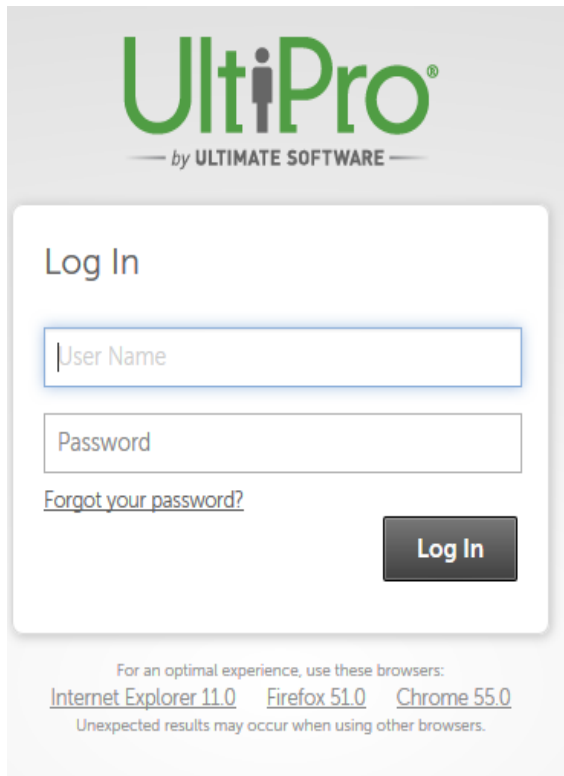


# Open Enrollment Instructions

## Enroll in Benefits



UltiPro<sup>®</sup>  
by ULTIMATE SOFTWARE

Log In

User Name

Password

[Forgot your password?](#)

Log In

For an optimal experience, use these browsers:  
[Internet Explorer 11.0](#) [Firefox 51.0](#) [Chrome 55.0](#)  
Unexpected results may occur when using other browsers.

### Login Page

To access your benefits, you will login into the [UltiPro](#) site with your designated username and password.

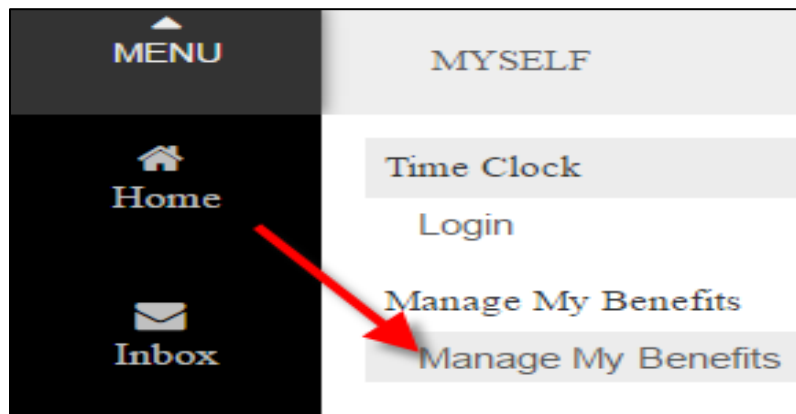
If this is your first time logging in, your User Name and Password are as follows:

- **Username** - type the first initial in your first name (upper case), the first 7 characters in your last name (first initial is uppercase), and the month and day of your birth (as four digits).

- **Password** - type the first initial in your first name (upper case), the first 7 characters in your last name (first initial is uppercase) and the last four digits of your social security number.

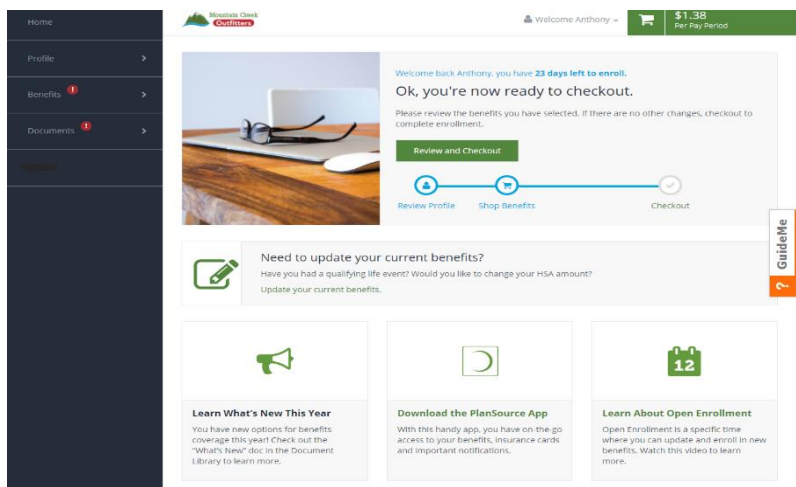
*Use capital letters where appropriate as the Username and Password are case sensitive. If you enter an incorrect password 3 or more times, the system will automatically be locked. You will need to contact [ultipropasswordresets@penquinrandomhouse.com](mailto:ultipropasswordresets@penquinrandomhouse.com) to reset your UltiPro password.*

- Once you log in for the first time you will be prompted to reset your password to one of your choosing.



### Accessing your Benefits

Once you have logged into UltiPro you can access your Benefits. To do this you will hover over the "Myself" tab and click on the "Manage My Benefits" link in order to access the Benefits Dashboard.



### The Enrollment Site

The benefits enrollment portal will then open in a separate screen for you to complete your enrollments.

# Open Enrollment Instructions

## Enroll in Benefits

Home | PL | Welcome Elizabeth | \$0 per pay period

### Review Your Profile

\* Indicates required field

**Basic Info**

First Name	Middle Name	Last Name
Natalee	Elizabeth	Jones

**Contact Info**

Address 1 *	Address 1	
15017 Emerald Coast Pkwy		
City *	State/Province *	Zip/Postal Code *
Destin	Florida	32540

### Profile

You'll be asked to review and update your profile and ensure that all information listed about yourself and your family members is correct.

Home | PL | Welcome Elizabeth | \$0 per pay period

### Shop for Medical

Figuring out which plan is right for you and your family can be a little complicated. But don't worry, we're going to help you figure it out. Watch these videos to learn about the different types of ...

Additional Content (3):

- Premiums, Deductibles, Copays and Out-of-Pocket Maximums
- What is In-and-Out-of-Network?
- What is Coinsurance?

View More

Please select family covered:

Yourself [Edit Family Covered](#)

**Filter Plans**

Max cost per pay period ⓘ \$500 | Max deductible (annual) ⓘ \$10,000 | Max out-of-pocket (annual) ⓘ None [Edit Preferences](#)

Sort by: Recommended | Select Carrier: --

Select a Plan

<b>aetna</b> HDHP \$5000 Deductible \$57.58 Cost per pay period Deductible: \$5,000   Copay: 80%   Coinsurance: 80%/20% <a href="#">View Plan</a>	<b>aetna</b> HDHP Select 70 - \$10,000 Deductible \$51.92 Cost per pay period Deductible: \$10,000   Copay: 70%   Coinsurance: 80%/20% <a href="#">View Plan</a>	<b>Cigna</b> Open Access Value \$1500 \$75.00 Cost per pay period Deductible: \$1,500   Copay: \$20/\$50   Coinsurance: 80%/20% <a href="#">View Plan</a>
<b>aetna</b> PPO \$500 Open Plan \$63.46 Cost per pay period Deductible: \$500   Copay: \$20/\$50   Coinsurance: 80%/20% <a href="#">View Plan</a>	<b>aetna</b> PPO \$1000 Open Plan \$68.49 Cost per pay period Deductible: \$1,000   Copay: \$20/\$50   Coinsurance: 80%/20% <a href="#">View Plan</a>	<b>aetna</b> PPO \$2000 Open Plan \$78.05 Cost per pay period Deductible: \$2,000   Copay: \$20/\$50   Coinsurance: 80%/20% <a href="#">View Plan</a>

[Decline Medical Benefits](#)

### Shop for Benefits

You can then begin shopping for benefits!

Educational material about the specific plan type is available at the top of the page.

### Filter

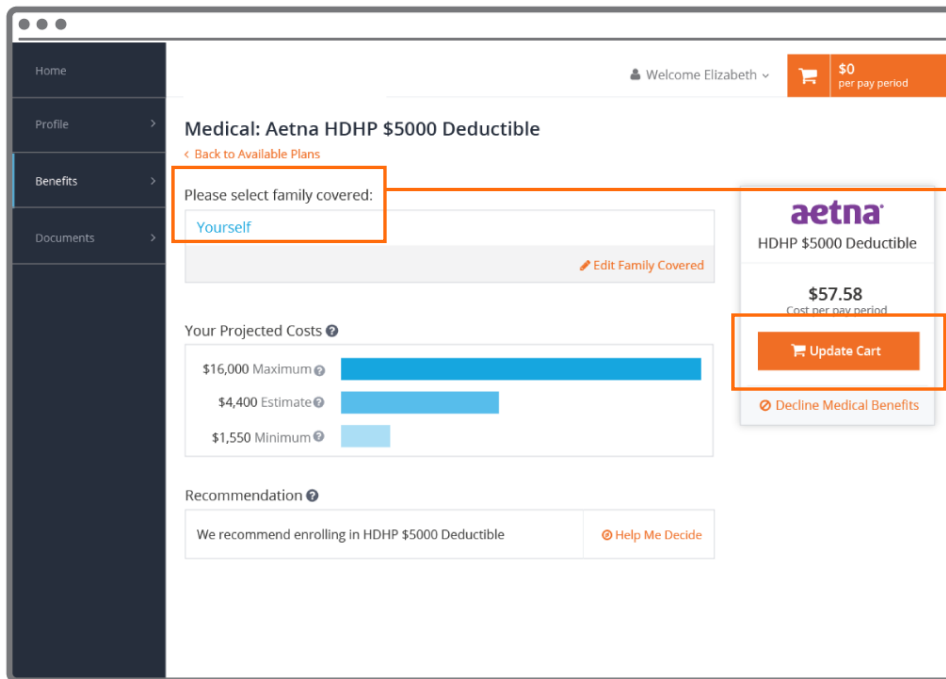
You'll be able to filter available plans based on a variety of criteria.

### Plan Overview

Plan choices are displayed on "cards", which provide a brief summary of what is included in the plan. Click "View Plan" within a card to get more detail.

# Open Enrollment Instructions

## Enroll in Benefits

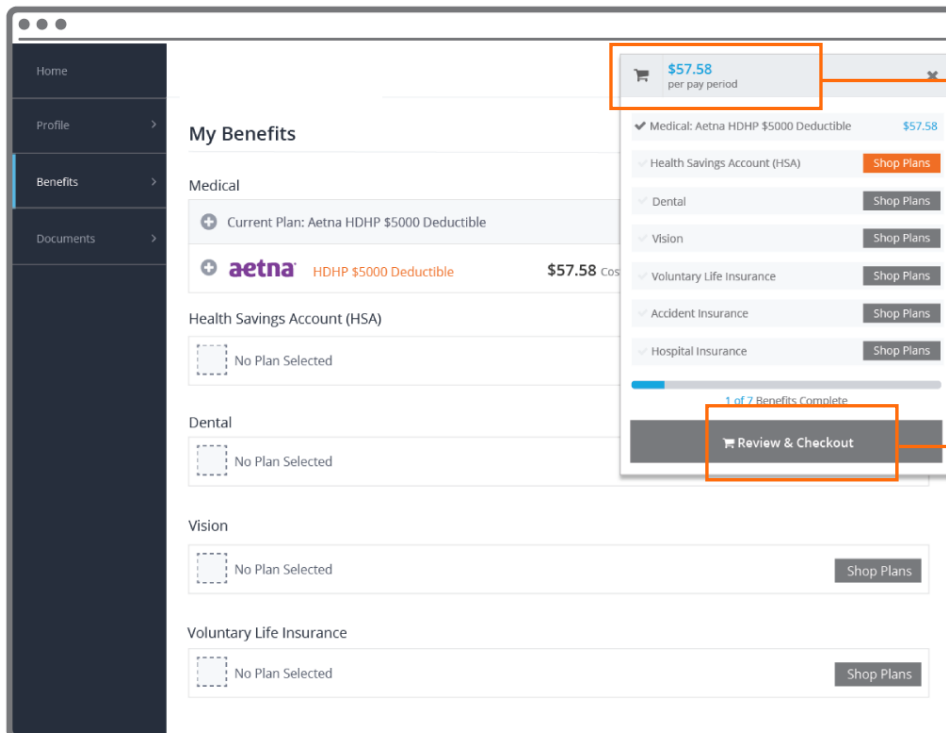


### Plan Details

The plan detail page will give you information about each plan, including deductible, cost per pay period and projected costs.

### Select Plan

To select a plan, indicate which family members are covered by clicking "edit family covered" and select each family member you'd like to be on the plan. Click "Update Cart" to choose the plan.



### Shopping Cart

The shopping cart displays a running total of your combined benefits costs and shows your progress. You will need to select or decline a plan in each benefit type before you can check out.

### Checkout

To finalize your choices, click "Review and Checkout." You must complete the checkout process in order to be enrolled in benefits.