UKG INSTRUCTIONS

INSTRUCTIONS ON HOW TO ENROLL IN YOUR NEW BENEFIT PLANS

   Enter your User Name and Password. Click Log In. At the home page, click on Menu > Myself > Life Events.

Step 2: Click on the link I am a new employee or Rehire to go to the “About This Life Event” page to begin your enrollment process.

Step 3: Note: This Life Event is for existing employees who have had an employment status change that now makes them eligible for benefits.

Step 4: The Life Event Effective Date will automatically appear with your date of hire.

Step 5: Select a reason from the drop-down list by clicking on the drop-down arrow. To continue to the next page select Next.

Step 6: Make sure your selections for each plan are correct. When done, click the Next button to go to the next plan. If you are NOT enrolling in a benefit plan, click Decline.

   Note: If at any time during the enrollment process you realize you need to gather more information or finish at a later time, you can select Draft to save your progress.

   When you are satisfied with your benefit selections, make sure to click Submit. By submitting your elections the status will be Pending Approval, which means the benefits administrator must approve each plan selection.

   Congratulations! You’ve successfully completed your benefits enrollment in UKG!

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