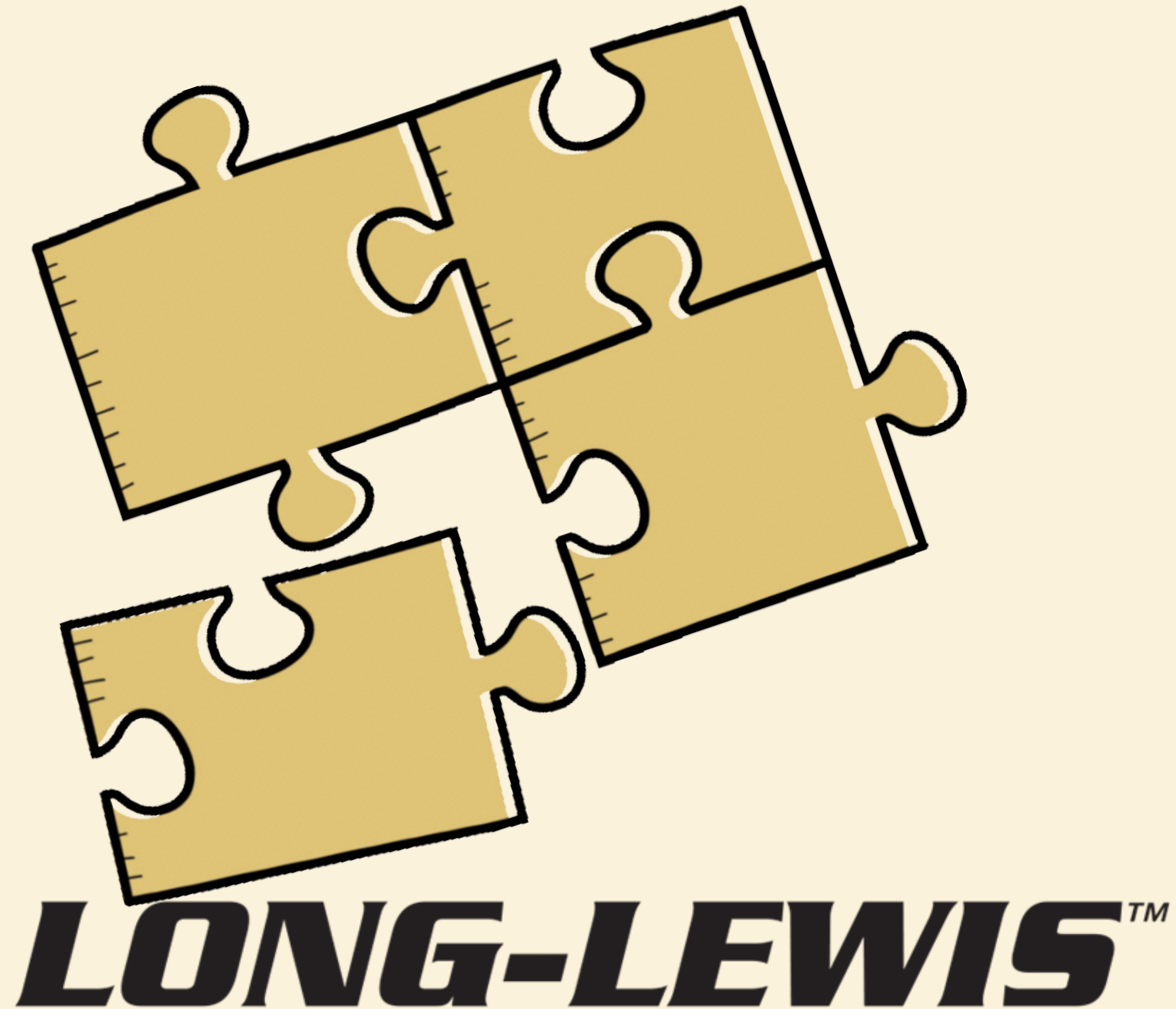
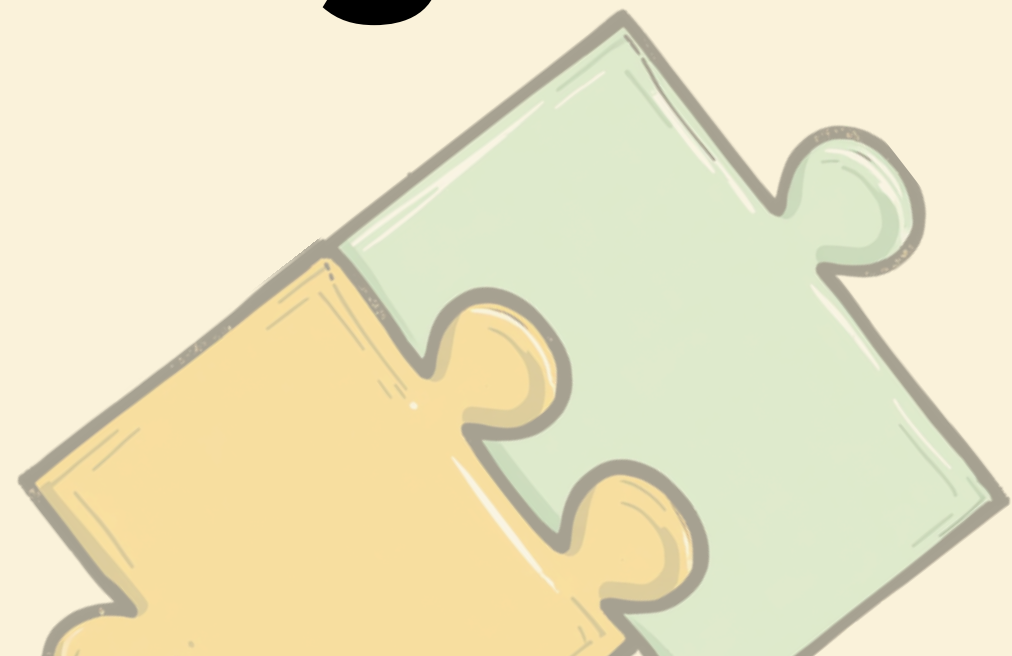


**Benefits
Enrollment:
Your Benefits,
Your Puzzle -
Let's Put It
Together**



MEET THE BENEFITS TEAM:



DIANNA STEPP

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Human Resources Generalist

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Once you log in to your UKG account, you can make your selections by following the steps below:

1

On the left-hand side, scroll down and click on “Benefits” and “Classic Benefits.”

- Pay
- My profile
 - Personal details
 - Employment info
 - Documents
- Communications
- Career & development
- Benefits**
- Classic benefits**

2

Click “Life Events” and “Qualifying Life Event.”

Your benefits

- Benefits summary
- Beneficiaries and dependents
- Life events**

Description


Qualifying Life Event

3 You will see “About this Life Event.”
Click “Next” in the upper right-hand corner.





About this life event

Life Event Effective Date 03/23/2026
What was the reason? • **LifeEvent-Hire**

**4**
You are now on the “Verify Beneficiary & Dependent Information”

You will need the **SSN** and **DOB** of all Dependents before continuing.


5

SSN  ***-**-****	DOB 
--	---

Have this information available for all dependents before proceeding.

6
Select a beneficiary to assign to your **Basic Life Insurance** policy.

Basic Life Insurance
Select a Beneficiary
Jane Doe (Spouse) v



i If your beneficiary is not listed, you may add them during this process.

7



Select a beneficiary to assign to your **Basic Life Insurance** policy.

Basic Life Insurance

Select a Beneficiary

Jane Doe (Spouse) ▼



i If your beneficiary is not listed, you may add them during this process.

8

To assign beneficiary:

- 1 Select the name.
- 2 Click "Edit."
- 3 Edit the information, as needed.
- 3 Select "Save."

To add a dependent not listed:

- 1 Select add (blue (+) sign button).
- 2 Enter information.
- 4 Select "Save."



Stepp, Dianna

- Beneficiary
- Dependent
- Emergency contact



add

9

Continue through the remaining enrollment screens to review and confirm your benefit selections.



10

Review your elections, then submit to complete your enrollment.



Submit

Need Assistance?

Email: AG.Benefits@longlewis.net



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