Open Enrollment - Benefit Enrollment

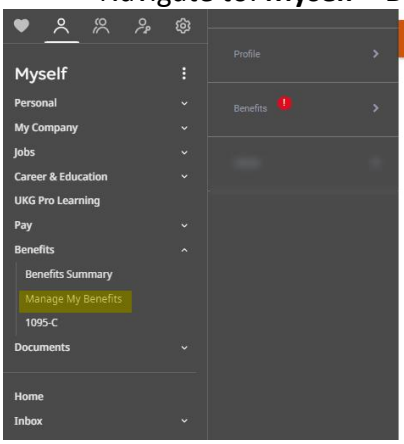
Step 1: Sign Into UKG Pro

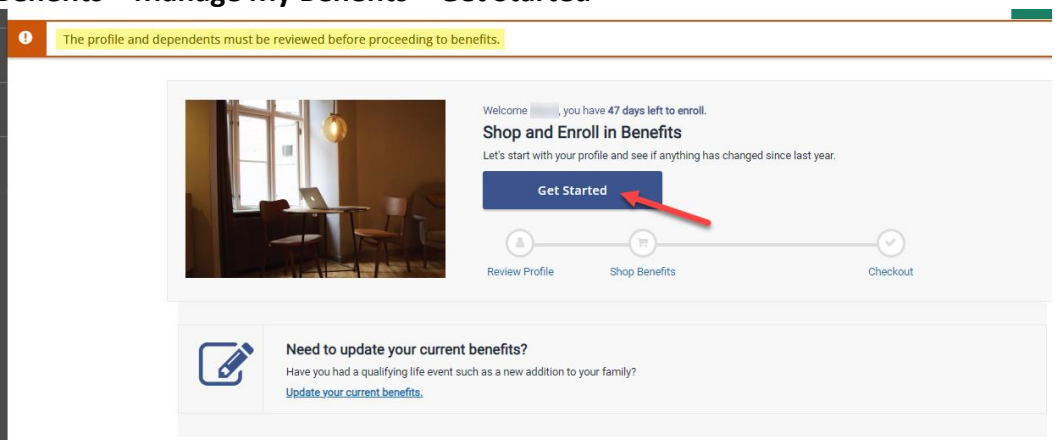
- Access UKG Pro https://ecmc462.ukg.net (use Company Access Code: ecmc462)
    - Username: your ECMC email address (ex. janedoe1@ecmc.edu)
    - Password: your initial password if your 8 digit date of birth without slashes (ex. 01012024)
        - If you have not yet logged into UKG Pro you will be required to change your password and set your Security Questions and then you must sign in using your username and newly created password.

Step 2: Access Your Benefits Portal

*You will see how many days left in your enrollment window above the **Shop and Enroll** in Benefits title*

- Navigate to: **Myself > Benefits > Manage My Benefits > Get Started**





Step 3: Review Your Profile Information and Add Family Member Information (If Applicable)

The only field that you can update in the Benefits portal profile is your Alternate Email, any other field would need to be corrected in your UKG Pro profile

- At the bottom of the page click on **Next: Review My Family**
    - If you are enrolling into <u>family coverage</u>, click **+Add Family Member**, input your Dependent's First name, Last Name, SSN (or SIN), Gender, Birthdate and Relationship to you and **Save**
        - Repeat this step for each dependent you are enrolling
            - Eligible dependents include: a legally married spouse (same and opposite gender), biological child(ren), step child(ren) If you are married to the biological parent, legally adopted child(ren) or child(ren) you have legal guardianship of - classify all dependent child(ren) relationship(s) as **Child**
        - Once you have added all dependents, click **Next: Shop for Benefits** at the bottom of the page
    - If you are enrolling into <u>single coverage</u>, click **Next: Shop for Benefits** at the bottom of the page

Step 4: Enroll In or Decline Benefits

- Click on **Shop Plans** for each benefit offering in order to enroll or decline the benefit
    - *All benefits must be selected or declined in order to submit your final benefit selections, if you are unable to complete your benefit selections in one sitting, you can exit and continue making selections at a later time as long as your enrollment window is still open*

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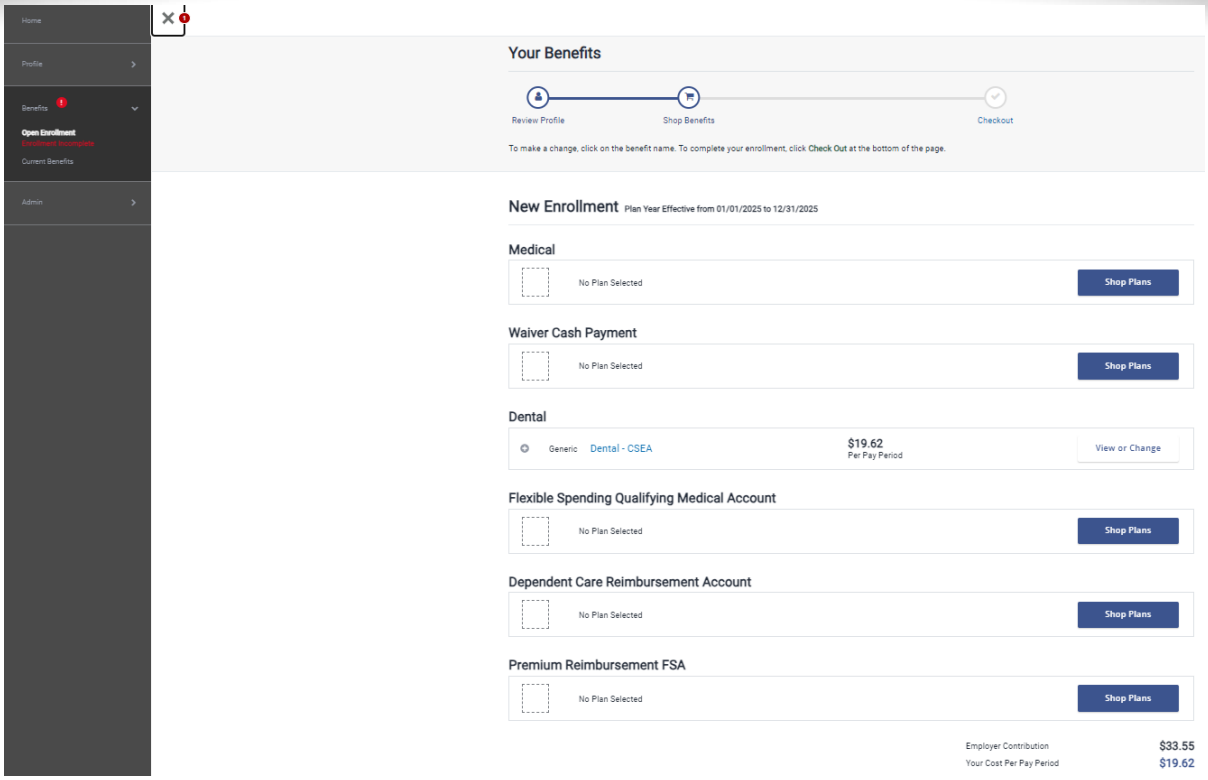
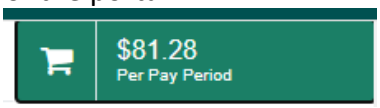
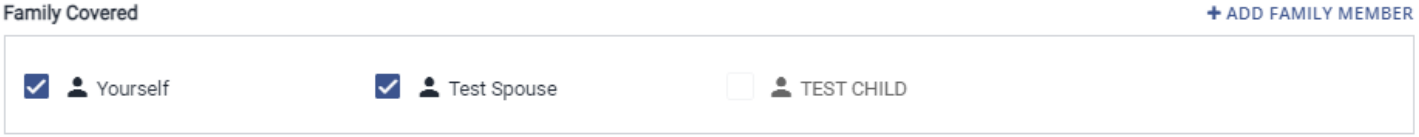


Please note, benefit offerings are dependent on your Union (AFSCME, CSEA, NYSNA) or Management Confidential (MC) affiliation, your benefits may appear slightly different than this example due to your specific affiliation within ECMC

- In **Shop Plans** for each type of benefit (Medical, Dental, Waiver Cash Payment, FSA, ect.), select the plan you would like to enroll into by clicking **View Plan** then **Update Cart**, or **Decline Coverage** then **Update Cart** to decline the benefit offering. At any time you can check your per pay period deduction amount at the upper right corner of the portal



  - *For family coverage only* if you are enrolling any dependent(s) click on the dependent name **check box** in the **Family Covered** box above the plan option within each **Shop Plan** enrollment screen
  - If you have any dependent(s) in medical/dental/waiver cash payment options you can still enroll into subsequent coverage as Single enrollment by **unchecking** the check box for each dependent you would not like enrolled into the plan in the **Family Covered** box above the plan options



- If you are <u>enrolling</u> into Flexible Spending Account(s) (FSAs) choose the total amount you would like for the remainder of the year, the total amount will be divided among the remaining pay periods for the year in which you are hired

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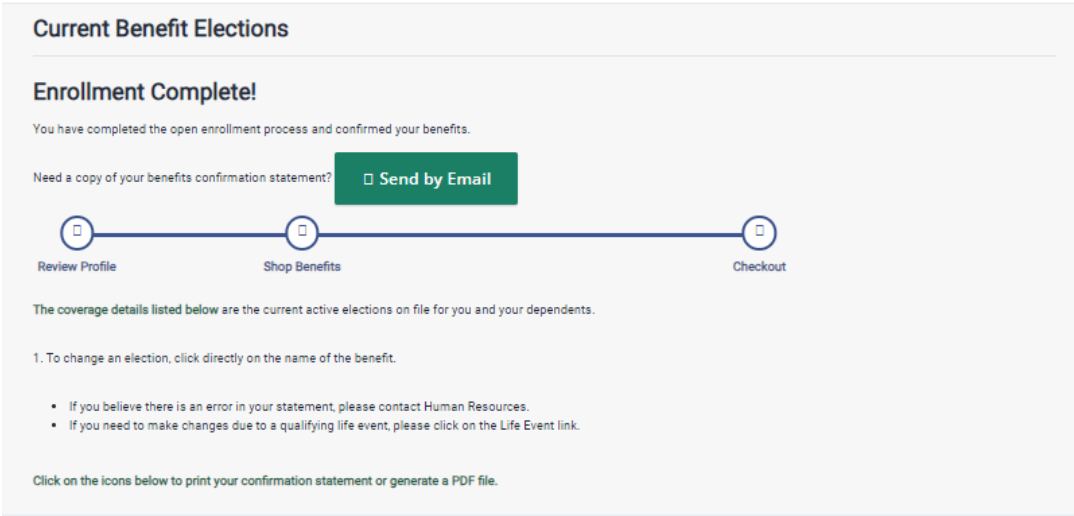
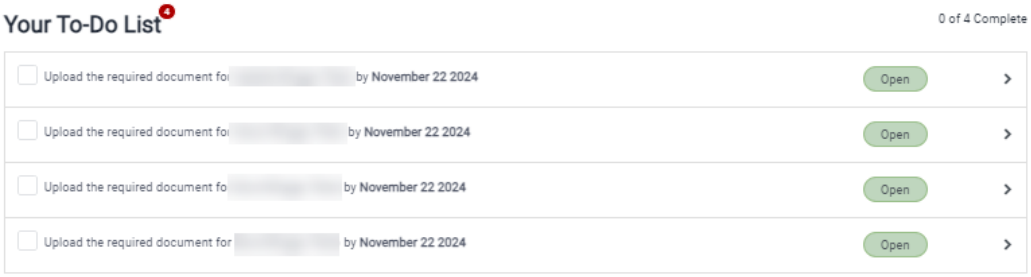
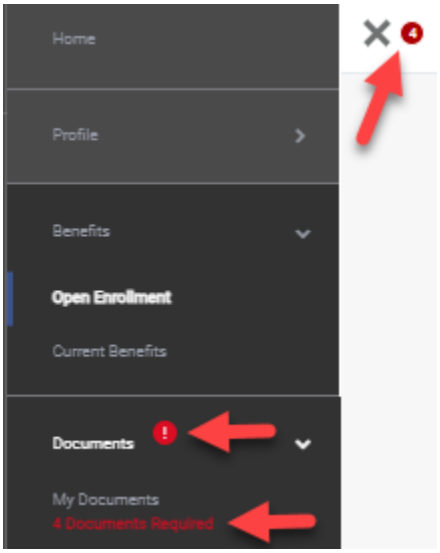
- If you are declining FSAs, keep the total amount at **$0.00** and click **Update Cart** to go to the next benefit offering, or click **Decline Coverage** and **Confirm Decline**
- Once you have made all your benefit selections click **Review and Checkout**
- This will bring you to a final review screen to review your selections, then click **Checkout**
- *You will be able to make any adjustments to your selections until your enrollment window ends, but make sure to submit any changes*
- Once complete, you will see the message below, you can choose the have your confirmation of enrollments sent to you via email by clicking Send by Email and input the email address you would like your confirmation sent to







Step 5: Provide Required Documents (If Applicable)

- *Required documents must be uploaded through the Manage My Benefits portal, or sent to the Benefits team via email (benefits@ecmc.edu)
- If you are enrolling dependents into coverage or you are enrolling into the Waiver Cash Payment you will be required to provide documentation
    - For legally married spouses you will be required to provide your **legal marriage certificate** and a second proof of relationship showing common responsibility such as:
        - The first page of your most recent tax filing
        - Utility bill
        - Mortgage
        - Car insurance
        - Bank account, ect.
    - For biological children provide the **birth certificate** listing yourself as a birth parent
    - For step children provide the **birth certificate** listing your legally married spouse as a birth parent
    - For adopted children provide the **adoption certificate**
    - For child you have guardianship of provide the **court order** listing you or your legally married spouse as the legal guardian
    - For Waiver Cash Payment enrollment complete the **Waiver Cash Payment Attestation** document, this document is digitially signable and will be submitted directly to the benefits@ecmc.edu inbox
        - For Family Waiver Cash Payment, proof of your dependents: a legal marriage certificate is required for legally married spouse and/or a birth certificate for each dependent child