



2022 Employee Benefits Open Enrollment Enrollment Instructions & FAQ's

October 18th – October 31st

Welcome to Employee Benefits Open Enrollment! The following information will assist you with completing your open enrollment changes. Please be sure to complete your enrollment changes for 2022 by the deadline date.

How to complete your 2022 OE 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 changes and select the final check out button to complete your updates.
- If you are adding new dependents to your benefits, be sure to upload the required supporting dependent documentation as indicated, instructions for uploading documentation is provided in the enrollment system.
- Print a copy of your confirmation statement for your record.

Frequently Asked Questions

Q: I don't want to make any changes to my benefits for 2022; do I need to do anything?

A: No, if you are not currently enrolled in the Health Savings or Flexible Spending Accounts and you do not wish to enroll for 2022, you do not have to do anything and your current benefits will automatically roll over to 2022.

Q: If I am enrolled in the Health Savings or Flexible Spending Accounts, will I need to re-elect participation for 2022?

A: Yes, enrollment in the Health Savings Account, Healthcare Flexible Spending Account, Limited Purpose Flexible Spending Account and the Dependent Care Flexible Spending Account will end on 12/31/2021 and if you wish to contribute to these account for 2022, you will need to enroll during open enrollment.

Q: Where can I view the benefits that are offered and a copy of the plan summaries?

A: All benefits can be viewed on the new SCAN Benefits website from the menu dropdown. A copy of the plan summaries are available under the Resources tab on the SCAN Benefits website as well as under the Documents section in the enrollment system.

Questions?

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