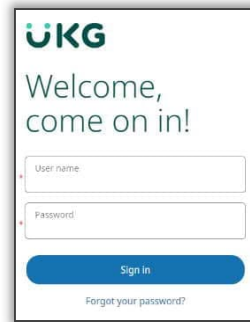


UPDATING BENEFICIARIES IN UKG

Accessing UKG

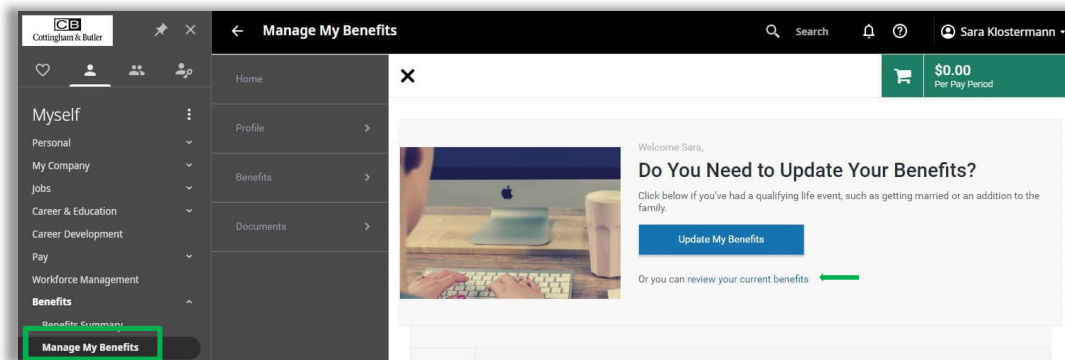
- URL: <https://nw16.ultipro.com/Login.aspx>
- Username: Company Email
- Password: Current Password
- Logging in requires **2-factor authentication**. You will select to receive a code via text, voice or to your email that is required to access your account.



Benefits Drop-Down

Manage My Benefits

Select “review your current benefits” to ensure the beneficiaries for both company provided basic life insurance and voluntary life insurance in UKG are an accurate reflection of your intended beneficiaries.



- Navigate to the “profile” section of Manage My Benefits
 - Profile= your basic information, personal information, and contact information
 - My Family= Any one included on your benefits, including your spouse
 - Beneficiary = A person(s) you name to receive benefits in the event of death
 - Select the “my beneficiaries” tab to navigate the beneficiaries section of the system
- Select the “+” icon to the left of applicable benefits to view current beneficiaries and/or dependents
- To edit, select “+” and then “Edit Beneficiaries” or “Add Beneficiary”
 - You must have an allocation total of 100% for your primary beneficiarie(s)
 - The system will allow you to add secondary beneficiaries

