

UKG INSTRUCTIONS

INSTRUCTIONS ON HOW TO ENROLL IN YOUR NEW BENEFIT PLANS

Step 1: Login to UKG at <https://n21.ultipro.com>
Enter your **User Name** and **Password**. Click **Log In**. At the home page, click on **Myself > Life Events**
If you forgot your password, click “**Forgot your password?**” to reset it.
If you’re locked out of UKG (UltiPro), email OnBoarding@helunahealth.org.

Step 2: Click on the link **I am a New Hire 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!

Screenshot View:

