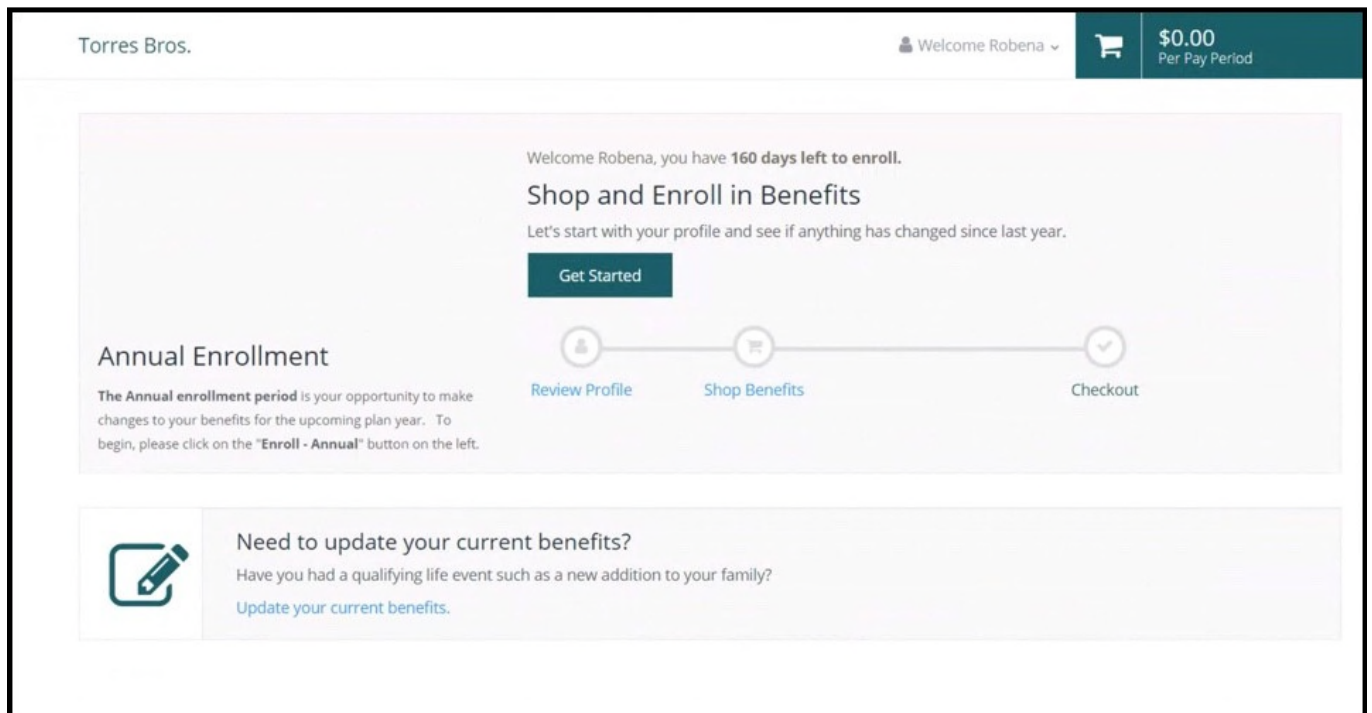


# Welcome to Your Employee Benefits Enrollment Site!

## Login Page

Go to <https://ew44.ultipro.com/default.aspx> with your employee specific username and password.

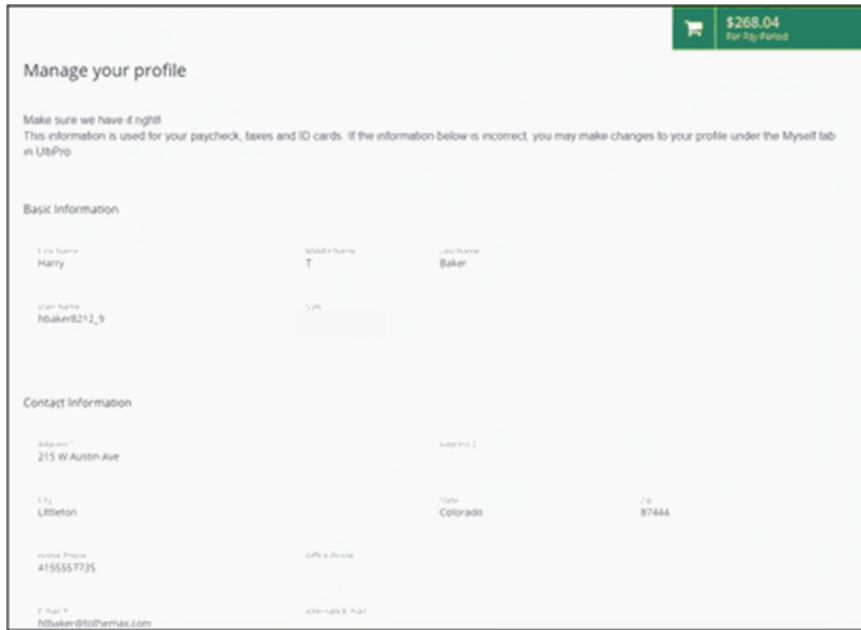
From the **Home** page, you can view the number of days you have left to enroll in benefit plans available to you.



The screenshot shows the home page of the employee benefits enrollment site. At the top left, the company name "Torres Bros." is displayed. At the top right, there is a user greeting "Welcome Robena" with a dropdown arrow, a shopping cart icon, and a balance of "\$0.00 Per Pay Period". The main content area features a welcome message: "Welcome Robena, you have 160 days left to enroll." Below this is the heading "Shop and Enroll in Benefits" and a sub-heading "Let's start with your profile and see if anything has changed since last year." A prominent "Get Started" button is centered. A progress bar below the button shows three steps: "Review Profile" (with a person icon), "Shop Benefits" (with a shopping cart icon), and "Checkout" (with a checkmark icon). On the left side, there is a section titled "Annual Enrollment" with a sub-heading "The Annual enrollment period is your opportunity to make changes to your benefits for the upcoming plan year. To begin, please click on the 'Enroll - Annual' button on the left." At the bottom, there is a call-to-action box with a pencil icon, asking "Need to update your current benefits?" and "Have you had a qualifying life event such as a new addition to your family?" with a link to "Update your current benefits."

### Navigation: Menu > Myself > Benefits > Manage My Benefits

1. Select **Get Started** to begin the benefits selections process. The **My Profile** page appears.
2. From the **My Profile** page, review and verify that all of your profile information is correct.



### 3. Scroll to the bottom of the page and select **Next: Review My Family**.

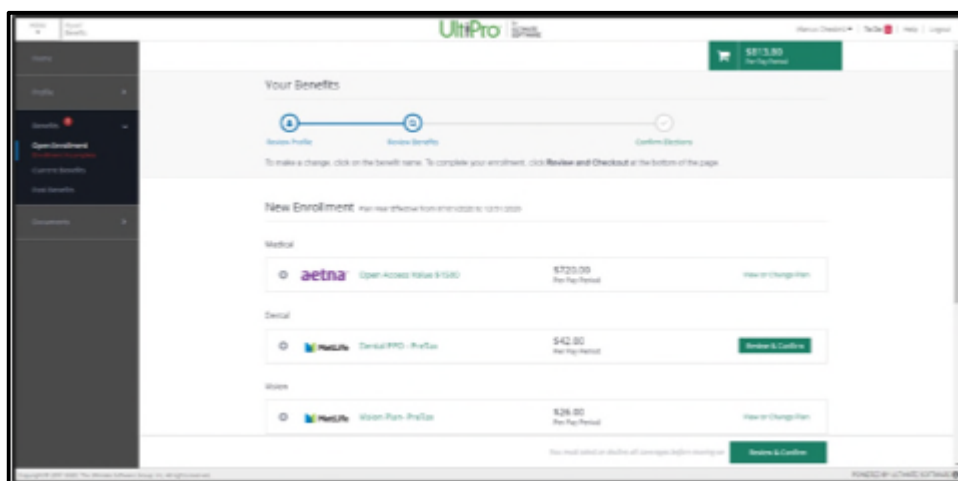
- The **Dependent Information** page appears.

At the **Current Family Members** section, you can:

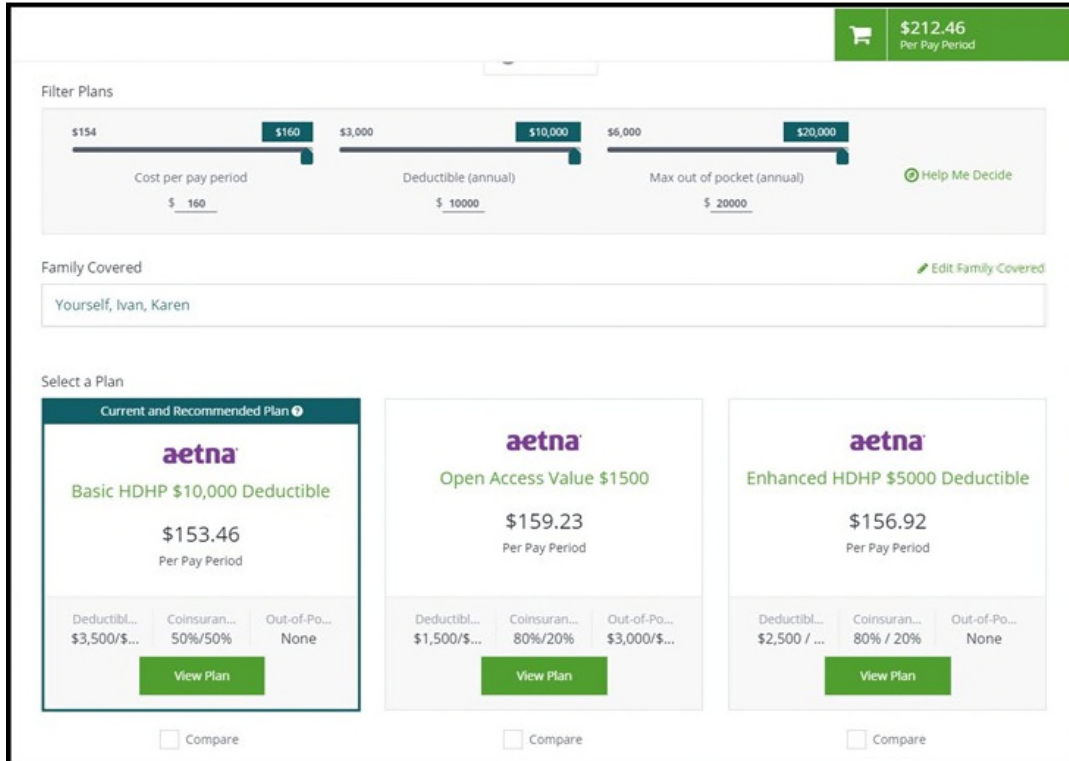
- Review or edit the dependent information on file for current family members.
- Remove a family member from receiving benefits through your plan.
- Add a family member as a dependent.

### 4. Select **Next: Shop for Benefits**

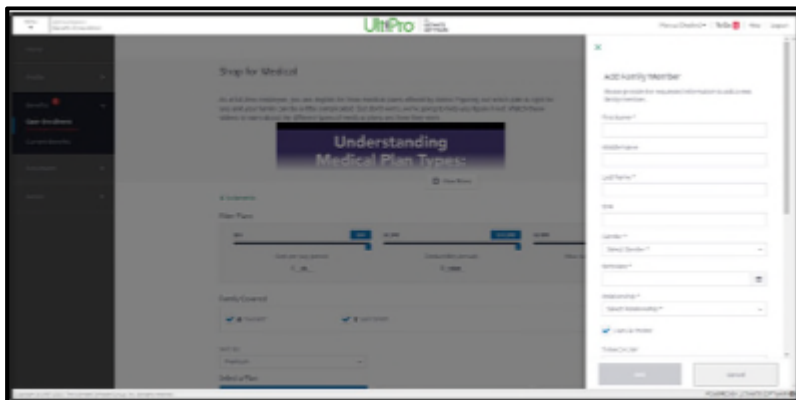
The **Current Benefit Elections** page appears.



In the **New Enrollment** section, select the **Shop Plans** button for each of the benefit plans available to you (for example, Medical, Dental, Vision) as applicable. The **Shop for Plan** page appears.



Additional information for the selected benefit type appears. Select **View More** to expand the information. Additional content, when available, provides additional general information. In order to add a family member directly from the plan page, select Add Family Member link. A card appears on the right-hand side of the page.



**Note** When adding a family member, the change only applies to the selected coverage. However, the family member is available for selection, if applicable, on other coverages. For example, if you select a family member while viewing the medical plan, this election does not automatically

apply to your dental plan. Regardless, you can select the added family member to the dental plan by following the same process.

- Enter the family member's First Name, Middle Name, Last Name and SSN.
- Select Gender from the drop-down list.
- Enter the birth date.
- Select relationship form drop-down list.

**Note** Additional information may be required. Complete as applicable.

Select **Add**. The family member appears in the Family Covered section.

Shop for a benefit plan by viewing available plans in the **Filter Plans** section. View plans by:

- Adjusting the available filters to view the benefit plans available to you that match the filtered criteria.
- Selecting **Help Me Decide** to navigate through questions to help you select a benefit plan. This feature is only available when you have three or more benefit plans available for selection.

**Note** For benefits that require a beneficiary, select one or more Primary Beneficiaries. A beneficiary can be a current dependent or you can add a new beneficiary, as needed. The total allocation amount for Primary Beneficiaries must add up to 100%.

When you have the choice of more than one plan, each plan displays on a separate card that summarizes key parts of the plan.

Select a plan to view details, such as coverage levels and per pay period amounts and to access benefits and coverage information.

Check the **Compare** box below two or more benefit plans to review the details of the selected plans.

Open Access Value \$1500 Basic HDHP \$10,000 Deductible **Compare (2)**

Select a Plan

Current Plan	Recommended Plan	aetna
<b>KAISER PERMANENTE</b> Open Access Value \$1500 \$159.23 Per Pay Period	<b>Cigna</b> Basic HDHP \$10,000 Deductible \$153.46 Per Pay Period	<b>Enhanced HDHP \$5000 Deductible</b> \$156.92 Per Pay Period
Deductibl... \$1,500/\$... Coinsuran... 80%/20% Out-of-Po... \$3,000/\$...	Deductibl... \$3,500/\$... Coinsuran... 50%/50% Out-of-Po... None	Deductibl... \$2,500 / ... Coinsuran... 80% / 20% Out-of-Po... None
<a href="#">View Plan</a>	<a href="#">View Plan</a>	<a href="#">View Plan</a>
<input checked="" type="checkbox"/> Compare	<input checked="" type="checkbox"/> Compare	<input type="checkbox"/> Compare

Select **Compare**. The **Compare Plan Benefits** page displays the selected plans. Select **View Plan** to review a plan in more detail.

From the selected plan details page, select **Update Cart** to add a benefit plan to your Open Enrollment cart. You must select or decline all coverages to complete the Open Enrollment process.

**\$168.23**  
Per Pay Period

Basic Life

**MetLife** Basic Employee Life [Change Plan](#)

Voluntary Life

Coverage Declined [Change Plan](#)

Voluntary AD&D

Coverage Declined [Change Plan](#)

Basic Short Term Disability

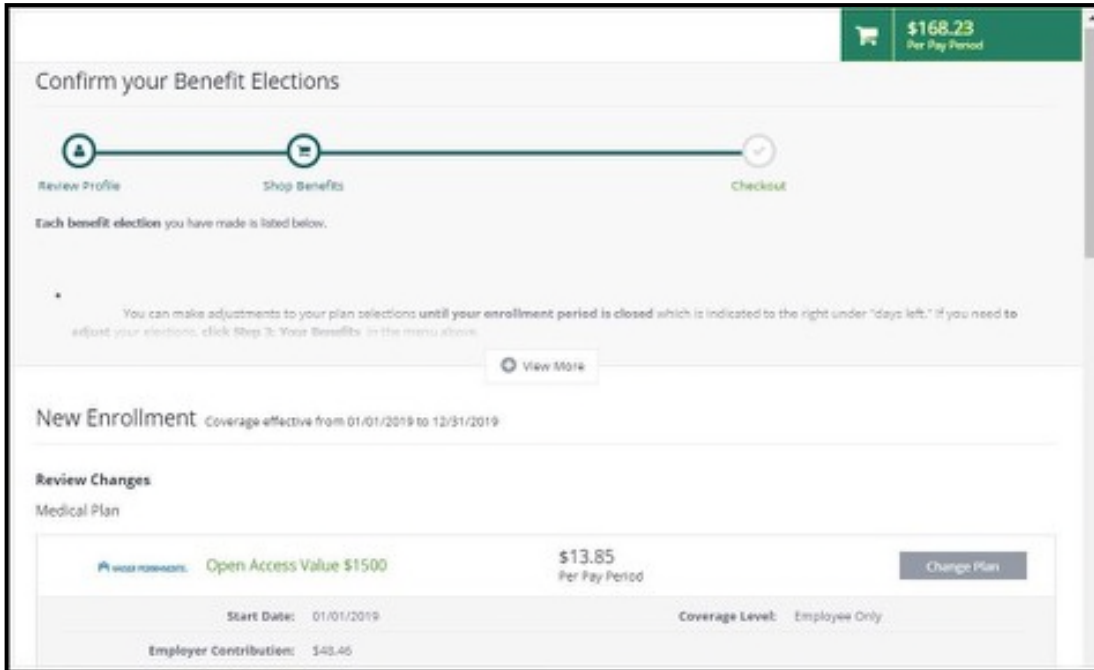
**Cigna** Short Term Disability [Change Plan](#)

Employer Contribution \$344.72  
Your Cost Per Pay Period \$168.23

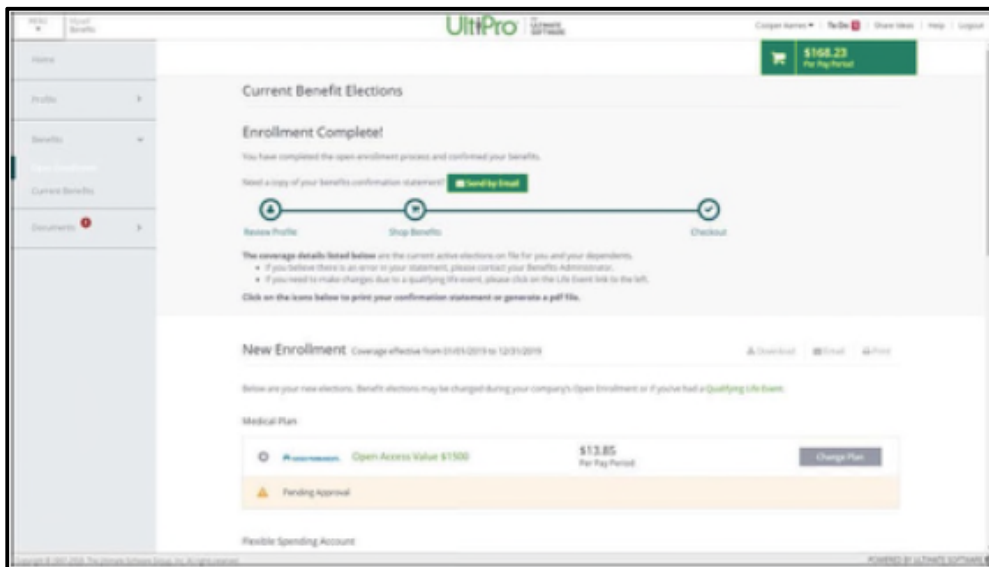
[Review and Checkout](#)

You must select or decline all coverages before moving on

5. From the **Current Benefits Elections** page, select **Review and Checkout**. The **Confirm Your Benefit Elections** page appears. Each benefit election you selected is listed.



Select **Checkout** to confirm benefit plan selections. The **Enrollment Complete** page displays your benefit enrollment information.



6. From the **Documents** menu, select **My Documents** to review documents regarding your benefits or any documents required for benefit enrollment. When documents are required, a red exclamation mark displays next to the **Documents** menu

