

How to enroll for employee benefits

Step 1: Log into UKG:

<https://employeecentral.scanhealthplan.com/>

or from your personal computer use link:

<https://ew11.ultipro.com/>

Step 2: From your Home page, select Myself in the left navigation bar.

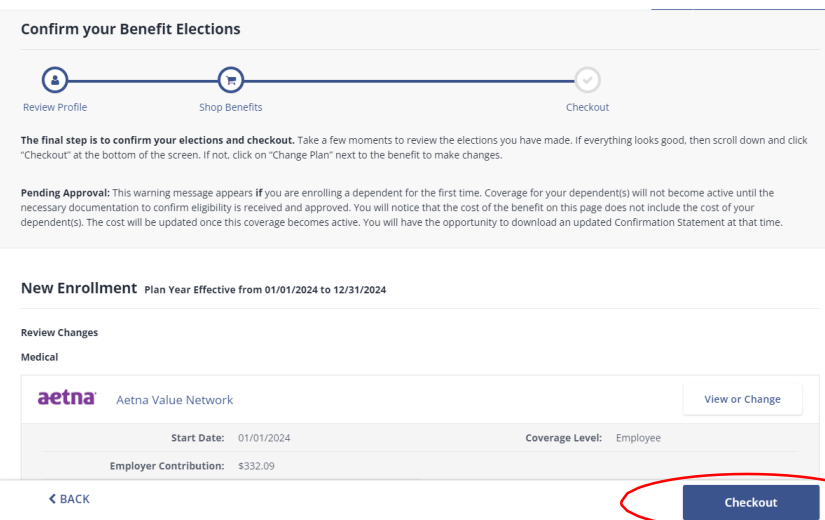
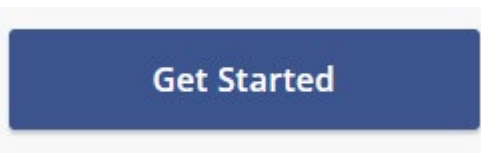
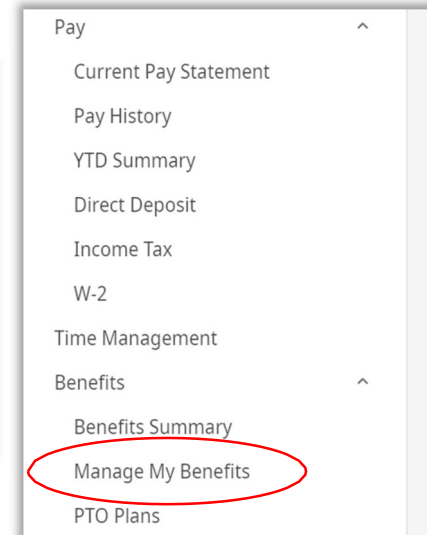
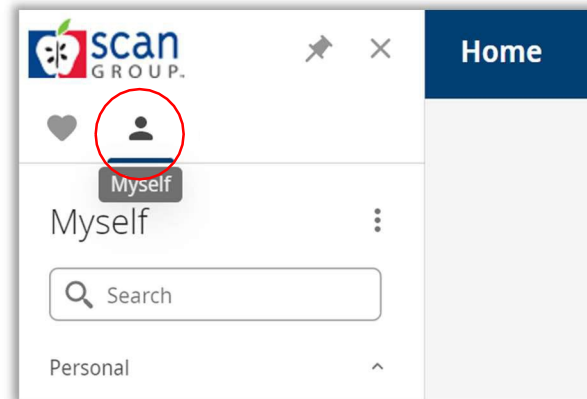
Step 3: Scroll down to 'Benefits' and select 'Manage My Benefits'

Step 4: Click on the 'Get Started' button and follow the prompts to update your benefit elections.

NOTE:

- **Adding dependents:** You will be prompted to review information for your family members. If you are adding new dependents, they must be added to your profile first.
- **Removing dependents:** If you remove any dependents from your profile, you must navigate through the enrollment process to remove them from each line of coverage. Removing them from your profile will not automatically remove them from your benefits.

Step 5: After you have made your changes, be sure to click the final check out button.



Step 6: You will see 'Enrollment Complete!' when your elections are saved.

NOTE:

- Download, email, or print a copy of your confirmation statement.
- If you have pending enrollments for dependents or life insurance elections, the bi-weekly rates on your confirmation statement will not reflect these elections.

Important! Dependent Verification

- Newly added dependents must be verified for eligibility. Be sure to upload the required supporting dependent documentation within 14 days of enrolling.
- Instructions for uploading documentation are provided at the end of your enrollment.
- If you do not submit documentation in time, coverage for newly added dependents will not go into effect.

Enrollment Complete!

You have completed the open enrollment process and confirmed your benefits.

Need a copy of your benefits confirmation statement? [Send by Email](#)



Click on the Download, Email, or Print icons to the right in order to obtain your Confirmation Statement.

Your To-Do List ¹

0 of 1 Complete

Answer a few short health questions to complete your application for Hartford benefits. >

New Enrollment Plan Year Effective from 01/01/2024 to 12/31/2024

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