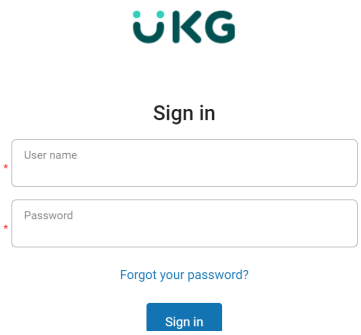
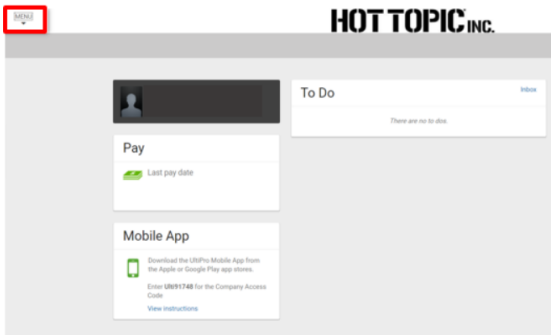
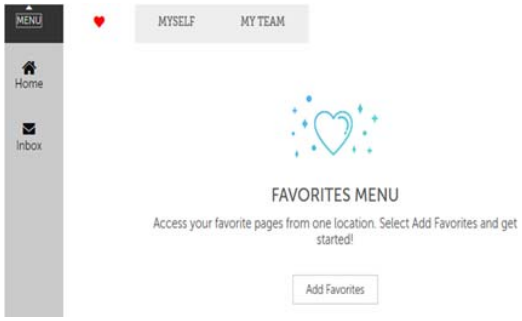
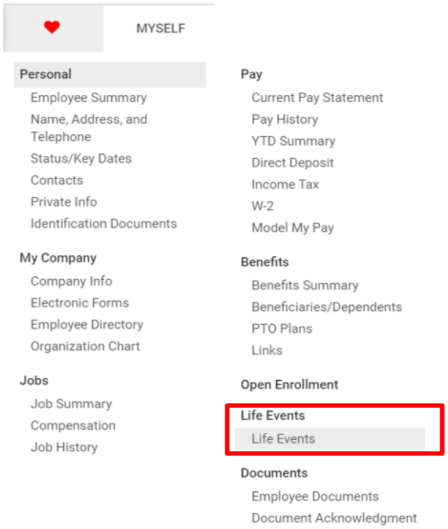
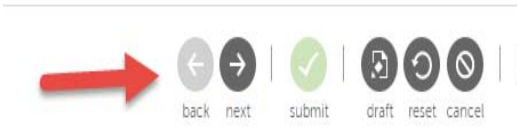
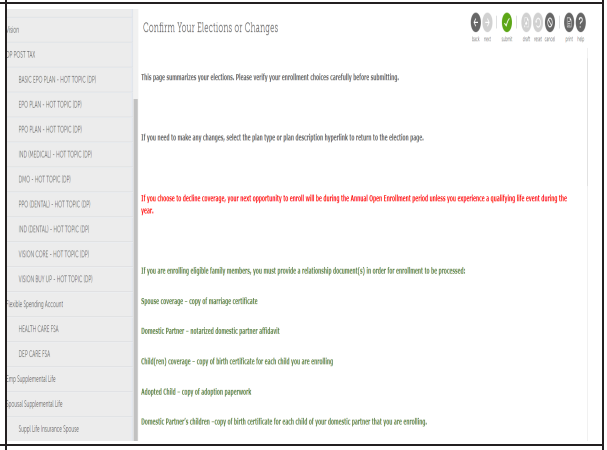
UKG EMPLOYEE GUIDE – Enrolling in Benefits

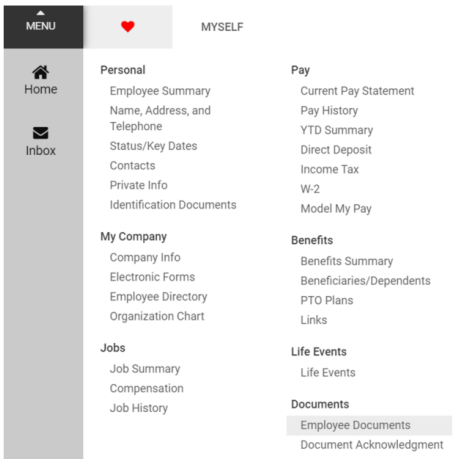
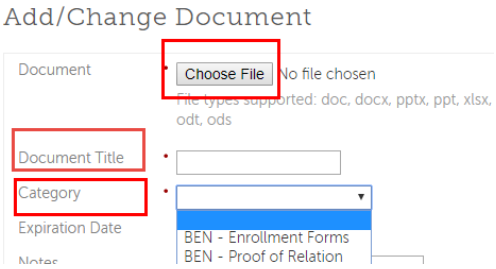
LOG INTO TO EMPLOYE SELF SERVICE		
Step	Action	Example
1	▪ Log into your account by accessing employee self-service at the store OR Access your account using your home computer https://n32.ultipro.com/Login.aspx. Company Code - Ulti91748 *NOTE – If you need <u>help accessing your profile</u> email Helpdesk@hottopic.com with your employee number Desktop version is recommended for enrollment*	
2	▪ Your home screen will appear . Click Menu at the top left corner of your profile home page.	
3	▪ Once you click on Menu. Your favorites will appear.	

Enrolling in Benefits

Step	Action	Example
1	▪ Hover over MYSELF to reveal your available options. ▪ Select Life Events.	
2	Choose from the following life events that best describes your enrollment from the description column. **Newly promoted** **New Hire 2021**	New Hire 2021 (Hot Topic) New Hire with Domestic Partner-Hot Topic Newly promoted (Hot Topic)
3	Clicking on a life event starts the enrollment process. Navigation icons are shown at the top of the page: o Next – move to next screen o Submit – select when you have finished the Draft – save your enrollment elections and log back in later to complete/submit. Reset – clears all of your entries and start over. Print – print your enrollment confirmation page once enrollment process. ▪ **Click next to move to the next screen after every page**	

Enrolling in Benefits		
Step	Action	Example
4	▪ Review all of your enrollment elections. ▪ If changes are needed, select the plan from the grey menu on the left side of the screen. ▪ Select draft to save your information to log back in at a later date to submit/finalize your elections. ▪ Select submit to finalize your elections. **<u>No changes can be made after you select submit.</u>** ▪ Print a copy of your elections for your records. ▪ Select close. ▪ Check your personal e-mail is up to date, this will be our benefits department main form of contact concerning your benefits.	
5	▪ If you enrolled family members in any of the benefit plans, go to the section labeled Upload Documents on the next page, page 4 to complete your enrollment process. ▪ *NOTE –The benefits department must receive Proof of relationship documents for your covered family members. Family members will be removed from coverage if proof of relationship documents are not received.*	UKG Our purpose is people

UPLOAD DOCUMENTS – PROOF OF RELATIONSHIP

Step	Action	
1	▪ Select Myself-->Employee Documents to begin the process. ▪ You will need to upload proof of relationship documents such as: marriage certificate; domestic partner declaration; birth certificates for your children or the children of your domestic partner; or adoption paperwork. Legal guardianship documentation can also be accepted where applicable.	
2	▪ Select the “add” button 	
3	▪ In the Choose File drop down, choose the type of file you will be uploading that contains your relationship documentation. ▪ In the document title box: o Type the first name of the family member followed by o The type of document you are uploading (e.g. birth certificate, or marriage cert, or partner affidavit for the family member ▪ In the Category drop down, select BEN- Proof of Relationship ▪ Select Save at the top of the screen. Repeat process for each family member. ▪ Once all documents are uploaded, log out of self service.