

UKG INSTRUCTIONS

INSTRUCTIONS ON HOW TO ENROLL IN YOUR NEW BENEFIT PLANS

Step 1: Login to UKG at <https://n21.ultipro.com/Login>

- Enter your username and password – Click Log In.
- If you forgot your password, click “Forgot Your Password?” to reset it.
- If you’re locked out of UKG (UltiPro), email OnBoarding@helunahealth.org.

Click – Myself > Benefits > Manage My Benefits

To make changes to your benefits, you must have a qualifying Life Event.

Step 2: Select **Life Event** box and type your “**Event Date**”. Then click on **Continue**.

Step 3: Make sure your selections for each plan are correct. When done, click **Continue** to go to the next plan. If you are **NOT** enrolling in a benefit plan, please click **Decline**. You must complete the waiver survey if you are declining benefits.

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

Don’t forget to submit your required documents.

Don’t forget to click Checkout

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

Screenshot View:

