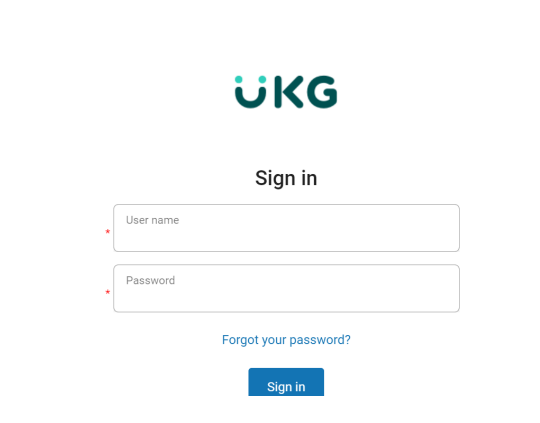
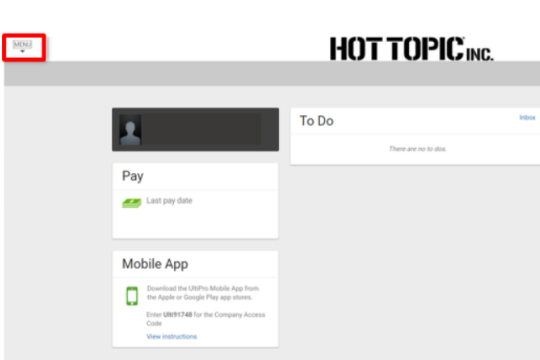
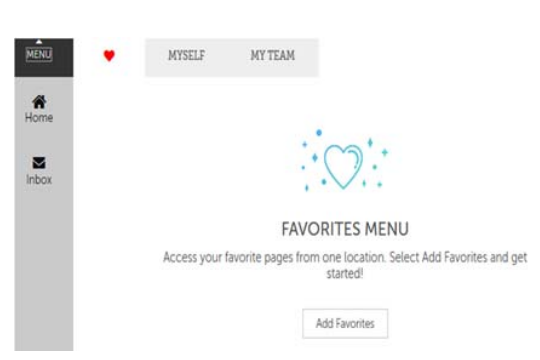
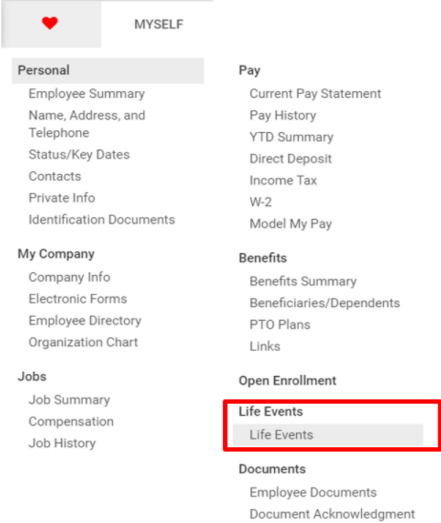

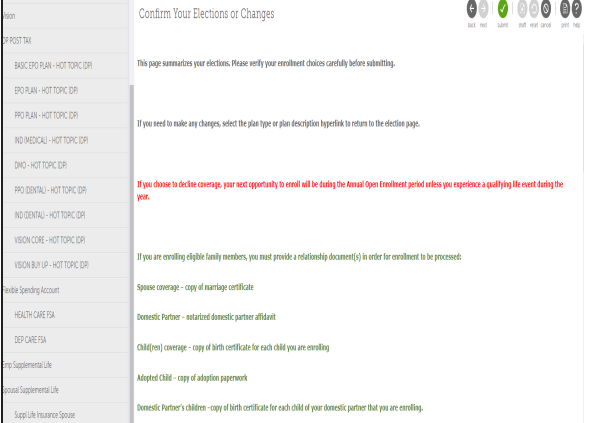



LOG INTO TO EMPLOYE SELF SERVICE		
Step	Action	Example
1	<ul style="list-style-type: none"> <li>Log into your account by accessing employee self-service at the store OR Access your account using your home computer</li> </ul> <p>https://n32.ultipro.com/Login.aspx.</p> <p>Company Code - Ulti91748</p> <p><i>NOTE – If you need <u>help accessing your profile</u> email <a href="mailto:Helpdesk@hottopic.com">Helpdesk@hottopic.com</a> with your employee number Desktop version is recommended for enrollment</i></p>	 <p>The screenshot shows the UKG login interface. At the top is the UKG logo. Below it is the text 'Sign in'. There are two input fields: 'User name' and 'Password'. Below the password field is a link for 'Forgot your password?' and a blue 'Sign in' button.</p>
2	<ul style="list-style-type: none"> <li>Your home screen will appear . Click Menu at the top left corner of your profile home page.</li> </ul>	 <p>The screenshot shows the employee's profile home page. At the top left, a 'MENU' button is highlighted with a red box. The page includes a 'To Do' section with 'There are no to do's', a 'Pay' section with 'Last pay date', and a 'Mobile App' section with instructions to download the app and enter the company access code 'Ulti91748'.</p>
3	<ul style="list-style-type: none"> <li>Once you click on Menu. Your favorites will appear.</li> </ul>	 <p>The screenshot shows the 'FAVORITES MENU' after clicking the menu button. It features a vertical sidebar with 'Home' and 'Inbox' options. The main content area has 'MYSELF' and 'MY TEAM' tabs, a heart icon, and the text 'FAVORITES MENU' with the instruction 'Access your favorite pages from one location. Select Add Favorites and get started!' and an 'Add Favorites' button.</p>

Enrolling in Benefits		
Step	Action	Example
1	<ul style="list-style-type: none"> <li>Hover over MYSELF to reveal your available options.</li> <li>Select Life Events.</li> </ul>	 <p>The screenshot shows a user profile page titled 'MYSELF'. It features a navigation menu with categories: Personal, My Company, Jobs, Pay, Benefits, Open Enrollment, and Documents. The 'Life Events' option under 'Open Enrollment' is highlighted with a red rectangular box.</p>
2	<p>Choose from the following life events that best describes your enrollment from the description column.</p> <p><b>Newly promoted</b></p> <p><b>New Hire 2021</b></p>	<p>New Hire 2021 (Hot Topic)            New Hire with Domestic Partner-Hot Topic            Newly promoted (Hot Topic)</p>
3	<p>Clicking on a life event starts the enrollment process. Navigation icons are shown at the top of the page:</p> <ul style="list-style-type: none"> <li>Next – move to next screen</li> <li>Submit – select when you have finished the</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>Click next to move to the next screen after every page</li> </ul>	 <p>The image shows a set of navigation icons. A large red arrow points to the right. Below it are six circular icons: a left arrow (back), a right arrow (next), a green checkmark (submit), a document icon (draft), a circular arrow (reset), and a crossed-out circle (cancel).</p>

Enrolling in Benefits		
Step	Action	Example
4	<ul style="list-style-type: none"> <li>Review all of your enrollment elections.</li> <li>If changes are needed, select the plan from the grey menu on the left side of the screen.</li> <li>Select draft to save your information to log back in at a later date to submit/finalize your elections.</li> <li>Select submit to finalize your elections. <b><u>No changes can be made after you select submit.</u></b></li> <li>Print a copy of your elections for your records.</li> <li>Select close.</li> <li>Check your personal e-mail is up to date, this will be our benefits department main form of contact concerning your benefits.</li> </ul>	
5	<ul style="list-style-type: none"> <li><b>If you enrolled family members</b> in any of the benefit plans, go to the section labeled Upload Documents on the next page, page 4 to complete your enrollment process.</li> <li><i>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.</i></li> </ul>	

UPLOAD DOCUMENTS – PROOF OF RELATIONSHIP		
Step	Action	
1	<ul style="list-style-type: none"> <li>Select Myself--&gt;Employee Documents to begin the process.</li> <li>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.</li> </ul>	
2	<ul style="list-style-type: none"> <li>Select the “add” button</li> </ul>	
3	<ul style="list-style-type: none"> <li>In the Choose File drop down, choose the type of file you will be uploading that contains your relationship documentation.</li> <li>In the document title box:               <ul style="list-style-type: none"> <li>Type the first name of the family member followed by</li> <li>The type of document you are uploading (e.g. birth certificate, or marriage cert, or partner affidavit for the family member)</li> </ul> </li> <li>In the Category drop down, select BEN- Proof of Relationship</li> <li>Select Save at the top of the screen. Repeat process for each family member.</li> <li>Once all documents are uploaded, log out of self service.</li> </ul>	