



Enrolling for Benefits and Life Event Changes Enrollment Instructions & FAQ's

Welcome to SCAN Employee Benefits Enrollment! The following information will assist you with completing your new hire enrollment and making a life event change. Please be sure to complete your enrollment by the deadline date.

How to enroll for benefits or submit life event changes

- Using Chrome as your browser, log into [Employee Central](#) select Menu/Myself/Manage My Benefits to access the enrollment system.
NOTE: you can access the system 24 hours a day 7 days a week from either your SCAN or personal computer. Use link <https://ew11.ultipro.com/> if access from your personal computer.
- Make your selections and click the final check out button to complete your enrollment.
- If you are adding dependents to your benefits, be sure to upload the required supporting dependent documentation as indicated, instructions for uploading documentation are provided in the enrollment system.
- Print a copy of your confirmation statement for your record.

Frequently Asked Questions

Q: When are my new hire benefits effective?

A: Your new hire benefits are effective on the first of the month following your hire date.

Q: How long do I have to complete my enrollment process?

A: You have 30 days from your hire date to complete your on-line enrollment, after the 30 days your enrollment window will close and if you have not made any elections, you will be considered as waiving your enrollment.

Q: Can I make changes to my benefits during the year?

A: If you do not enroll for benefits when you are initially eligible, your next opportunity to enroll for coverage will be during the annual open enrollment which is in October and your changes would be effective on January 1st of the following year.

if you experience a qualified life event you have 30 days from the date of your life event to make changes to your benefits with SCAN.

Questions?

**Send an email to [Employee Benefits](#) or contact
Human Resources, Stephanie Taylor-Willis x1847**