HOW TO NAVIGATE THE KRONOS BENEFITS CENTER

LOGIN TO "UKG READY" TO UPDATE YOUR CONTACT INFORMATION IF YOU HAVE NOT ALREADY DONE SO.

NOTE: SCAN THE QR CODE TO THE RIGHT WITH YOUR MOBILE PHONE.

If you have any questions or trouble logging in, please contact your HR Department.

ONCE LOGGED INTO UKG:

STEP 1: To verify your information, go to:
- A valid email address is required to complete Open Enrollment.
- Go to **'Main > My Account > My Profile > Personal Information.'**
- To submit updates, go to **'My HR > HR Actions > ESS - Personal Information, Update'** complete the form and click on the blue **'Submit'** button.

STEP 2: Return to the main screen to go to the Kronos Benefit Center.
- Click on **'Main > My Account. Kronos Benefit Center'** to open your Single Sign-On (SSO) access.

STEP 3: Choose **'Open Enrollment,'** then **'Shop & Enroll in Benefits"** by selecting the orange button **'Get Started.'**

STEP 4: Select the orange button **'Next: Review my Family.'**

STEP 5: Some benefits will be **'Pending Approval'** from SFI Benefits Administrator.

Medical

UMR Medical Plan 1 - SMI
⚠ Pending Approval
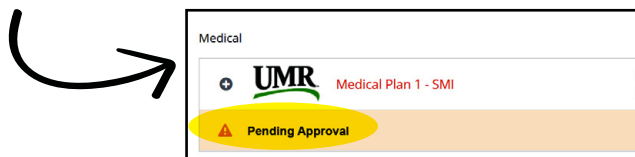
STEP 6: Make your benefit election for each plan starting with Medical benefits and ending with the 401(k).

- *Note: You will only be acknowledging the 401(k). To enroll, use the Fidelity link provided within the enrollment message box.*

STEP 7: For each Benefit Plan, you must complete the 'Shop Plan' to make an election to 'enroll' or choose 'waive participation.'

STEP 8: Complete your beneficiary Information.

STEP 9: You **MUST** complete the 🛒 Review & Checkout step to submit any Open Enrollment changes.

STEP 10: You **MUST** upload any pending Required Documents.

STEP 11: For Voluntary Life (VTL) coverage, you must submit Evidence of Insurability (EOI) to Prudential for any amounts over guaranteed issue.

NOTE: YOU MAY BE REQUIRED TO PROVIDE SUPPORTING DOCUMENTATION FOR DEPENDENT COVERAGE AFTER CHECKOUT.