

## OPEN ENROLLMENT OVERVIEW

**June 1-8, 2020**

Open Enrollment Dates

**July 1, 2020-June 30, 2021**

Upcoming Coverage Year

**Benefits Prime, UltiPro Portal**

Where to Enroll

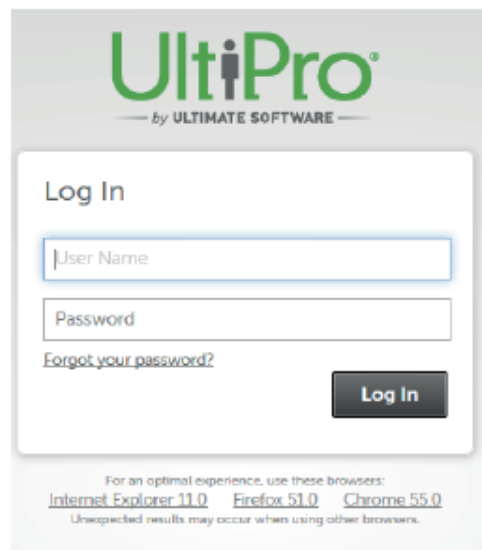
### GETTING STARTED

So you're ready to enroll in your employer provided benefits! The new PlanSource enrollment experience will help you do just that, in an intuitive, educational and fun way. Before you begin enrolling in your benefits, please make sure you have the following items.

- Social Security Number (SSN) for all legal dependents you wish to enroll in any coverage.
- Date of Birth (DOB) for all legal dependents you wish to enroll in any coverage
- Beneficiary Information for Life Insurance, which includes your beneficiaries' name(s), DOB(s) and SSN(s)

### Login to Benefits Prime

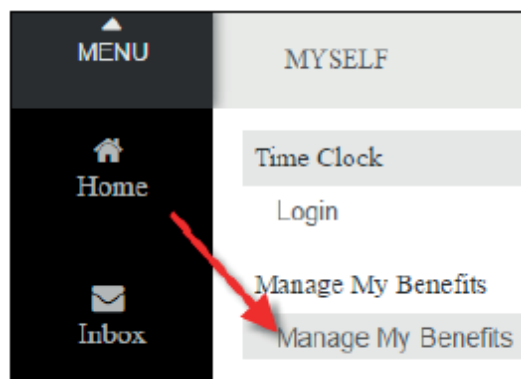
To access your benefits, you will login into your organizations UltiPro site with your designated username and password. This is best done on a desk or laptop. For instructions on mobile devices, please see the last page.



The screenshot shows the UltiPro login interface. At the top is the UltiPro logo with the tagline "by ULTIMATE SOFTWARE". Below the logo is a "Log In" section containing a "User Name" input field, a "Password" input field, and a "Forgot your password?" link. A "Log In" button is positioned to the right of the password field. At the bottom of the page, there is a note: "For an optimal experience, use these browsers: Internet Explorer 11.0 Firefox 51.0 Chrome 55.0. Unexpected results may occur when using other browsers."

### Accessing your Benefits

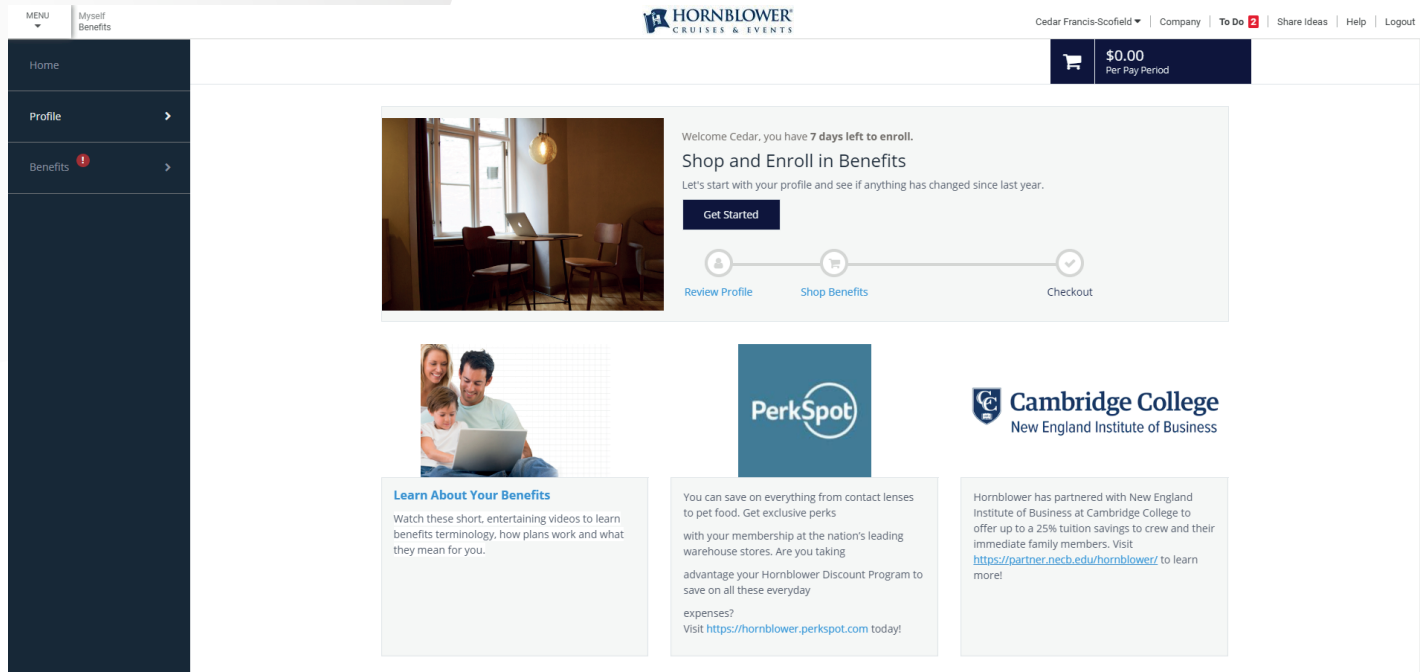
Once you have logged into Ultimate you will now need to access your Benefits. To do this you will hover over the "Myself" tab and click on the "Manage My Benefits" link in order to access the Benefits Dashboard.



# OPEN ENROLLMENT OVERVIEW

## Welcome Screen

From this screen you will be able to begin your enrollment, make changes to your benefits, see your benefits summary, and review Benefit Plan Information among other resources. First we will go through the Enrollment Process; later in this document we will review steps to update enrollment information.



## Overview

At the top of the screen you'll see how many days you have left to enroll, whether you're a new hire or in an open enrollment window. You also have until that time to revisit Benefits Prime to make any changes to your enrollment. Failure to enroll by the enrollment due date will result in "NO COVERAGE".

1. Review the timeline. The timeline will show where you are, or where you left off in the enrollment process.
2. Click Get Started

If you are not a new hire and it is not Annual Enrollment, select the Benefits link in the side menu then select Update your Current Benefits.

## Updating Your Information

After you select Get Started, you will be taken through a series of steps in order to update your own personal information and your dependents information.

## Review Your Profile

The first step in your enrollment process is to review your profile. Read through this page and verify that all information is correct; if there are errors, you can modify the information by contacting your HR representative for corrections. Complete any information where the field is empty or incorrect. Once you have completed your updates, select "Save". Then select "Next: Review My Family".

# OPEN ENROLLMENT OVERVIEW

Home

Profile ▼

My Profile

My Family

My Beneficiaries

My Devices

Contacts

Benefits ! ▶

Documents ▶

PLANSOURCE

Welcome Kevin ▼

🛒 \$0.00  
Per Pay Period

### Verify your Personal Information and make changes if needed

**This information is used for:**

- reporting to the benefit carriers
- to issue your ID cards and process your claims
- to process your payroll, taxes, etc.

**If any of the information is incorrect** and you are unable to change it on this page, please contact your Human Resources representative.

#### Basic Information

First Name * Kevin	Middle Name	Last Name * Abert
User Name kabert5115	SSN * XXX-XX-5115	

#### Contact Information

### Adding Dependents and Beneficiaries

After you review your profile, you will have an option to add dependents. Each dependent you add is capable of being a beneficiary. However, adding dependents (i.e. Spouse, Partner, and Child) can be done on any page of the enrollment. To enter a new dependent not currently listed on the page:

Home

Profile ▼

My Profile

My Family

My Devices

Contacts

Benefits ! ▶

Documents ▶

THRIVE HOSPITALITY

Welcome Marianne ▼

🛒 \$0.00  
Per Pay Period

### Manage your family members

View, add, edit or remove dependents here. If you add a new family member, the family member won't be added to your benefits automatically. You still need to add the family member to any applicable benefits.

#### Current Family Members

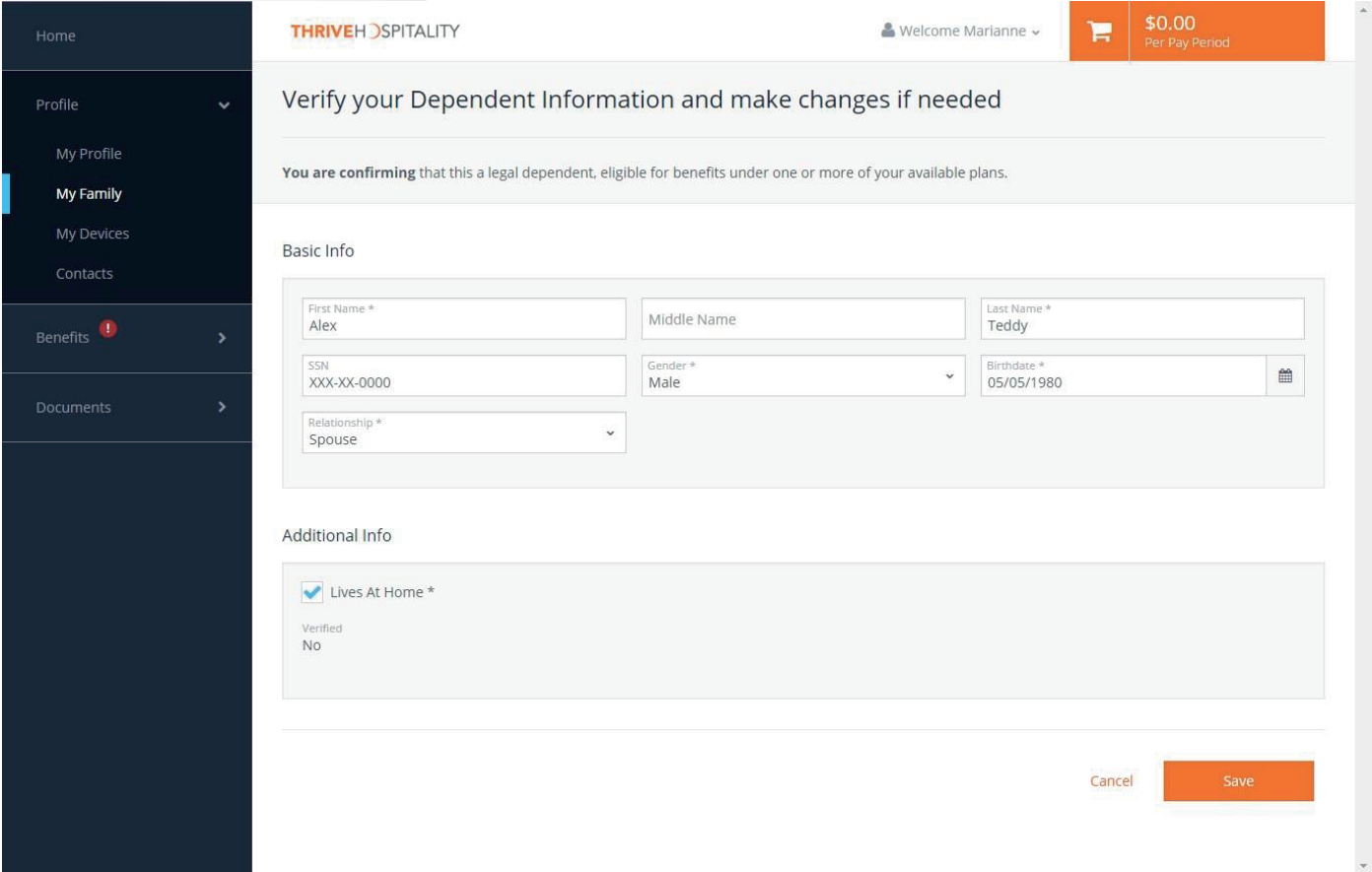
<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;"><span style="color: #ff9900;">👤</span> Alex Teddy</p> <p style="text-align: center;">Spouse</p> <p style="text-align: center;">Born 05/05/1980</p> <p style="text-align: center; color: #ff9900;">View Details</p> <p style="display: flex; justify-content: space-between; margin-top: 5px;"> <span style="color: #ff9900;">Remove</span> <span style="color: #ff9900;">Edit</span> </p> </div>	<div style="border: 1px dashed #ccc; padding: 20px; width: 80%; margin: 0 auto;"> <span style="color: #ff9900; font-size: 1.5em;">+</span> Add Family Member             </div>
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◀ Back

Next: Shop for Benefits

# OPEN ENROLLMENT OVERVIEW

1. Click the Add Family Member box. This will open a new page
2. On the new page, enter the dependent information as shown below.



3. Select Save.

Once you have saved your dependent, you will be sent back to the Manage you family members page. This allows you to add or remove family members before you move on. When finished with your updates select “Next: Shop for Benefits”.

### Shop for Benefits

You’ve checked your profile information, and added dependents. Now you’re looking at your benefits dashboard, and you’re ready to shop! You’ll see available options in the middle of your screen, and the total Benefit Cost per pay period will appear in the upper right hand side of the enrollment screen in your cart.

# OPEN ENROLLMENT OVERVIEW

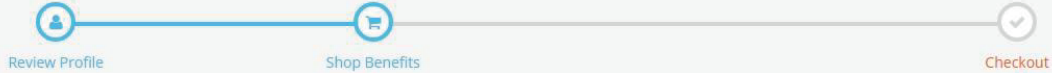
- Home
- Profile >
- Benefits !
  - New Enrollment**  
Enrollment Incomplete
- Documents >

THRIVE HOSPITALITY

Welcome Marianne

\$0.00  
Per Pay Period

## Your Benefits



To make a change, click on the benefit name. To complete your enrollment, click **Review and Checkout** at the bottom of the page.

### New Enrollment Coverage effective from 08/01/2017 to 07/31/2018

#### Medical

No Plan Selected [Shop Plans](#)

#### Dental

No Plan Selected [Shop Plans](#)

#### Vision

No Plan Selected [Shop Plans](#)

#### Voluntary Employee Life

No Plan Selected [Shop Plans](#)

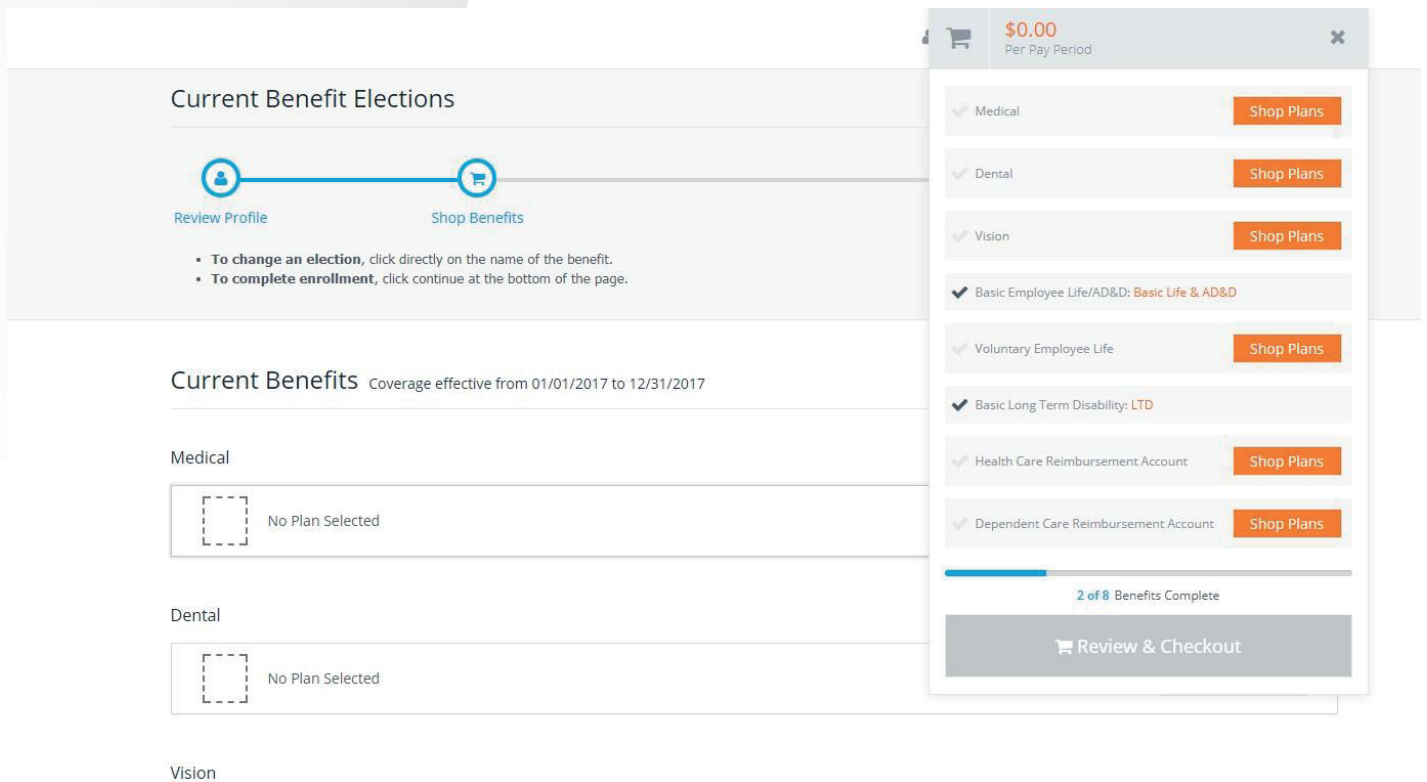
Per Pay Period: **\$0.00**

[Review and Checkout](#)

*You must select or decline all coverages before moving on*

This figure (the dollar amount in your cart) will automatically update as you make each benefit plan selection, and will keep a current amount of your per pay period costs (based on your employer pay period information). If you expand your cart you will see your benefit options and selections.

# OPEN ENROLLMENT OVERVIEW



The screenshot displays the 'Current Benefit Elections' section with a progress bar showing 'Review Profile' and 'Shop Benefits'. Below this are instructions: 'To change an election, click directly on the name of the benefit.' and 'To complete enrollment, click continue at the bottom of the page.' The 'Current Benefits' section shows 'Coverage effective from 01/01/2017 to 12/31/2017' and lists 'Medical' and 'Dental' categories, both with 'No Plan Selected' and a 'Shop Plans' button. A 'Vision' category is also visible. A shopping cart overlay on the right shows a total of '\$0.00 Per Pay Period' and lists selected benefits: Medical, Dental, Vision, Basic Employee Life/AD&D: Basic Life & AD&D, Voluntary Employee Life, Basic Long Term Disability: LTD, Health Care Reimbursement Account, and Dependent Care Reimbursement Account. A progress bar indicates '2 of 8 Benefits Complete' and a 'Review & Checkout' button is present.

You must select Review and Checkout at the end of your enrollment for your benefits to be in force! You can select it within the cart or at the bottom right of the Benefits Selection page.

## Enrollment Navigation

In order to proceed through each enrollment page, use the Shop Plans button next to the first benefit type.

# OPEN ENROLLMENT OVERVIEW

- Home
- Profile >
- Benefits ! >
  - New Enrollment**  
Enrollment Incomplete
- Documents >

THRIVE HOSPITALITY

Welcome Marianne

\$0.00  
Per Pay Period

## Your Benefits



To make a change, click on the benefit name. To complete your enrollment, click **Review and Checkout** at the bottom of the page.

### New Enrollment Coverage effective from 08/01/2017 to 07/31/2018

Medical

No Plan Selected Shop Plans

Dental

No Plan Selected Shop Plans

Vision

No Plan Selected Shop Plans

Voluntary Employee Life

No Plan Selected Shop Plans

Per Pay Period: \$0.00

**Review and Checkout**

*You must select or decline all coverages before moving on.*

Use the back button to go back to a previous page – Do not use your browser’s back button. Below you will see that we’ve started you with medical. On each benefits page, you can still compare plans, edit who’s covered, and get information related to your benefits.

# OPEN ENROLLMENT OVERVIEW

Home

Profile >

Benefits ! ▾

New Enrollment

Enrollment Incomplete

Documents >

THRIVE HOSPITALITY

Welcome Marianne ▾

\$0.00  
Per Pay Period

## Shop for Medical

Figuring out which plan is right for you and your family can be a little complicated. But don't worry, we're going to help you figure it out. Watch these videos to learn about the different types of medical plans and how they work.

Understanding

+ View More

Additional Content (2):

- What is a Copay?
- What is Coinsurance?

Family Covered ✎ Edit Family Covered

Yourself

HDHP \$5000 Deductible ✕

HDHP Select 70 - \$10,000 Deductible ✕

Open Access Value \$1500 ✕

Compare (3)

Select a Plan

aetna™

HDHP \$5000 Deductible

\$10.00

Cost per pay period

Calendar Year ...	Coinsurance (C...	Calendar
\$2,500 / \$5,0...	80% / 20%	Nor

View Plan

Compare

aetna™

HDHP Select 70 - \$10,000 Deductible

\$20.00

Cost per pay period

Calendar Year ...	Coinsurance (C...	Calendar
\$3,500 / \$10...	80% / 20%	Nor

View Plan

Compare

aetna™

Open Access Value \$1500

\$45.00

Cost per pay period

Calendar Year ...	Coinsurance (C...	Calendar
\$2,500/\$4,000	80%/20%	\$5,000/\$

View Plan

Compare

✕

Decline Coverage

\$0.00

Cost per pay period

The left hand navigation menu will dynamically change based on where you are in your enrollment.

### Electing a Plan

All the plans available to you will be listed on the Plan Cards page (see above; the plans in the figures are of sample plans for demonstration purposes only). So, after you've reviewed your options, learned about that benefit type and decided what plan is right for you and your family, you'll need to select your benefit.

- This is where you can edit who you want to cover, or add, by click Edit Family Covered.
- Click on the benefit you wish to enroll in.

# OPEN ENROLLMENT OVERVIEW

- Home
- Profile >
- Benefits ! ▾
- New Enrollment**  
Enrollment Incomplete
- Documents >

## Medical: HDHP \$5000 Deductible

[< To Available Plans](#)

Family Covered ✎ Edit Family Covered

Yourself, Alex

Coverage Levels

	Employee Only	<b>\$10.00</b> Cost per pay period
	Employee + Spouse	<b>\$25.00</b> Cost per pay period
	Employee + Children	<b>\$37.50</b> Cost per pay period
	Employee + Family	<b>\$57.58</b> Cost per pay period

**aetna**  
HDHP \$5000 Deductible

\$25.00

Cost per pay period

🛒 Update Cart

🚫 Decline Medical Benefits

Plan Details

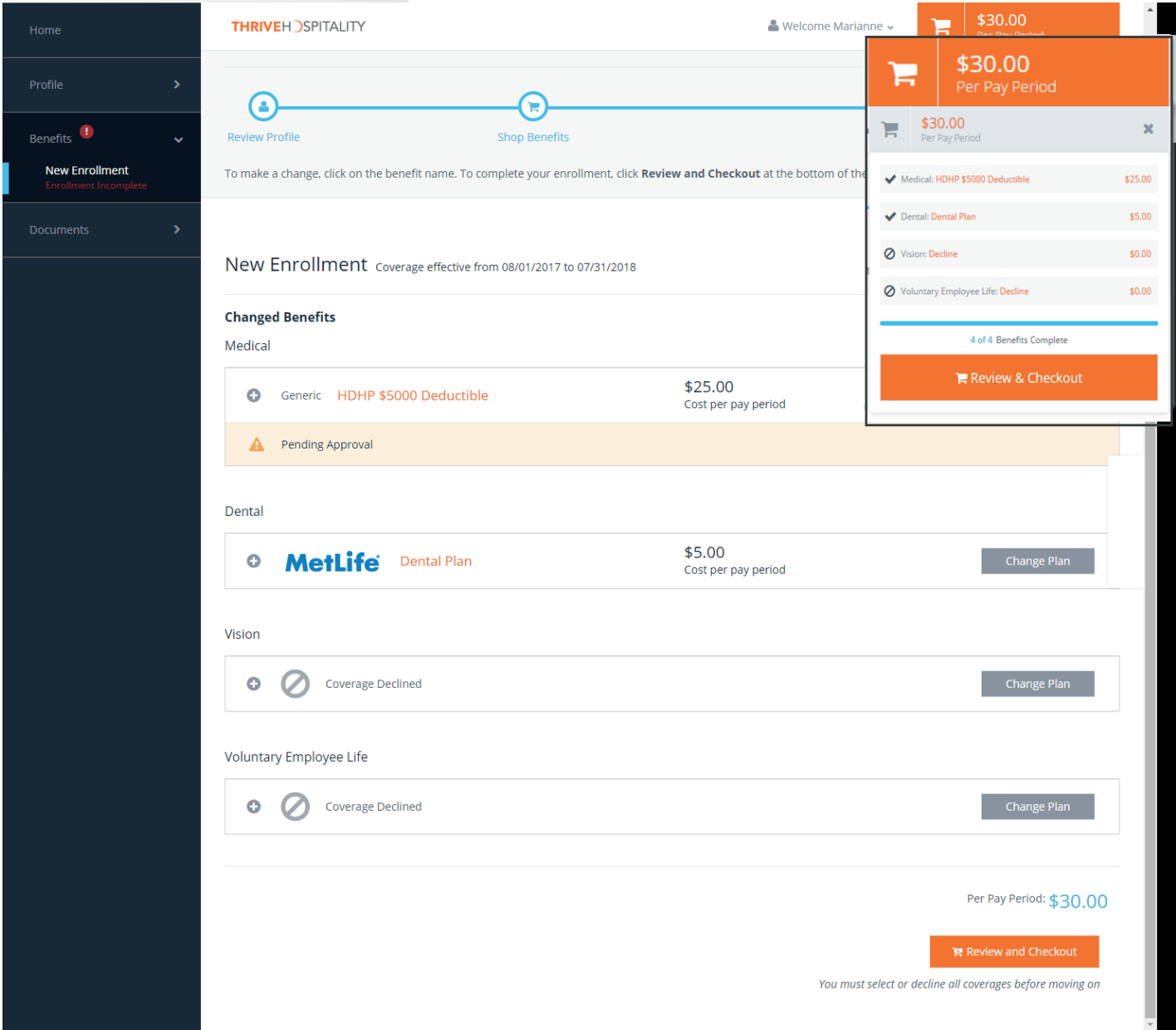
Description	Network	Out of Network
Calendar Year Deductible (Individual / Family)	\$2,500 / \$5,000	\$5,000 / \$10,000
Coinsurance (Carrier / Employee)	80% / 20%	60% / 40%
Calendar Year Out Of Pocket Maximum (Individual / Family)	None	None
Out Of Pocket Maximum Includes Deductible	\$5,000 / \$10,000	\$10,000 / \$20,000
Lifetime Maximum	Unlimited	Unlimited
Preventive Care Routine Exams	No copay (100% covered)	No copay (100% covered)
Primary Care Office Visit	80% after deductible and Coinsurance	60% after deductible and Coinsurance
Specialist Office Visit	80% after deductible and Coinsurance	60% after deductible and Coinsurance
Inpatient Hospitalization	80% after deductible and Coinsurance	60% after deductible and Coinsurance
Outpatient Surgery	80% after deductible and Coinsurance	60% after deductible and Coinsurance
Diagnostic Laboratory	80% after deductible and Coinsurance	60% after deductible and Coinsurance
Diagnostic X-Ray	80% after deductible and Coinsurance	60% after deductible and Coinsurance
Diagnostic X-Ray for Complex Imaging Services	80% after deductible and Coinsurance	60% after deductible and Coinsurance

On this page, you can, again, Edit Who's Covered (add dependents to this plan, or even add dependents that you forgot), review the coverage cost by tier, and see the full plan details. For a benefit with multiple plan options you will be taken back the plan cards view if you decide to add dependents. If there is a single plan offered for that benefit you will go directly to the plan details page shown above.

If this is the right plan for you, simply click Update Cart on the medical card at the right hand side of the page. Once you update your cart, you will be moved to the next benefit type page which will, again, show you all plan options for that benefit type. Once you select a plan to view, you again will be allowed to edit dependents, see coverage amounts by tier, and review the plan types.

As you shop for more benefits, your dashboard page will show progress and your cart will update with the total price.

# OPEN ENROLLMENT OVERVIEW



**THRIVE HOSPITALITY** Welcome Marianne

**New Enrollment** Coverage effective from 08/01/2017 to 07/31/2018

**Changed Benefits**

**Medical**

- Generic **HDHP \$5000 Deductible** \$25.00 Cost per pay period
- Pending Approval

**Dental**

- MetLife Dental Plan** \$5.00 Cost per pay period [Change Plan](#)

**Vision**

- Coverage Declined [Change Plan](#)

**Voluntary Employee Life**

- Coverage Declined [Change Plan](#)

Per Pay Period: **\$30.00**

[Review and Checkout](#)

*You must select or decline all coverages before moving on*

To change your benefits from your dashboard, simply click Change Plan next to the benefit type you would like to update. When you have completed your elections you must click Review & Checkout for your benefits to be **SAVED AND ELECTED!** Think shopping online, if you don't Checkout then you won't get anything!

### Enrollment Confirmation

This page lists all the benefits you elected: Read through the entire page carefully and verify all information. Your cost is at the top in your cart, and your confirmed plan elections are shown below. You'll notice your timeline has reached checkout as well! To review your plans and who's covered, simply click View Plan next to each benefits type. You can also download, email, and print your selections for your own record. Congratulations, you have completed your enrollment!

# OPEN ENROLLMENT OVERVIEW

- Home
- Profile >
- Benefits v
  - New Enrollment**
- Documents >


THRIVE HOSPITALITY
Welcome Marianne v

Shopping Cart **\$30.00**  
Per Pay Period


### Shop for Benefits

## Enrollment Complete!


You have completed the open enrollment process and confirmed your benefits.



Review Profile



Shop Benefits



Checkout

Open enrollment is your opportunity to shop and enroll in benefits for you and your family. While you shop, you can watch short videos that explain each type of benefit and help you make more informed choices. Watch this video to learn more about Open Enrollment.

## Understanding

[View More](#)

**New Enrollment** Coverage effective from 08/01/2017 to 07/31/2018
Download | Email | Print

Below are your new enrollment. Benefit elections may be changed during your company's Open Enrollment or if you've had a Qualifying Life Event.


**Medical**

<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">+</span> <span style="font-weight: bold;">Generic HDHP \$5000 Deductible</span> </div>	<b>\$25.00</b> <small>Cost per pay period</small>	<a href="#" style="background-color: #555; color: white; padding: 2px 10px; border-radius: 3px;">View Plan</a>
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">⚠</span> <span>Pending Approval</span> </div>		

**Dental**

<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">+</span> <span style="font-weight: bold; color: #0056b3;">MetLife Dental Plan</span> </div>	<b>\$5.00</b> <small>Cost per pay period</small>	<a href="#" style="background-color: #555; color: white; padding: 2px 10px; border-radius: 3px;">View Plan</a>
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**Vision**

<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">+</span> <span style="margin-right: 5px;"></span> <span>Coverage Declined</span> </div>	<a href="#" style="background-color: #555; color: white; padding: 2px 10px; border-radius: 3px;">View Plan</a>
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- To make any changes to your elections (within your enrollment window):
- Click Continue Enrollment, or View Confirmation (i.e. Medical, Dental, etc.)
  - Make corrections
  - Click Save (which will bring you back to the Your Summary Page)
  - Click Review and Checkout

### Adding a Life Event

Some changes in your personal life may qualify you to change your benefit elections. A list of Life Event changes can be found by reporting a life event on the main page, or you can call your HR Department with any questions.

To report a Status Change on the new Enrollment page, follow the steps below:

1. From your homepage select Update My Benefits

# OPEN ENROLLMENT OVERVIEW

- Home
- Profile >

THRIVE HOSPITALITY

Welcome Elizabeth ▾




\$0.00  
Per Pay Period

Welcome Elizabeth,


### Do You Need to Update Your Benefits?

Click below if you've had a qualifying life event, such as getting married or an addition to the family.


[Update My Benefits](#)




Review Profile



Shop Benefits



Checkout



**Need to update your current benefits?**

Have you had a qualifying life event? Would you like to change your HSA amount?

[Update your current benefits.](#)

2. On the next page you can select the qualifying event from the list. Input the event date information and click Continue.

- Home
- Profile >

THRIVE HOSPITALITY

Welcome Elizabeth ▾



\$0.00  
Per Pay Period

## Report Life Event

Some changes in your life or employment can affect your benefits. For example, when you have a baby you may want to add him/her to your health coverage. Changes like these that are made outside of standard benefit enrollment are called Life Events. First, select the type of Life Event from the drop down list to indicate the reason you are making the change. When selecting a particular Life Event, you will be given additional information on the type of change for the Life Event.

Select Life Event \*

- Legal Separation
- Loss of Dependent Status
- Marriage
- Moved
- Overage Dependent
- Dependent Gains Coverage
- Dependent Loses Coverage
- Significant Change in Cost of Coverage
- Commuter/Transit Benefit Change

**Marriage**

Congratulations and best wishes to you and your new spouse. Your employer offers benefits coverage for both of you.

Marriage is a qualified change in status, so you may make certain changes to your benefits. The changes must be consistent with your change in status

04/01/2017 

180 Days left to make changes

Notes

[← Back](#)

[Continue](#)

3. Add/Remove Dependents (if necessary)
4. Update Benefits as necessary
5. Review Selection and Checkout

# OPEN ENROLLMENT OVERVIEW

### Certify Your Dependents

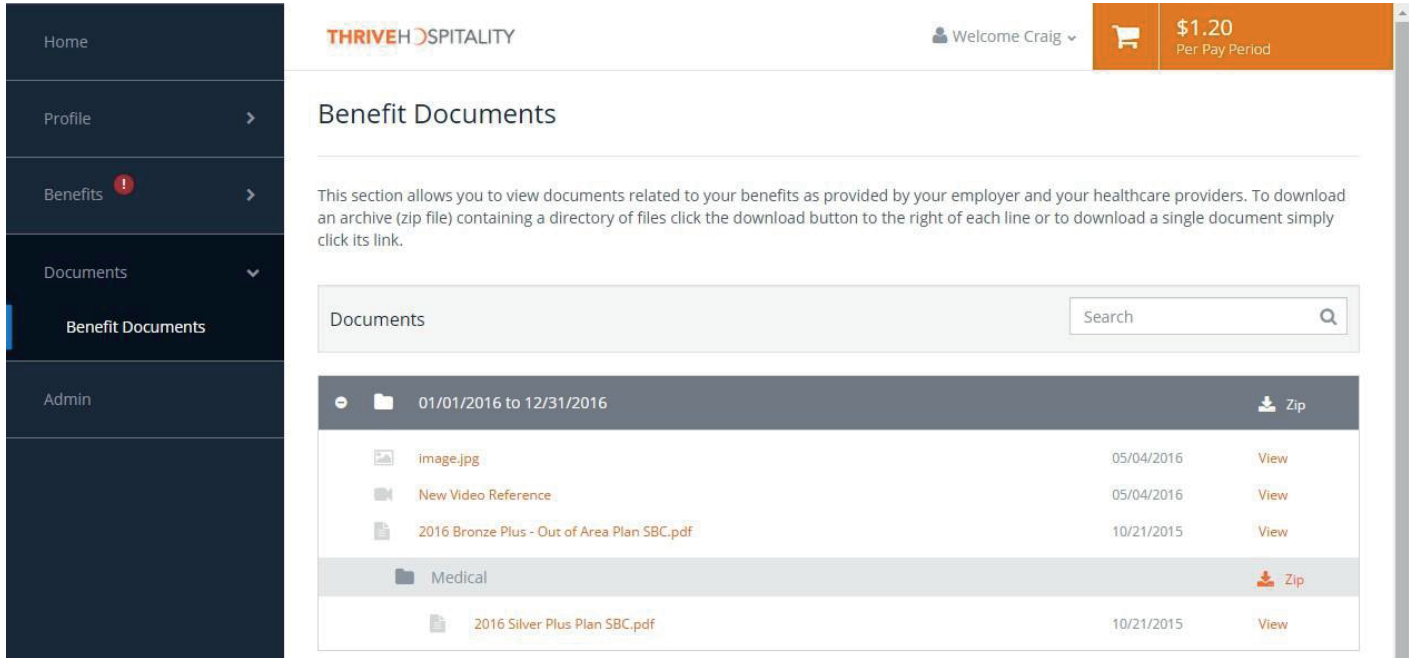
If you are making a status change at any time throughout the year you could be required to email, fax, or mail supporting documentation to your HR Department for your status change request to be approved. If your status change requires further documentation, you must send that documentation within 31 days of the event or your request will automatically be denied. Please refer to you HR representative for more information on life change event documentation.

### Viewing Your Information at Any Time

At any time throughout the year you can login to your account using your Username and your password. If you do not remember your password contact your Benefits Administrator to have your Password reset. Click Benefits in the left hand navigation menu. Read through this page and verify that all information is correct; if there are errors, contact your HR representative for corrections.

### Document Library

If your employer has provided any documentation regarding your benefits, they can be found in the left-hand navigation under the Documents section, and in the Benefit Documents section, as pictured below:



The documents in the Library are broken out by Plan Year and Benefit. Some documents are global document, and are in their own category, available to all employees.

### Wrapping up Your Enrollment

The Enrollment process is designed to be smooth and effortless. Always remember to click Checkout once you finish enrolling or updating your benefits. If you have any issues, please reach out to your HR department and they will be able to assist you.

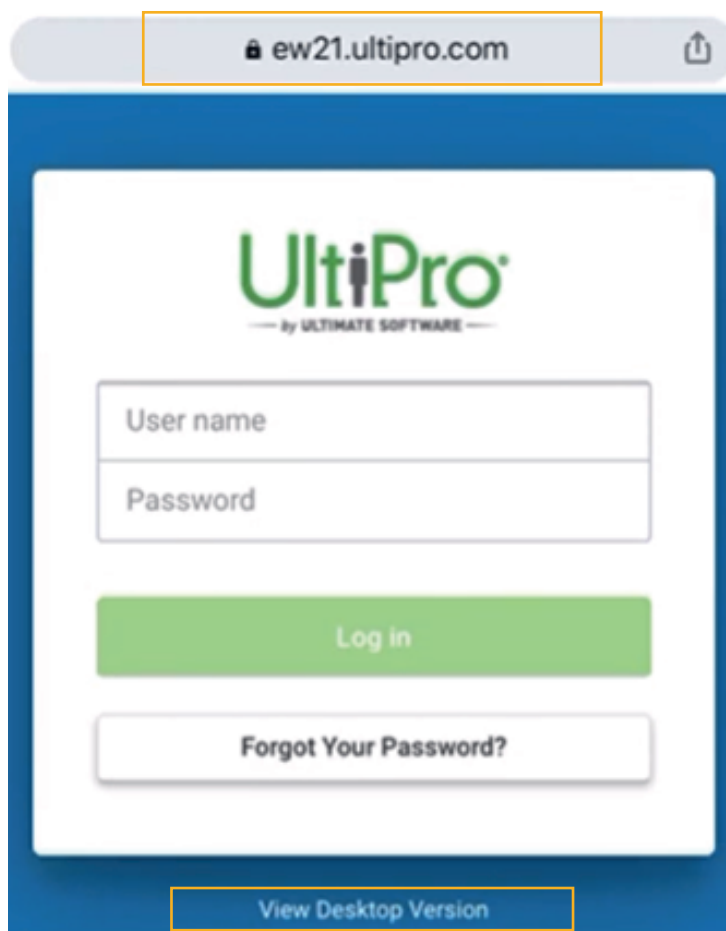
## OPEN ENROLLMENT OVERVIEW

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### Mobile Device Instructions

If you do not have access to a desktop or laptop device you can still sign up for benefits through your mobile device. Below you will find the instructions on how to use a mobile device to complete benefit open enrollment.

- Download the Google Chrome app, you will not have access to the website on Safari
  - If you use an apple laptop you will have the same issue, you will need to use Chrome
- Go to [ew21.ultipro.com](http://ew21.ultipro.com)
- Before entering your credentials, click “View Desktop Version”, if you do not do this step you will not be able to sign up for benefits.
- Enter your credentials and begin the process from the first page of these instructions.



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### Additional Video Instructions

If you would like a video walk through, please copy and paste the links below into your browser:

- Desktop video: [https://youtu.be/M1hQTaC6\\_mQ](https://youtu.be/M1hQTaC6_mQ)
- Iphone video: [https://youtu.be/cq\\_sWHbbJvo](https://youtu.be/cq_sWHbbJvo)
- Android enrollment video: <https://youtu.be/hULH67WVhDg>