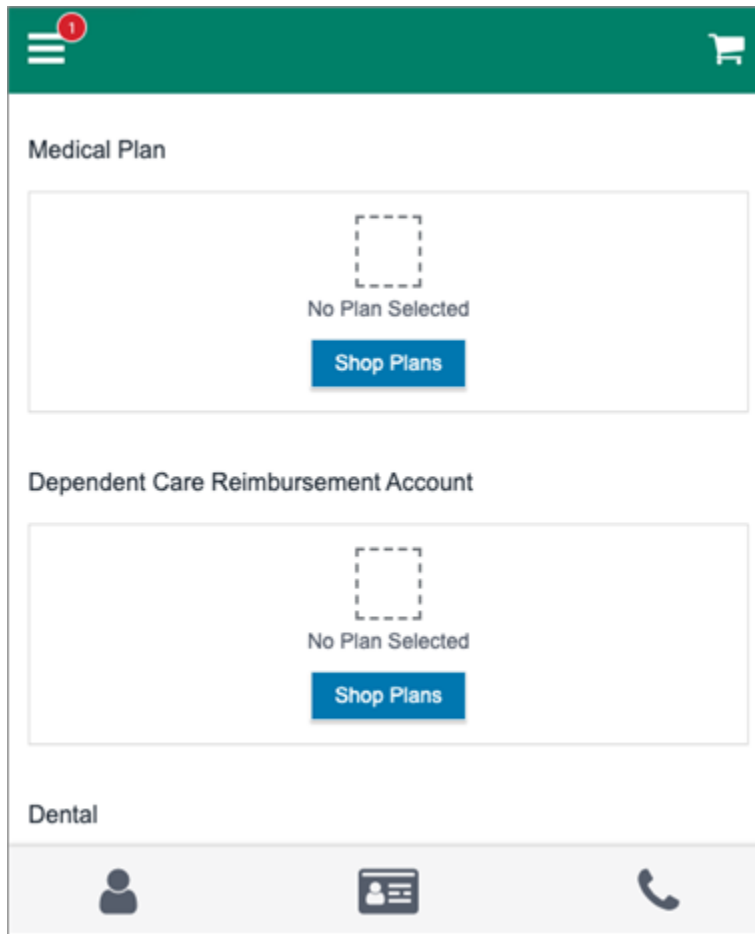
- Review or edit dependent information on file for current family members.
- Remove a family member from receiving benefits through your plan.
- Add a family member as a dependent.

Note Family members can also be added from the Benefit Page.

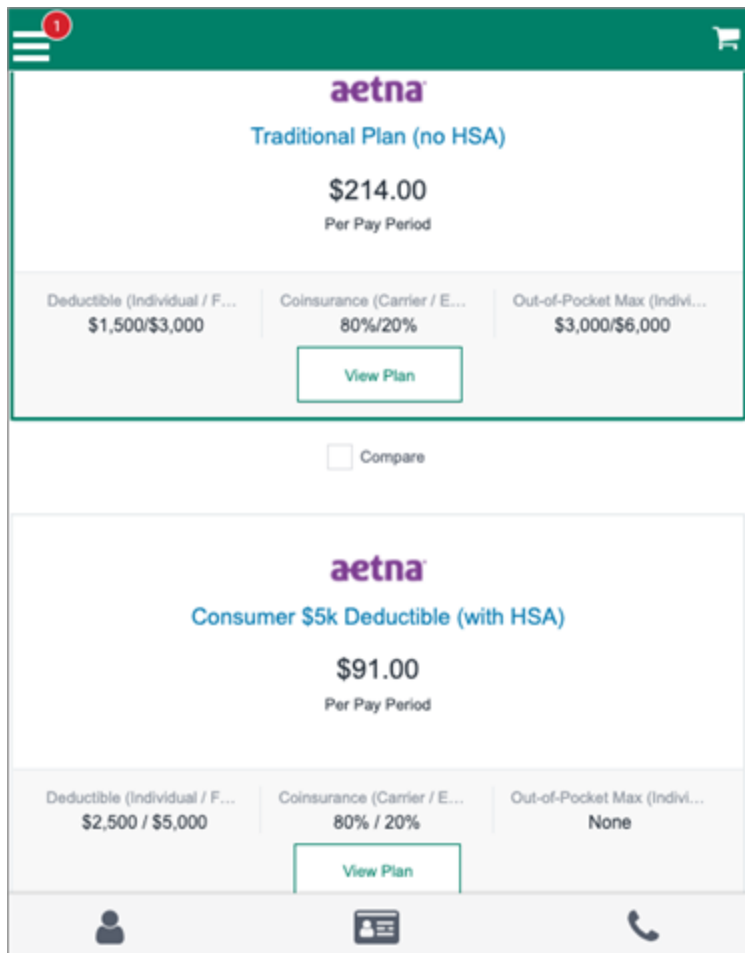
When finished, select Next: Shop For Benefits.



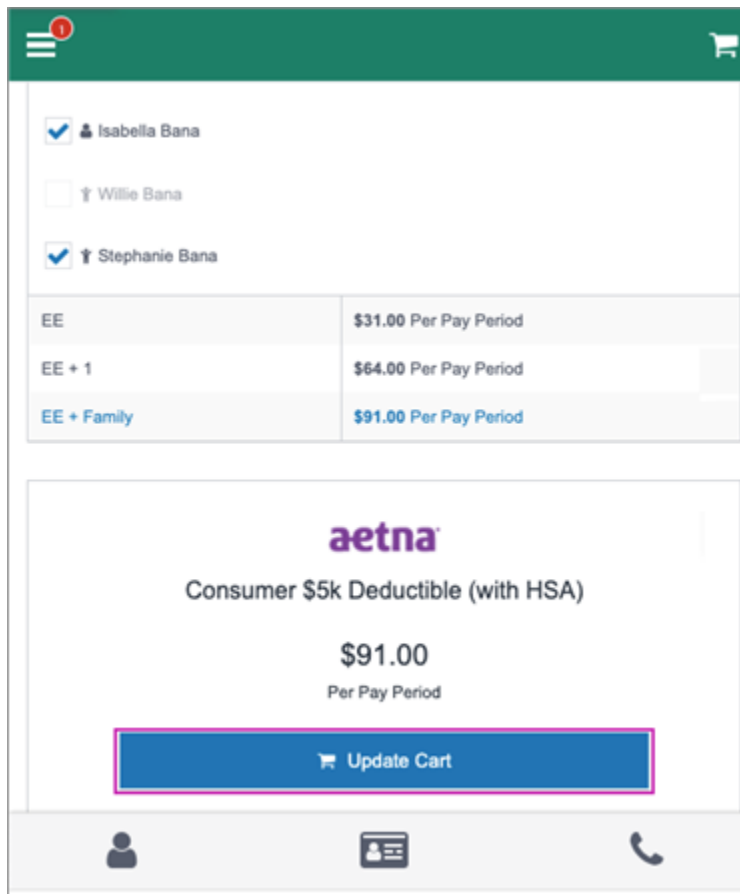
7. From the Your Benefits page, select Shop Plans for each of the benefit plan types available to you (for example, Medical, Dental, Vision).



- When you select Shop Plans for a benefit type, a list of available plans displays. From this page you can:
 - Add or edit family coverage.
 - Sort plans that match your criteria.
 - View important plan details.
 - Compare multiple plans.



- Select View Plan to view additional plan details, such as coverage levels, per pay period amounts, benefits information, and coverage information.
- Select Update Cart to add a benefits plan to your Open Enrollment cart. Select or decline all coverages to complete the open enrollment process.

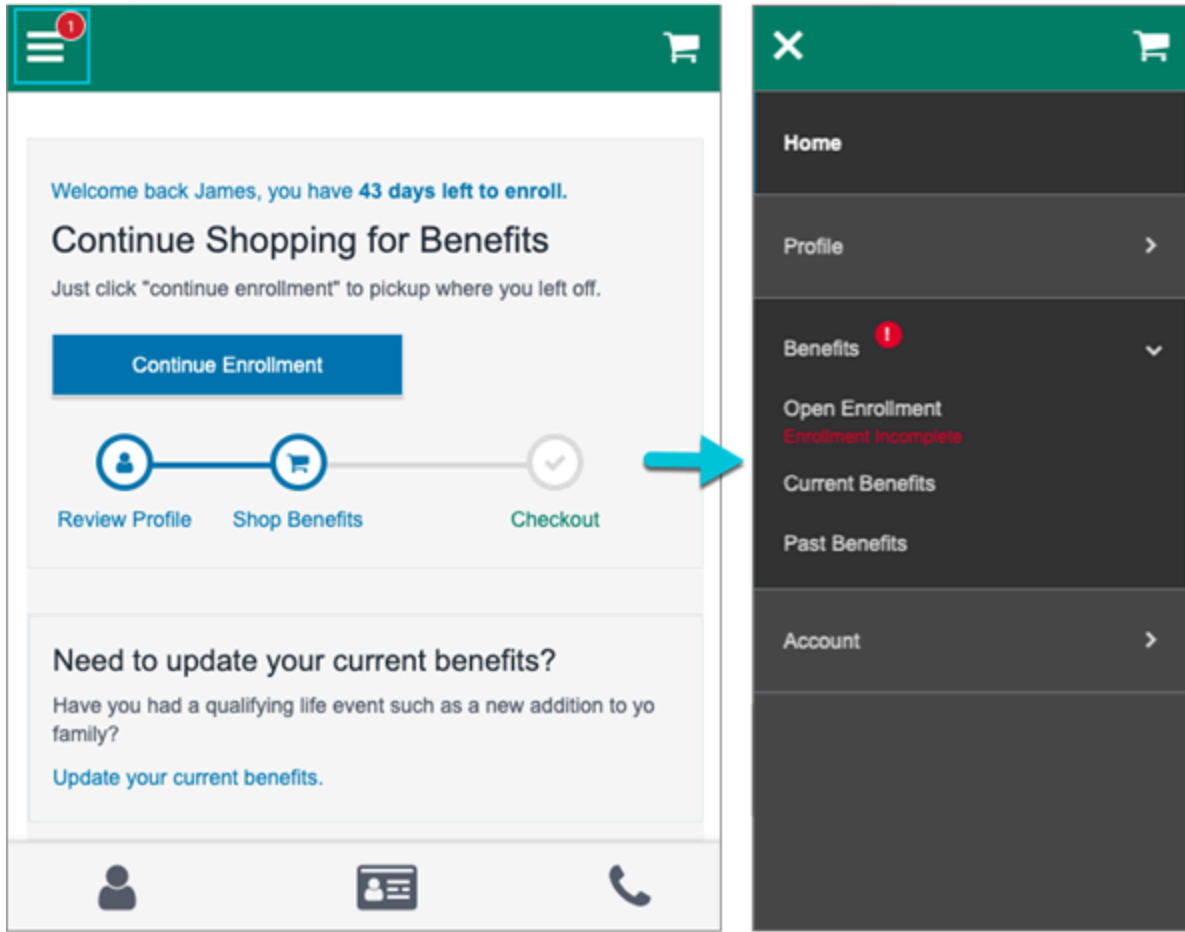


8. After selecting and/or declining all available plans, select Next: Review Beneficiaries. For benefits that require a beneficiary, select one or more Primary Beneficiaries. You can add new beneficiaries or use current dependents, as needed.

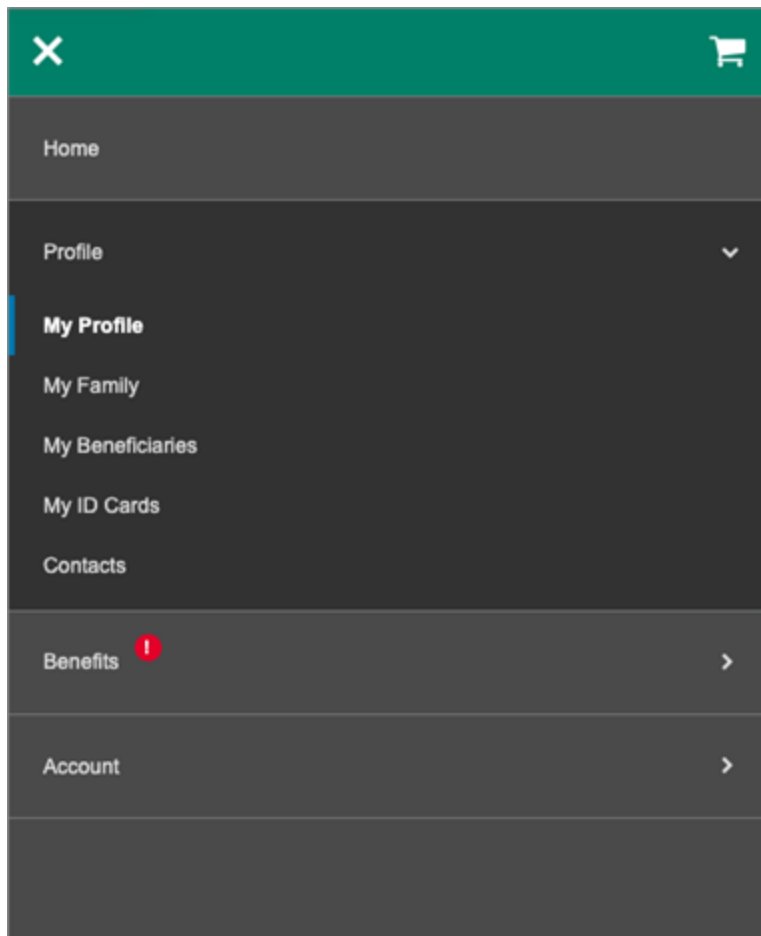
Note If you do not see a submit button at the bottom of the Add Beneficiary or Document screen, be sure that you have scrolled all the way down. Some phone displays have been known to push the submit button to the bottom of the screen.

The total allocation amount for Primary Beneficiaries must add up to 100%.

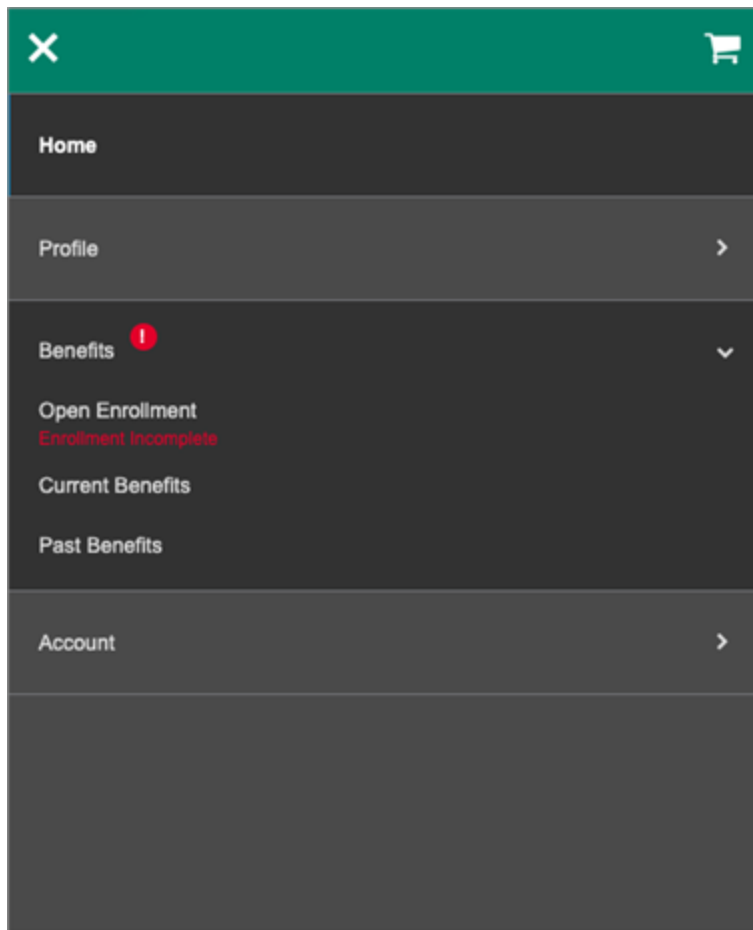
9. Select Review and Checkout. The Confirm Your Benefit Elections page appears. Each benefits election you selected is listed. Review your selections.
10. Select Checkout to confirm plan selections. The Enrollment Complete page displays your benefits enrollment information.
11. To access other features of the Benefits Administration app, select the menu icon at the top left of the screen.



12. From the Profile menu, you can view your profile, and family members and beneficiaries without opening a life event.



13. The Benefits menu enables you to view current and past benefits.



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