UKG Open Enrollment Navigation Instructions

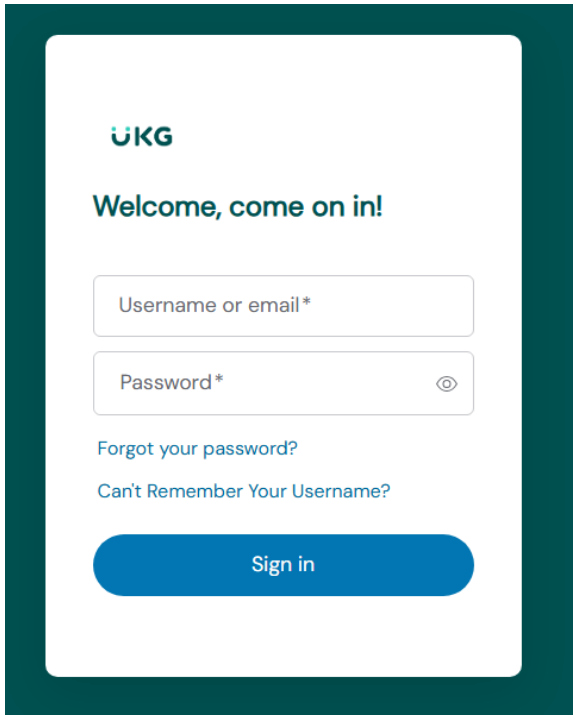
UKG Login Instructions

Access UKG from a Lifetime computer:

- Open Google Chrome (Green Chrome not Red Chrome)
- Select the UKG link from the Intralife home page.

Access UKG from a home computer:

- Open your browser and go to https://lifetime-dl.ultipro.com

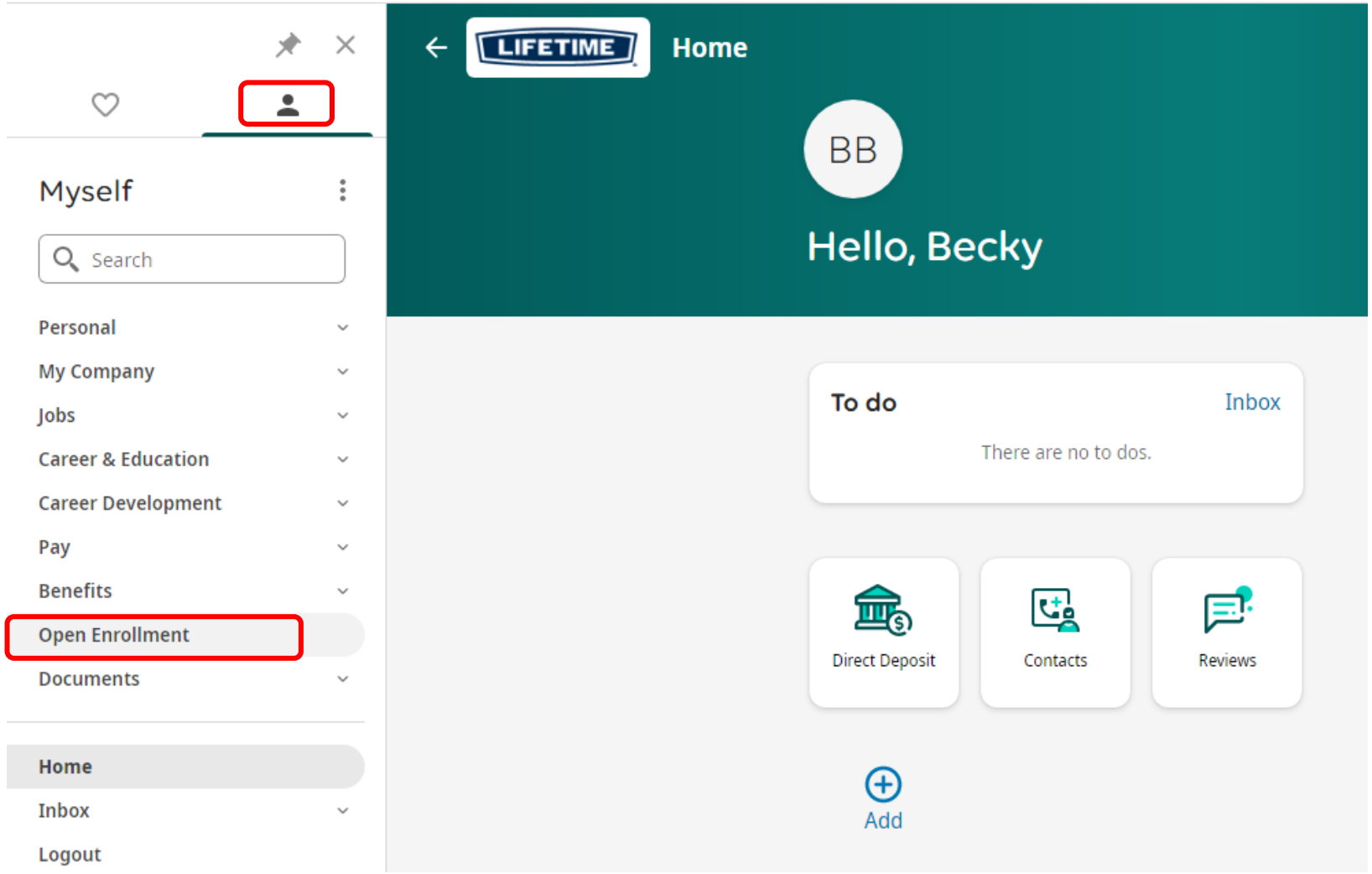


Enter your Username or email address.
Your username is your last name and the last 4 numbers from your ssn.

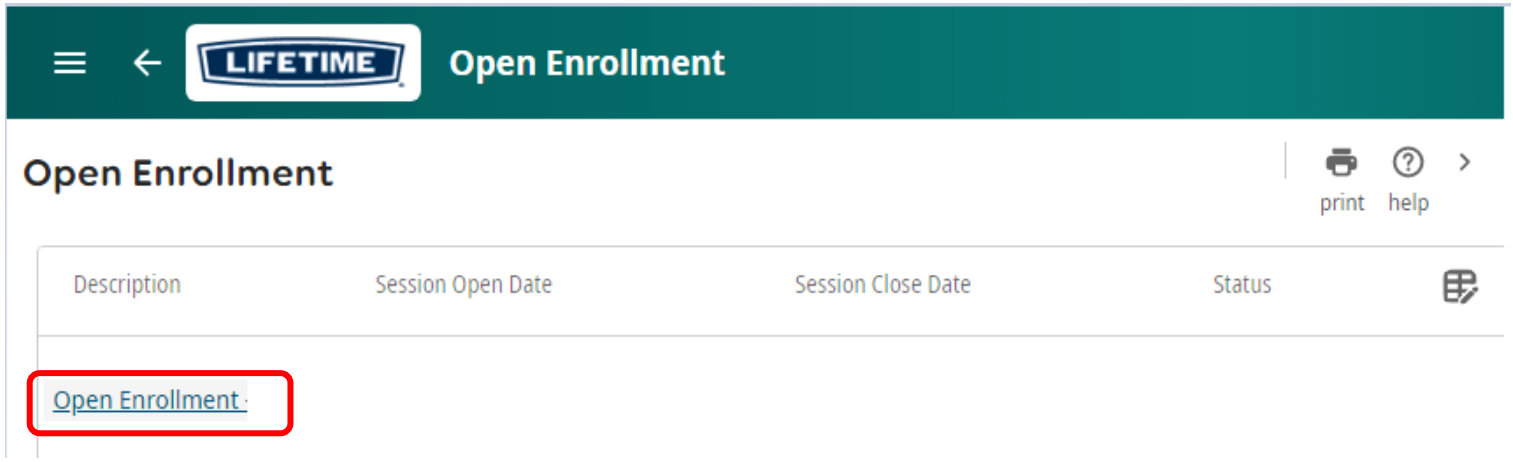
The email address is what we have on file for you, a Lifetime email address or your personal email address. (If this needs to be changed contact Meloney Hodgson at 801-708-1415 or go to the Payroll office in D11.)

Enter your Password. If you don't remember your UKG password or need additional information for logging in. Please refer to the UKG Computer Login Information guide available on LLS.

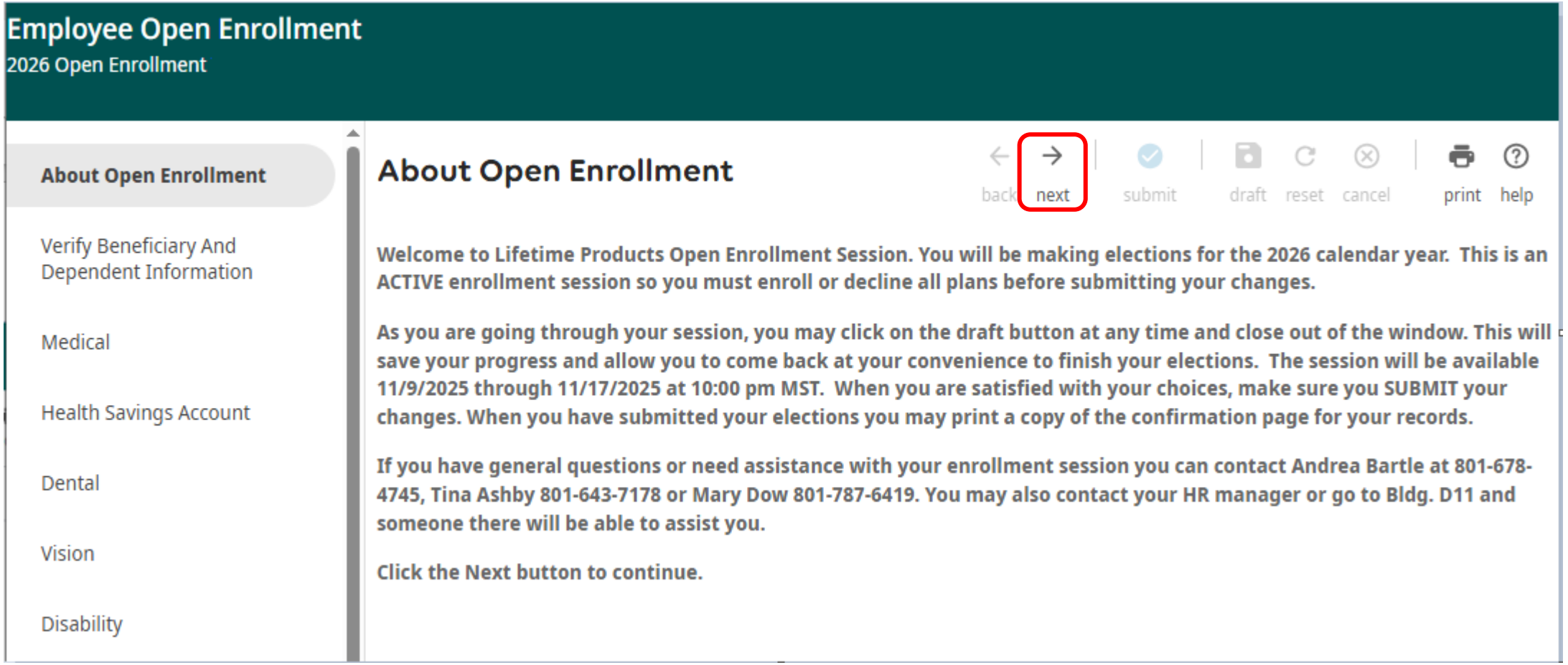
To begin your online Open Enrollment, select Myself from the menu and click on Open Enrollment.



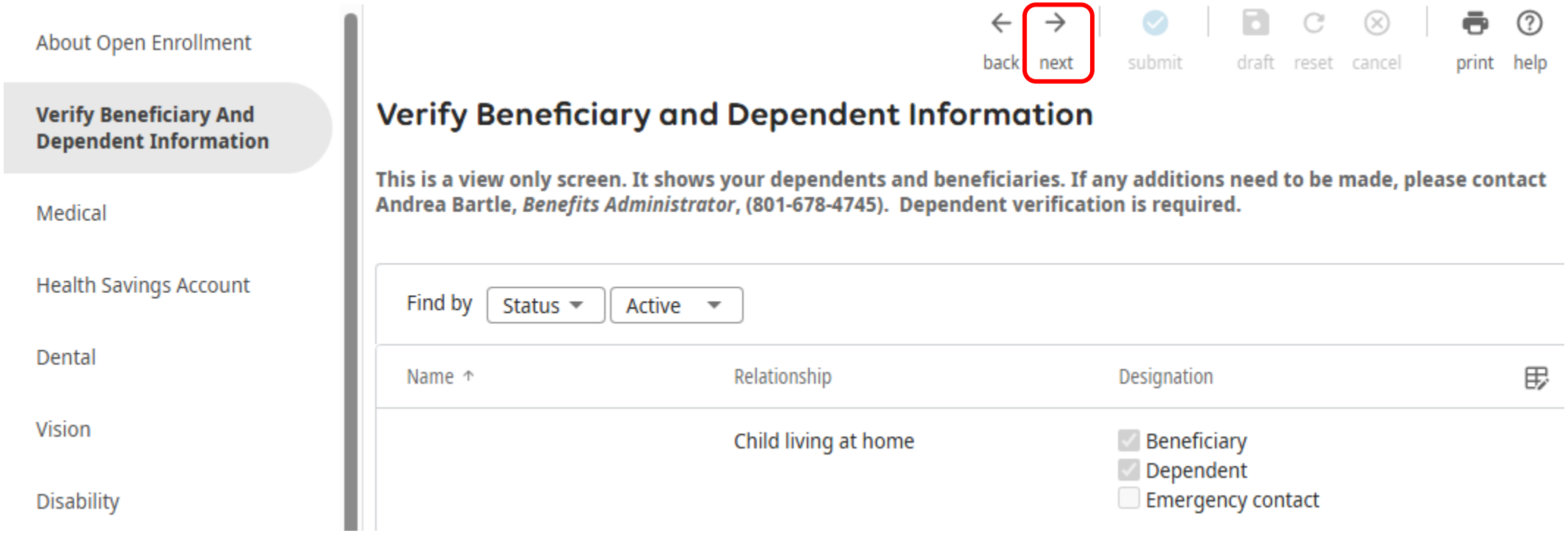
From the Open Enrollment page, select the Description link of the available open enrollment session.



Review the information provided in the About Open Enrollment section. Click the next button to continue.

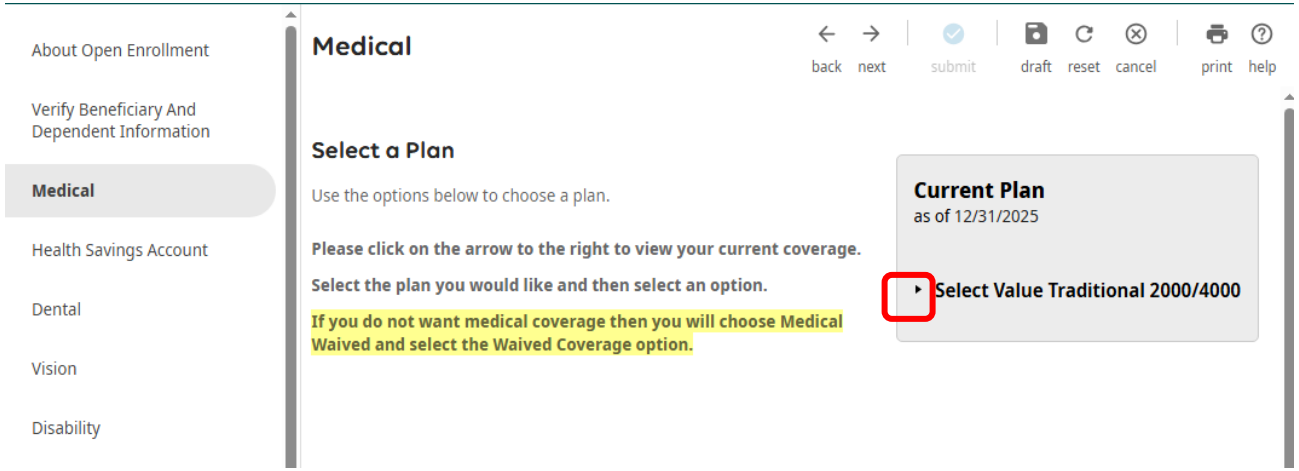


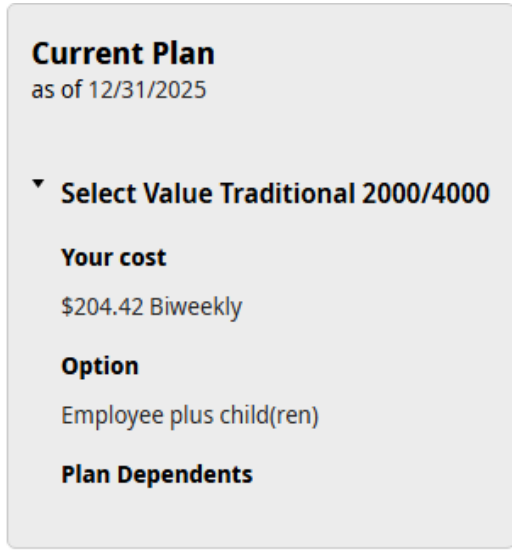
Verify your Beneficiary and Dependent Information. Only dependents listed in this section will be available for selection in this open enrollment session. Click the Next button to continue.



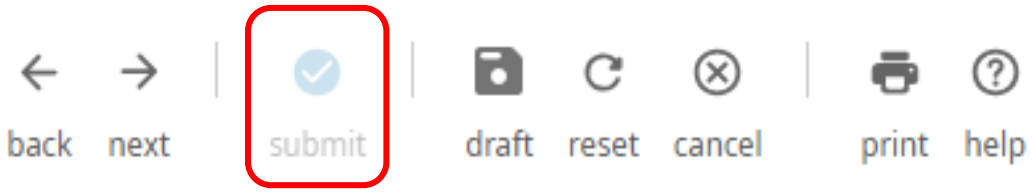
All plan pages will show your current plan information in the gray box on the right side of the screen. Click on the arrow to expand the section and view detailed information on what plan you are currently enrolled in.

Plan pages display on the left side of the screen. You can click on any Heading to go directly to that page.

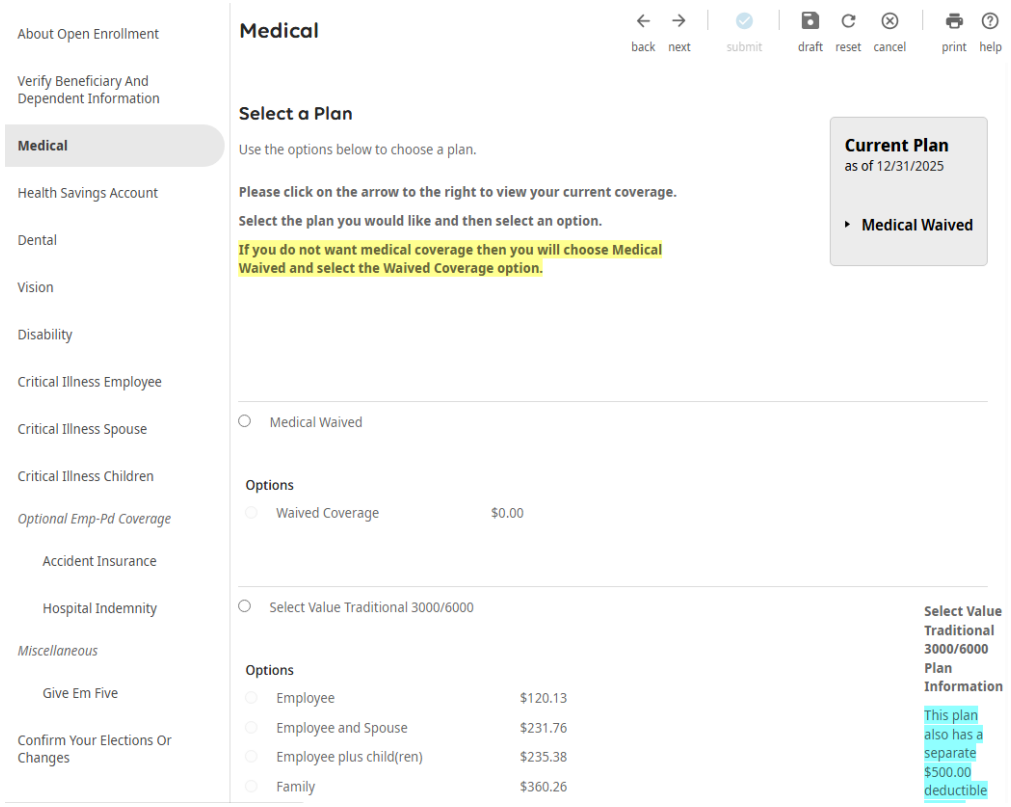




The submit button on the navigation bar will not be available until you have elected or declined all plans in the session.

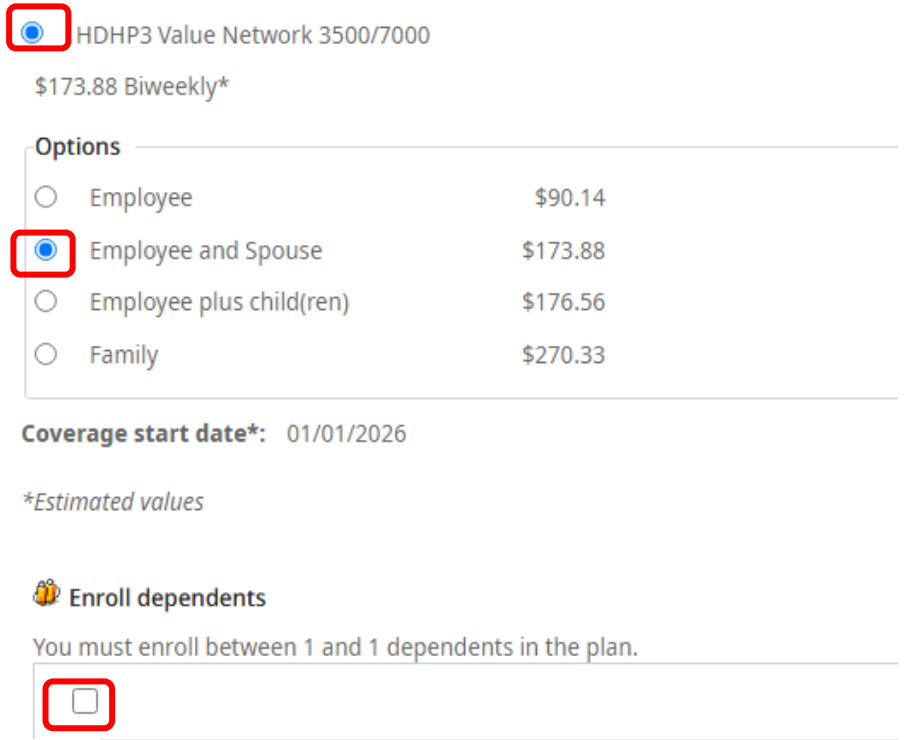


The Medical page shows the medical plans Lifetime offers. Be sure to scroll to the bottom of this page to see all available plans.

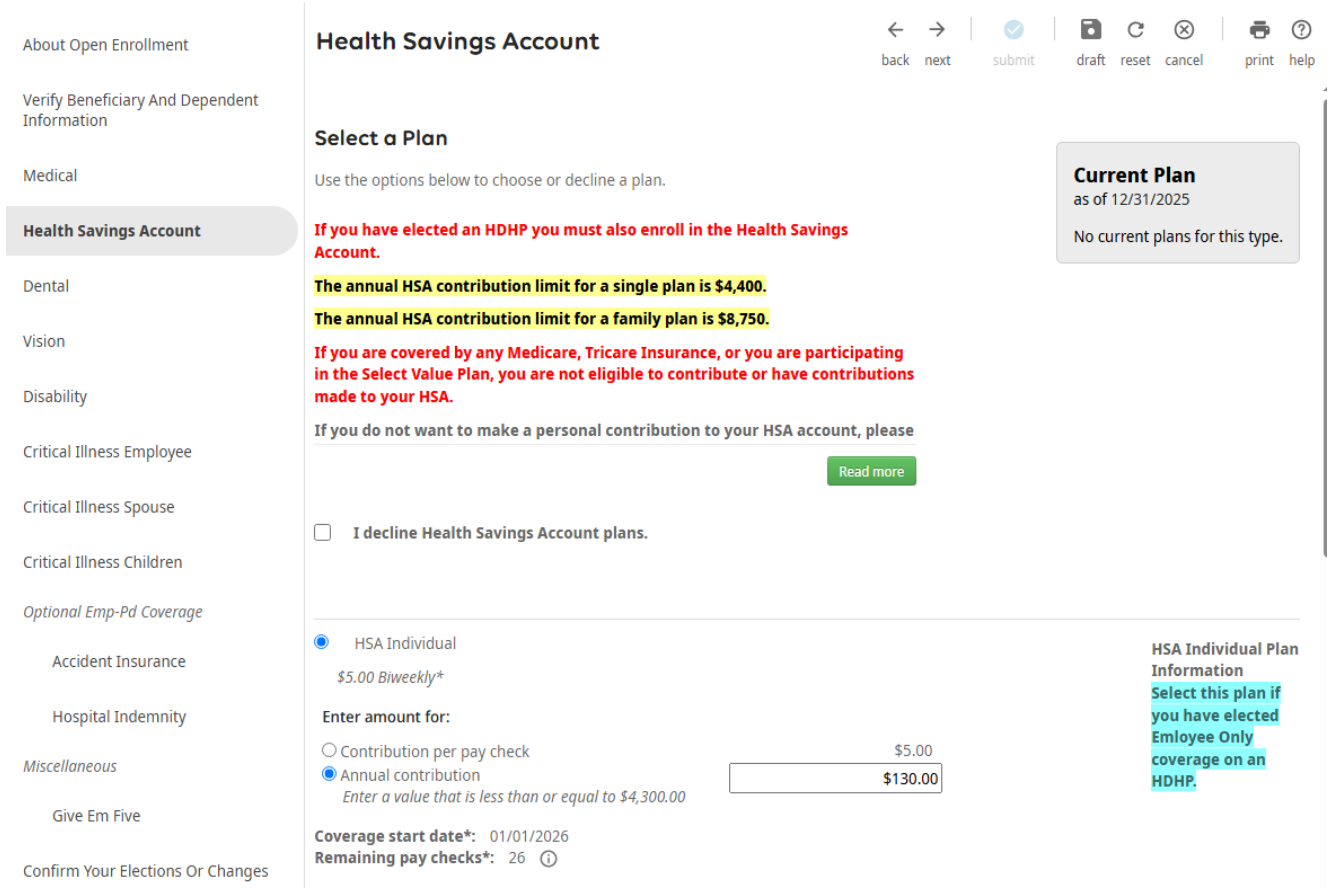


If you do not want to enroll in a medical plan, Select the button next to Medical Waived and select the Waived Coverage Option.

Once you have made your decision of which plan you would like to enroll in, select the button next to the plan. Then select the Option you would like. Finally, select the dependents to enroll in the plan if applicable.



You can enroll in a Health Saving Account on this page. Read the important information provided for annual limits and enrollment eligibility. Click on Read more to see all the information. You MUST enroll in a Health Savings Account if you selected a High Deductible Health plan on the Medical page. You CANNOT enroll in a Health Savings Account if you declined Medical or selected the Traditional Health plan on the Medical page.

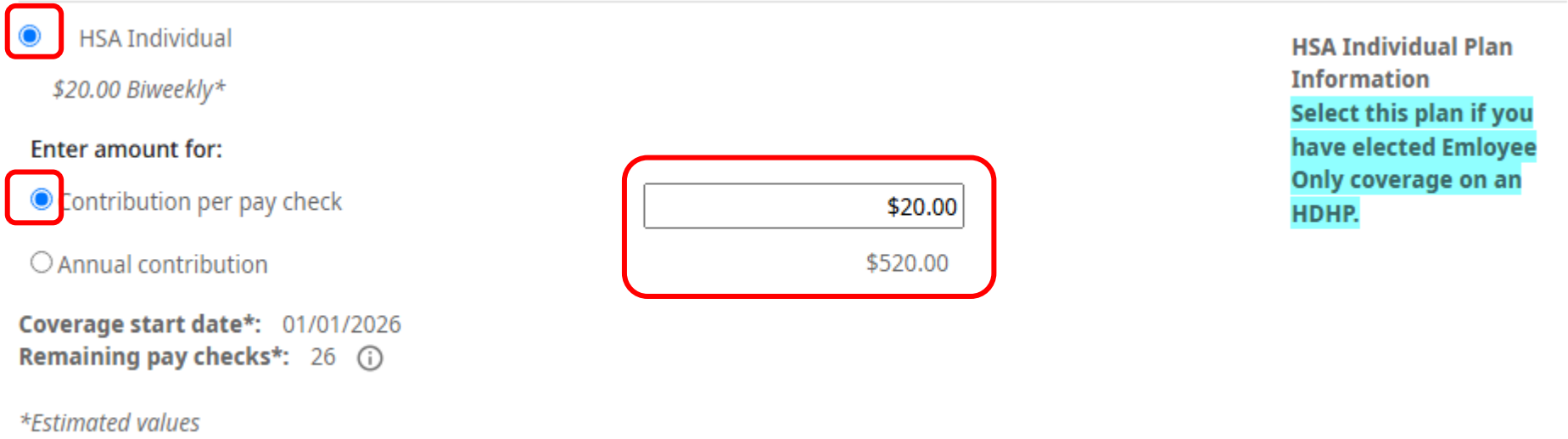


If you selected a High Deductible Health plan on the Medical page and you elected coverage for yourself only, enroll in HSA Individual.

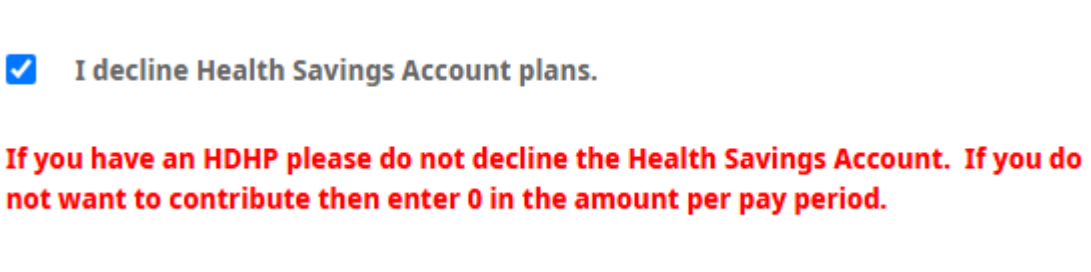
If you selected a High Deductible Health plan on the Medical page and you elected coverage for you and dependents enroll in HSA Family.

If you are over 55 you can enroll in the Catch-up plans which have a higher annual contribution limit.

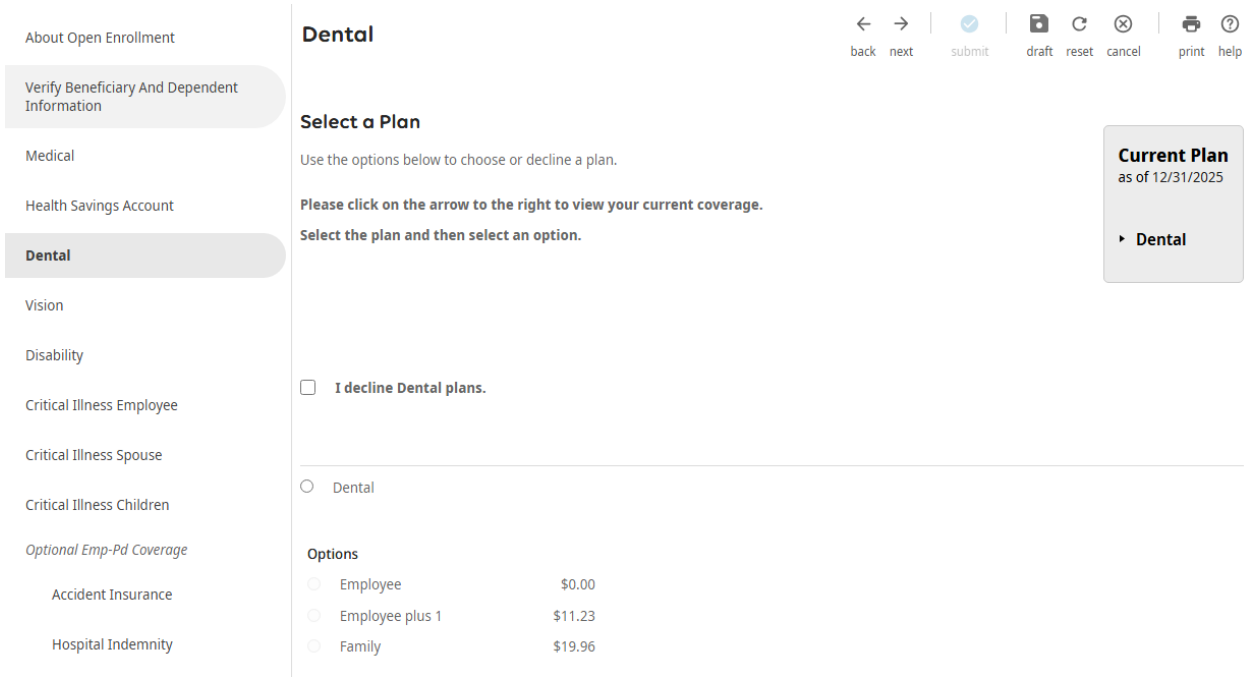
Once you have made your decision of which plan you would like to enroll in, select the button next to the plan. Then select the button next to Contribution per pay check or Annual contribution. Finally, enter the amount you wish to contribute.



If you do not want to enroll in a Health Savings Account. Select the button next to I decline Health Savings Account plans.

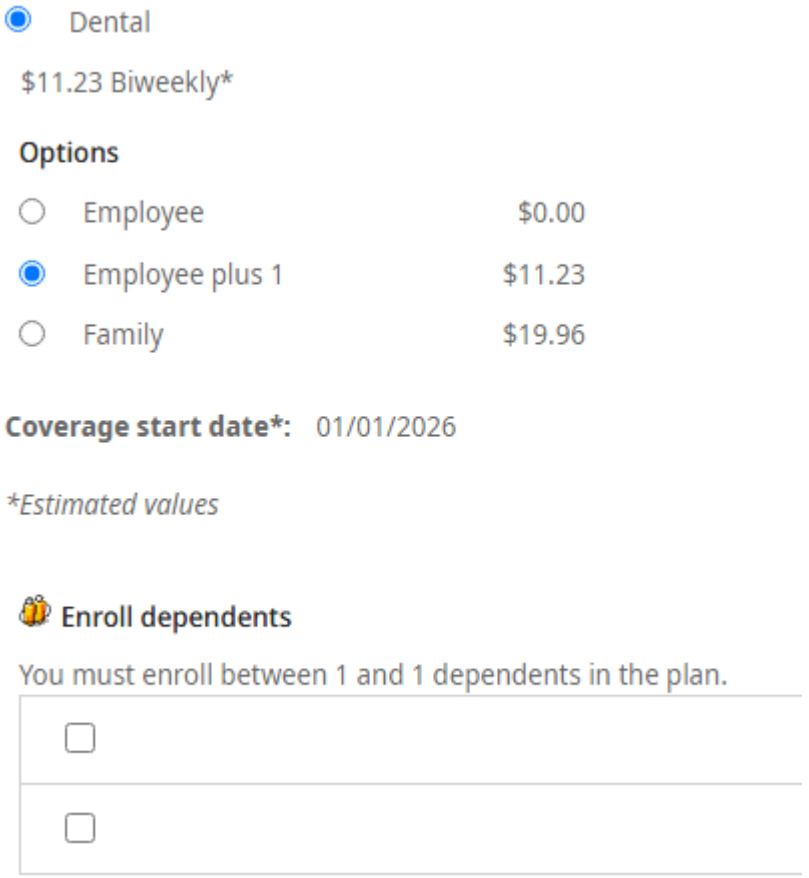


Lifetime offers Dental coverage for full time employees who have met the 12 month eligibility requirement to have dental coverage at no additional cost.

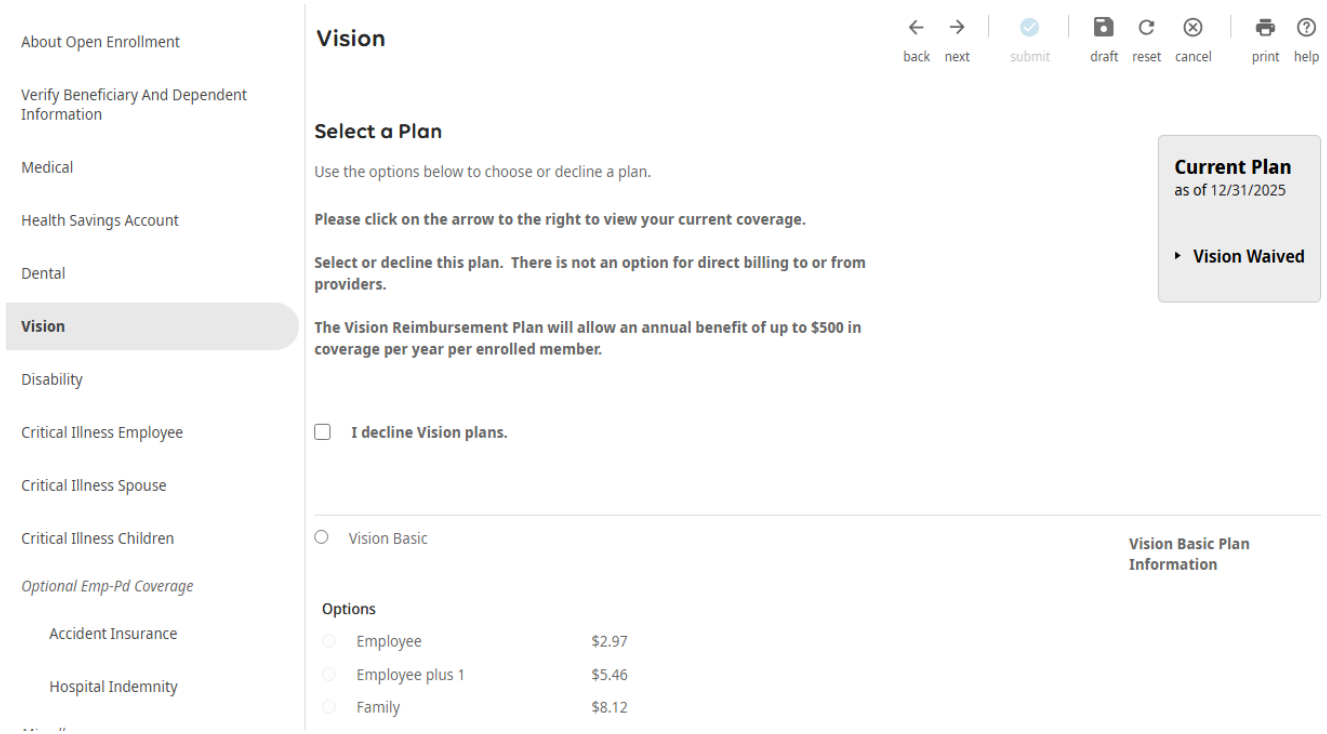


If you do not want to enroll in Dental. Select the button next to I decline Dental plans.

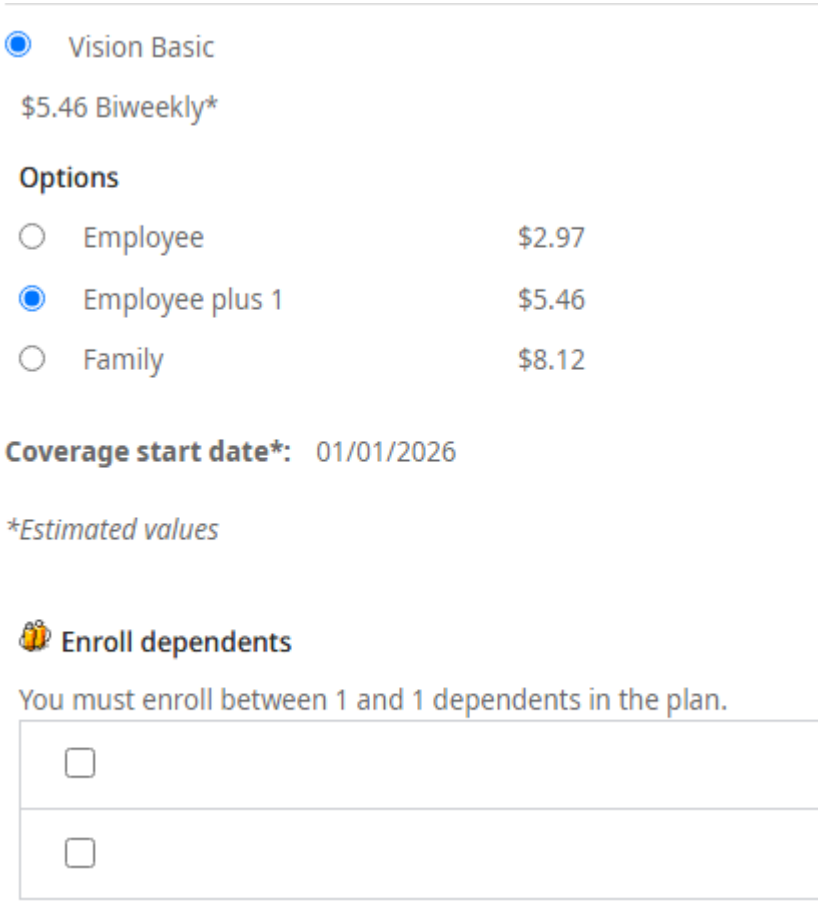
To enroll in Dental, select the button next to Dental and select the Option you would like. Then select the dependents to enroll in the plan if applicable.



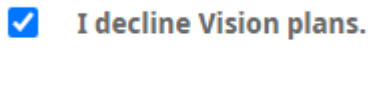
Lifetime offers a Vision Reimbursement plan.



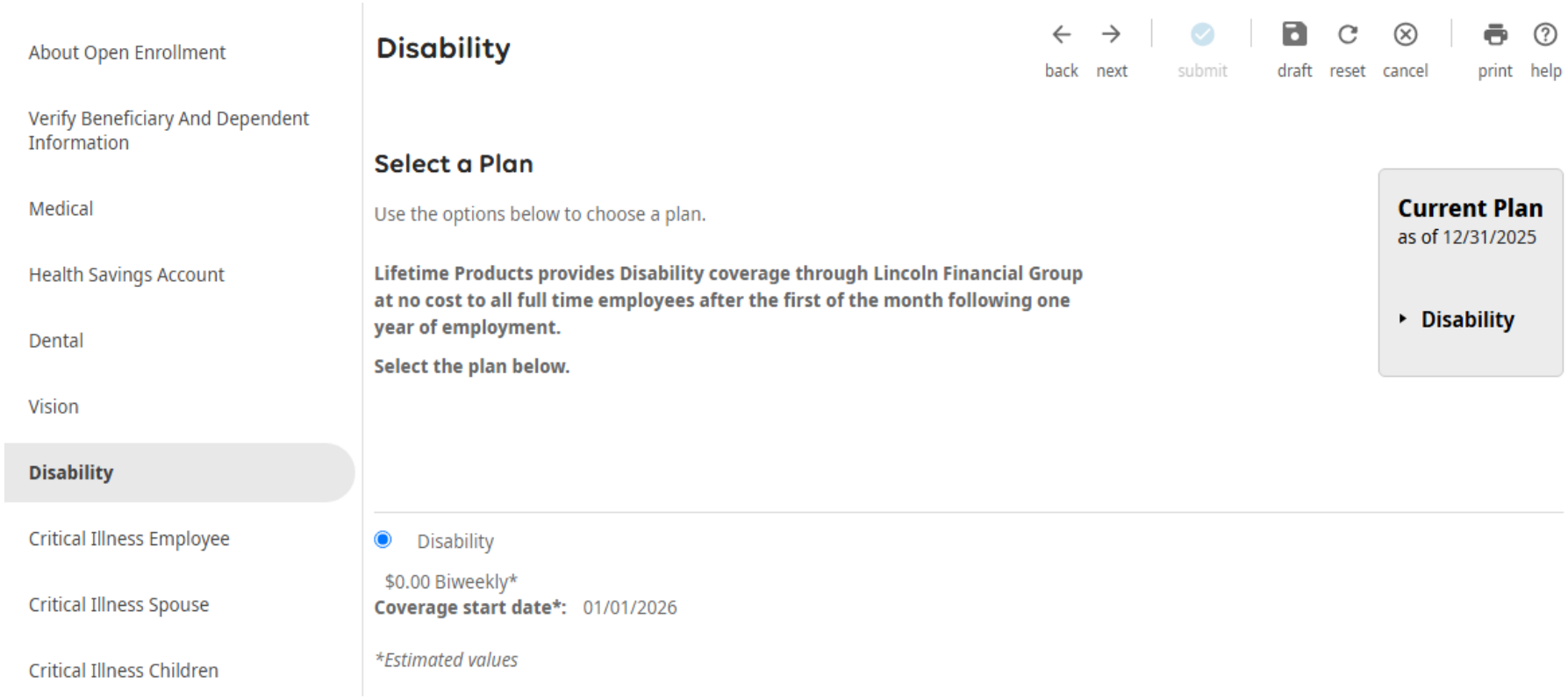
To enroll in Vision, select the button next to Vision Basic and select the Option you would like. Then select the dependents to enroll in the plan if applicable.



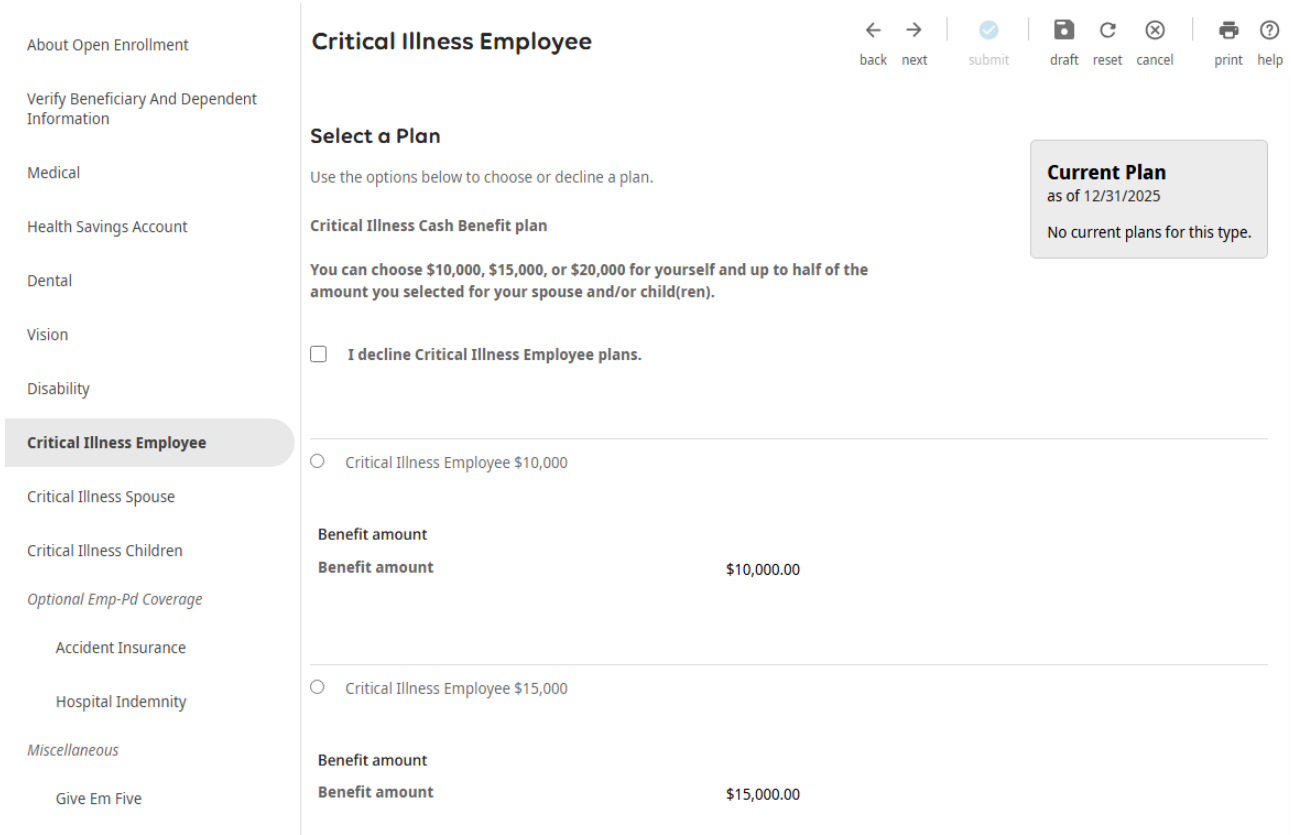
If you do not want to enroll in Vision. Select the button next to I decline Vision plans.



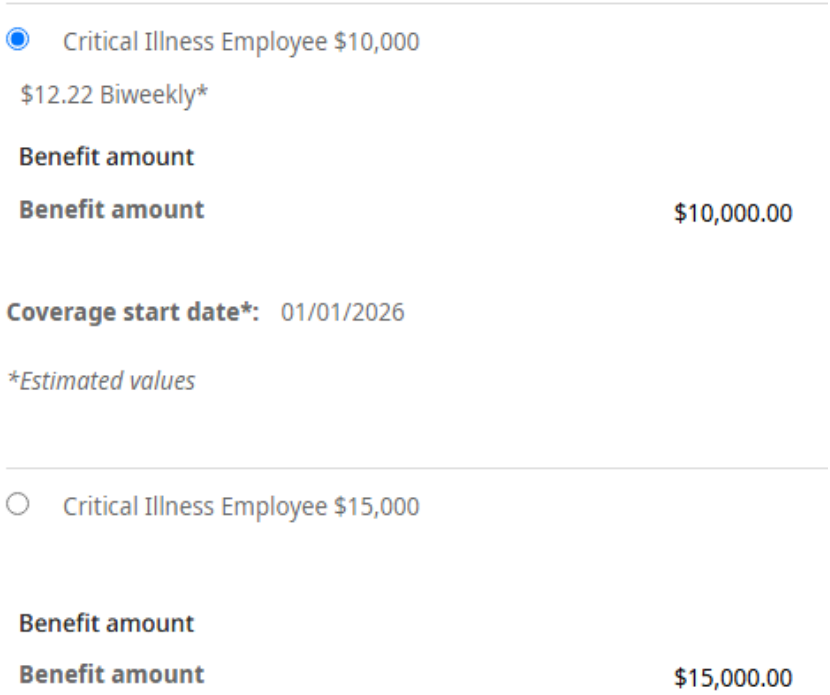
Lifetime Products provides Disability coverage at no cost to all full time employees after the first of the month following one year of employment. You cannot decline this benefit. Select the button next to Disability.



This page allows you to enroll in Critical Illness coverage for yourself. You can elect a coverage amount of $10,000, $15,000, or $20,000. The following pages will allow you to select coverage for your spouse or children.

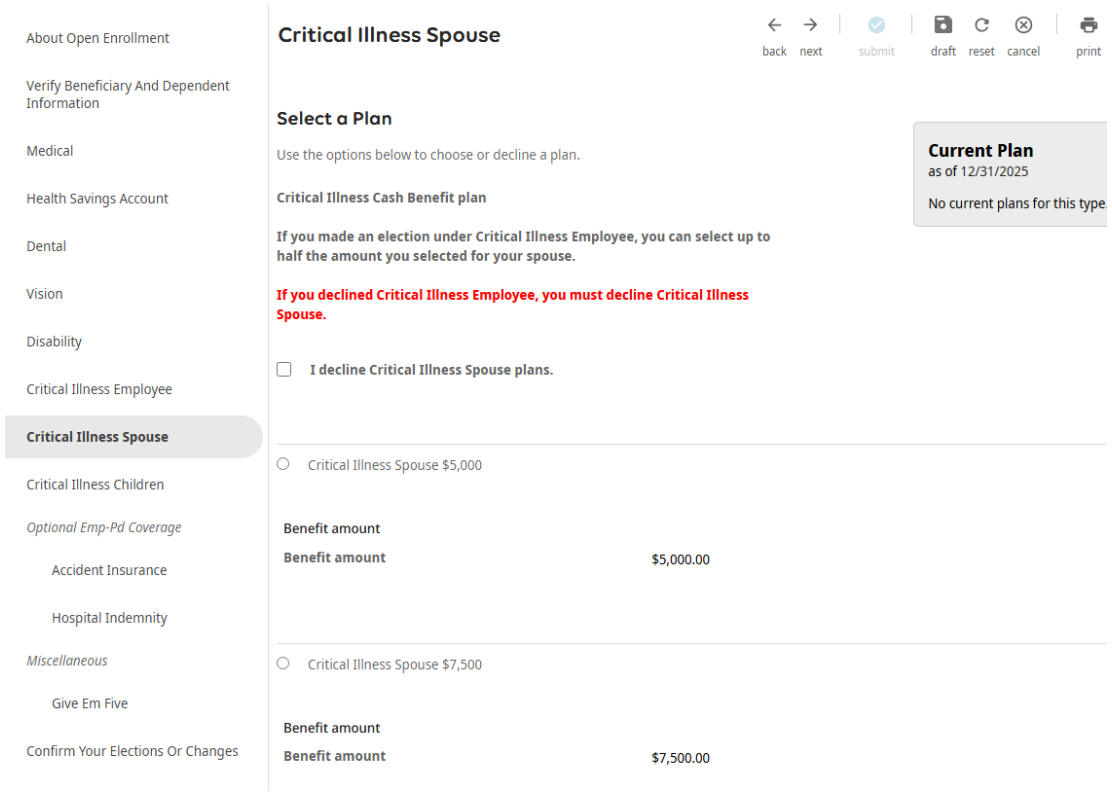


To enroll in the Critical Illness Employee plan, select the button next to the amount of coverage that you would like.

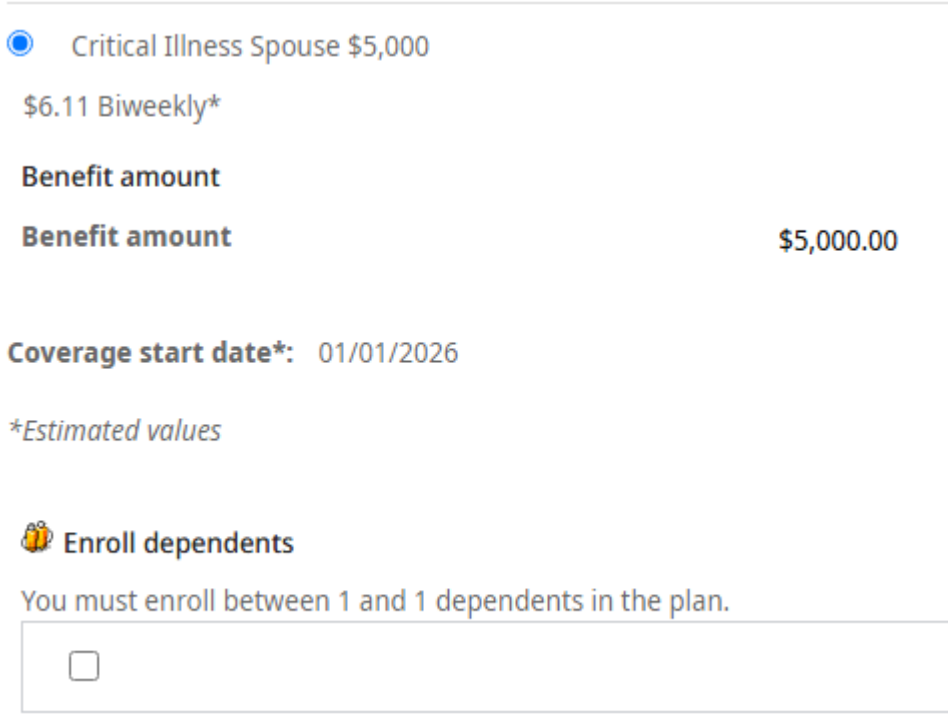


If you do not want to enroll in the Critical Illness Employee plan. Select the button next to I decline Critical Illness Employee plans.

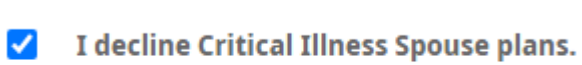
If you made an election under Critical Illness Employee, you can select up to half the amount you selected for your spouse. If you did not elect coverage for yourself you must decline this plan.



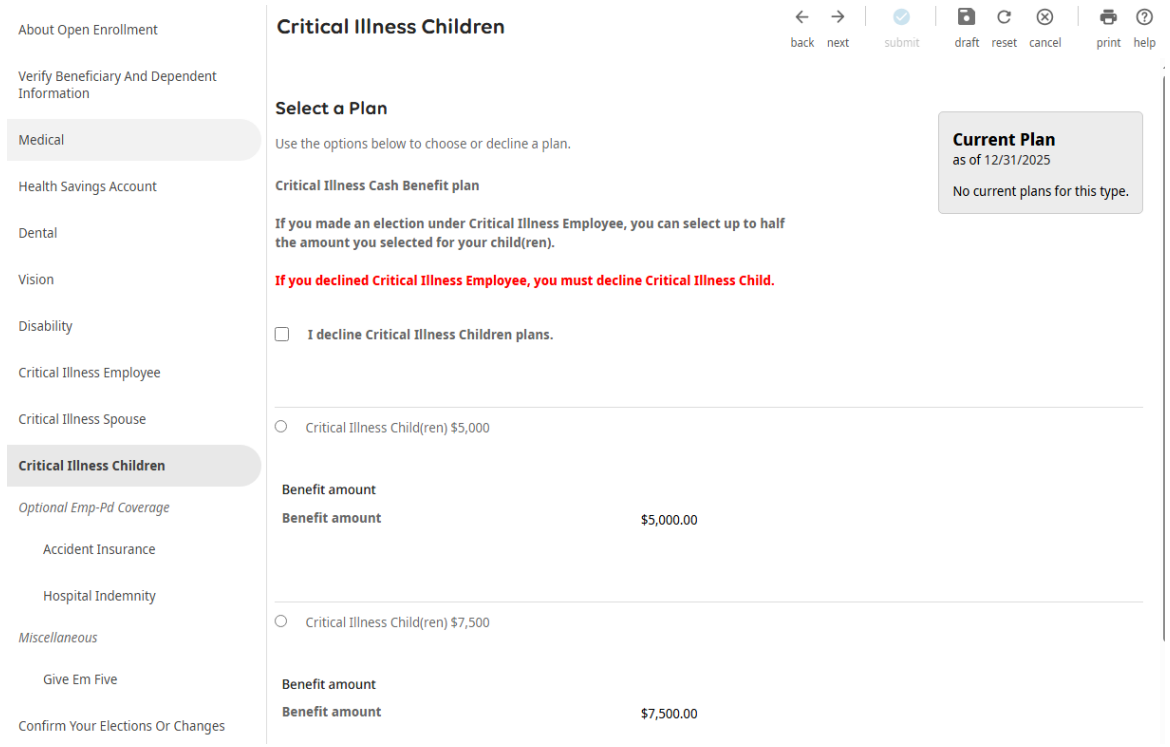
To enroll in the Critical Illness Spouse plan, select the button next to the amount of coverage that you would like and then select your spouse from the Enroll Dependents section.



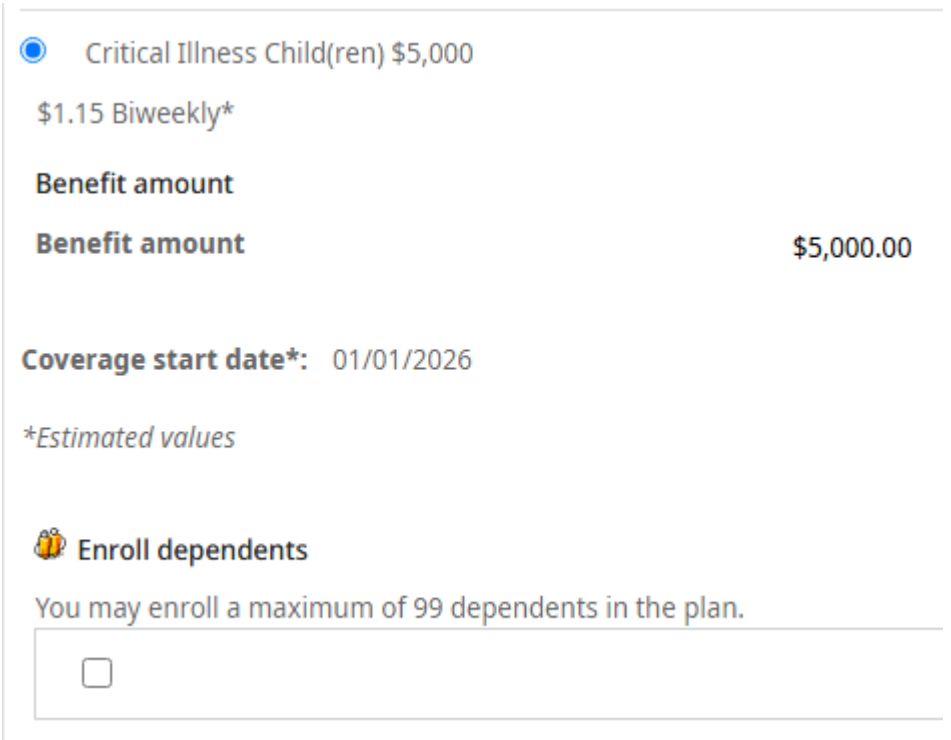
If you do not want to enroll in the Critical Illness Spouse plan. Select the button next to I decline Critical Illness Spouse plans.



If you made an election under Critical Illness Employee, you can select up to half the amount you selected for your child(ren). If you did not elect coverage for yourself you must decline this plan.

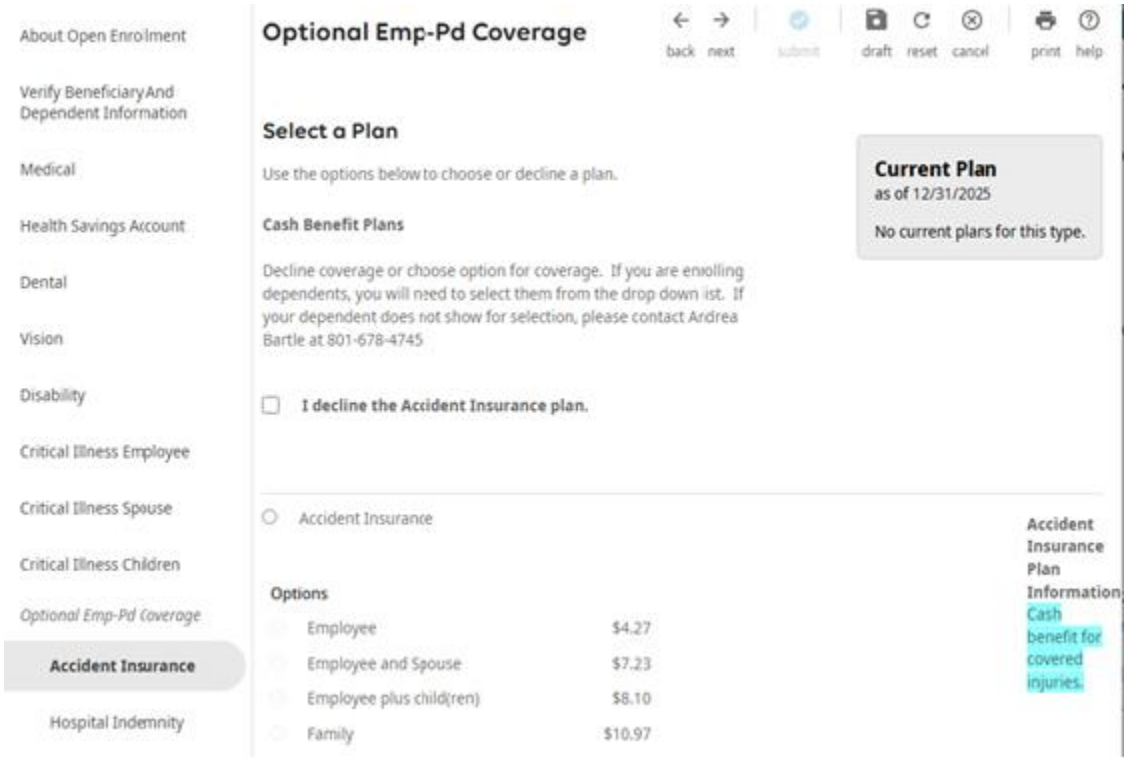


To enroll in the Critical Illness Child(ren) plan, select the button next to the amount of coverage that you would like and then select the dependents to enroll in the plan.



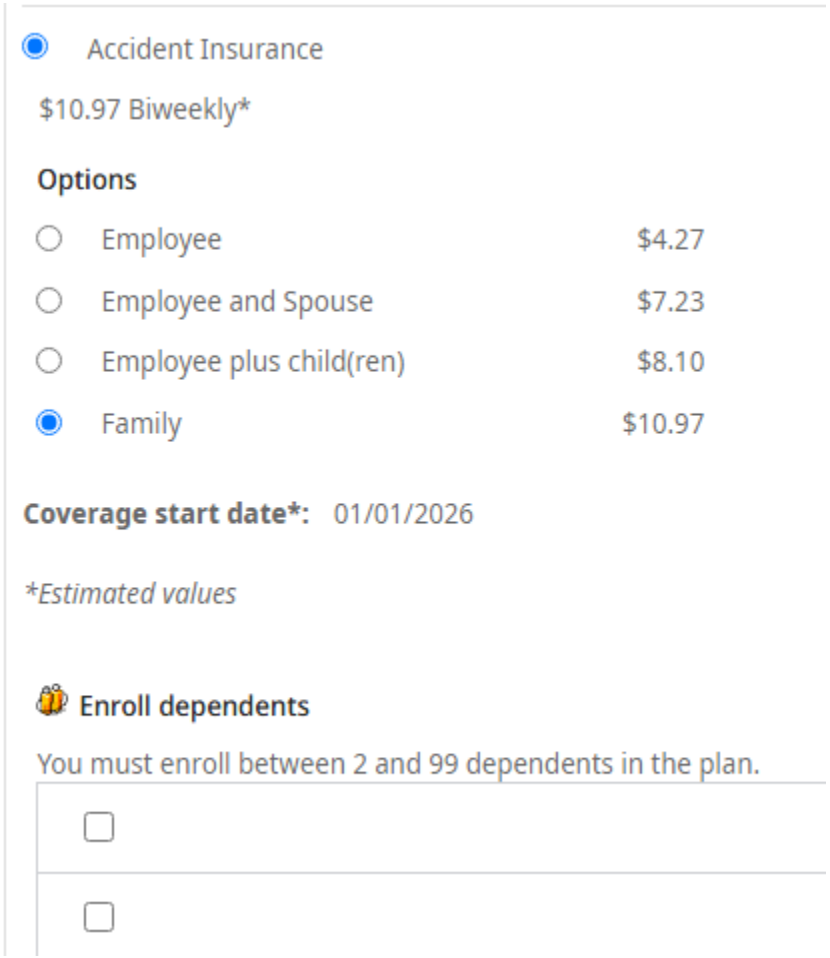
If you do not want to enroll in the Critical Illness Children plan. Select the button next to I decline Critical Illness Children plans.

Lifetime offers Optional Employee-Paid Coverage. The first plan available in this section is Accident Insurance.

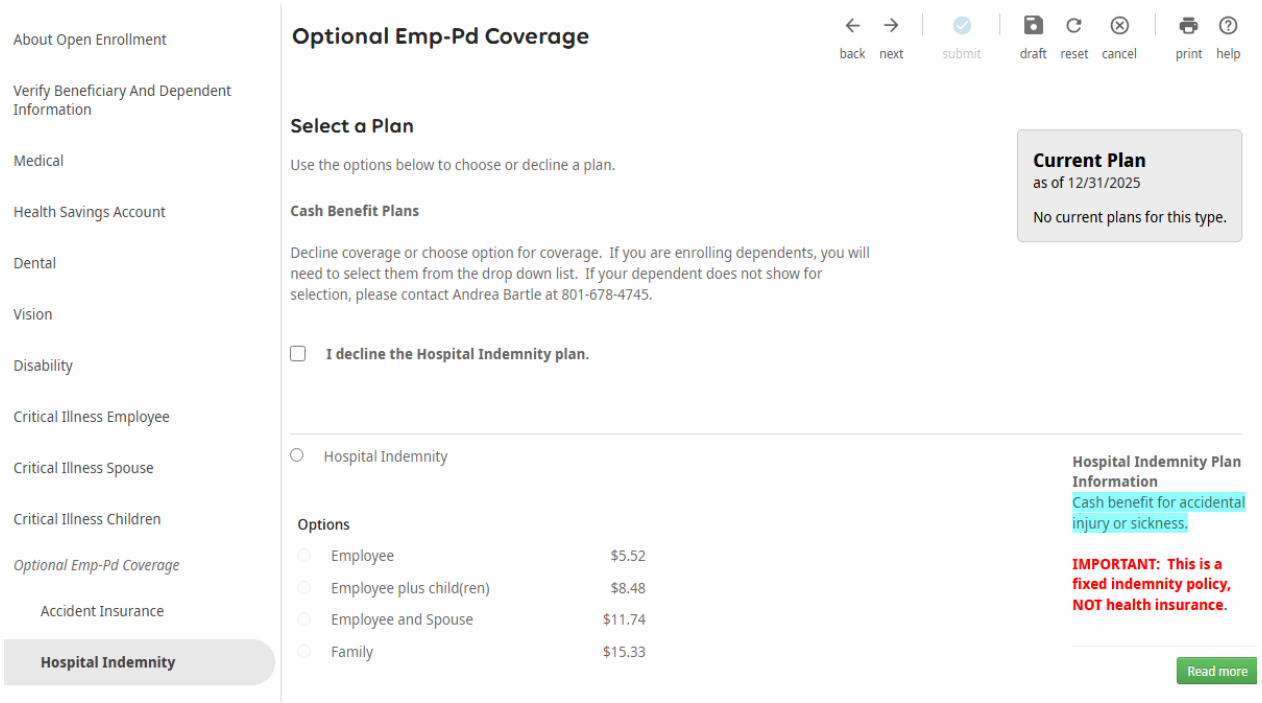


If you do not want to enroll in the Accident Insurance plan. Select the button next to I decline Accident Insurance plan.

To enroll in the Accident Insurance plan, select the button next to Accident Insurance, then select the option you would like. Finally select the dependents to enroll in the plan if applicable.

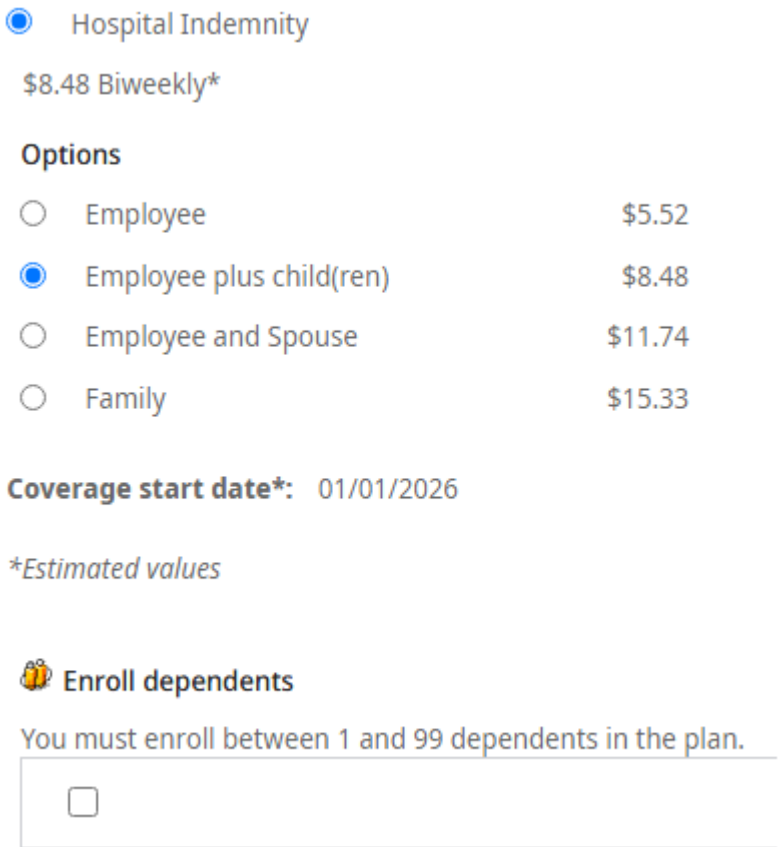


The second plan available in this section is Hospital Indemnity.

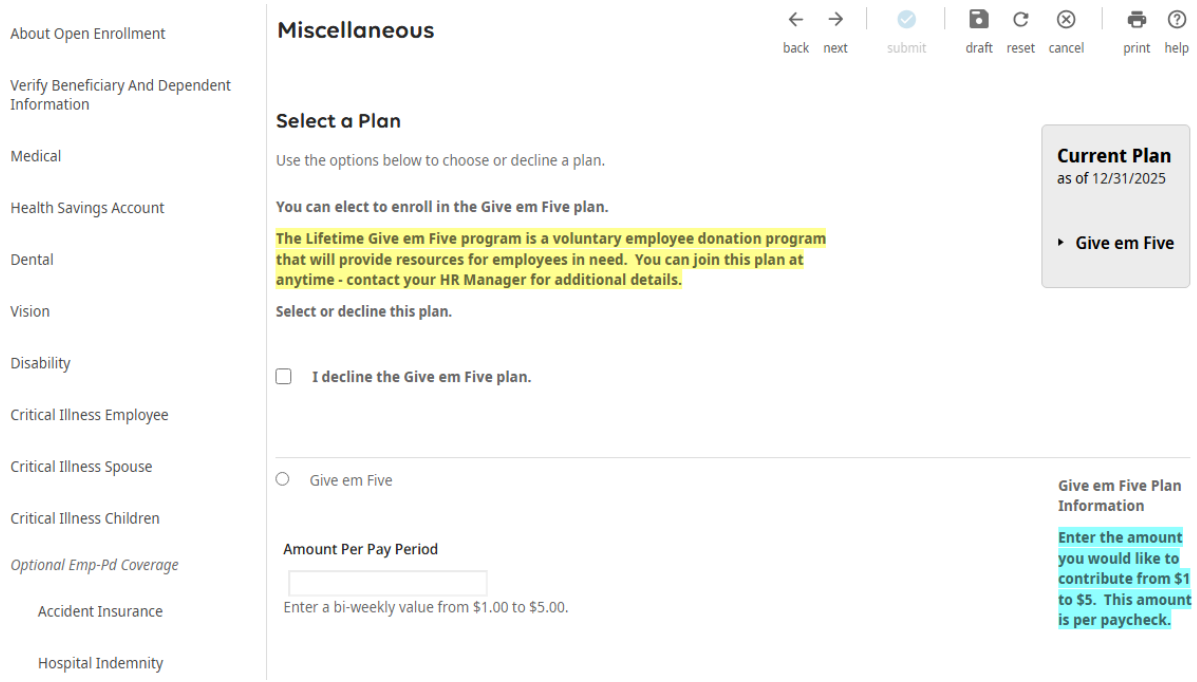


If you do not want to enroll in the Hospital Indemnity plan. Select the button next to I decline Hospital Indemnity plan.

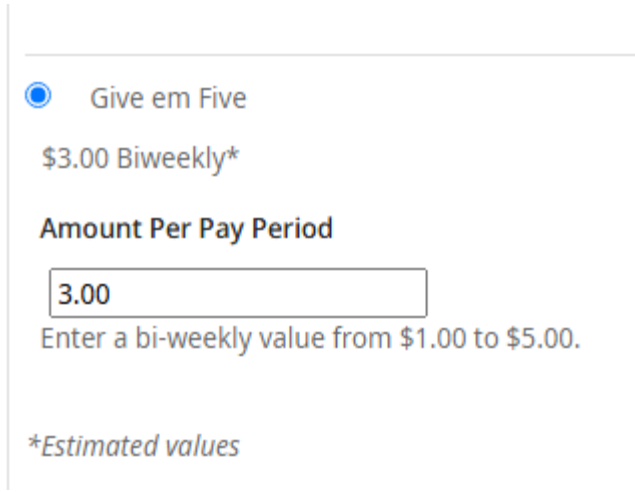
To enroll in the Hospital Indemnity plan, select the button next to Hospital Indemnity, then select the Option you would like. Finally, select the dependents to enroll in the plan if applicable.



The Lifetime Give em Five program is a voluntary employee donation program that will provide resources for employees in need. You can join this plan at any time. Contact your HR Manager for additional details.

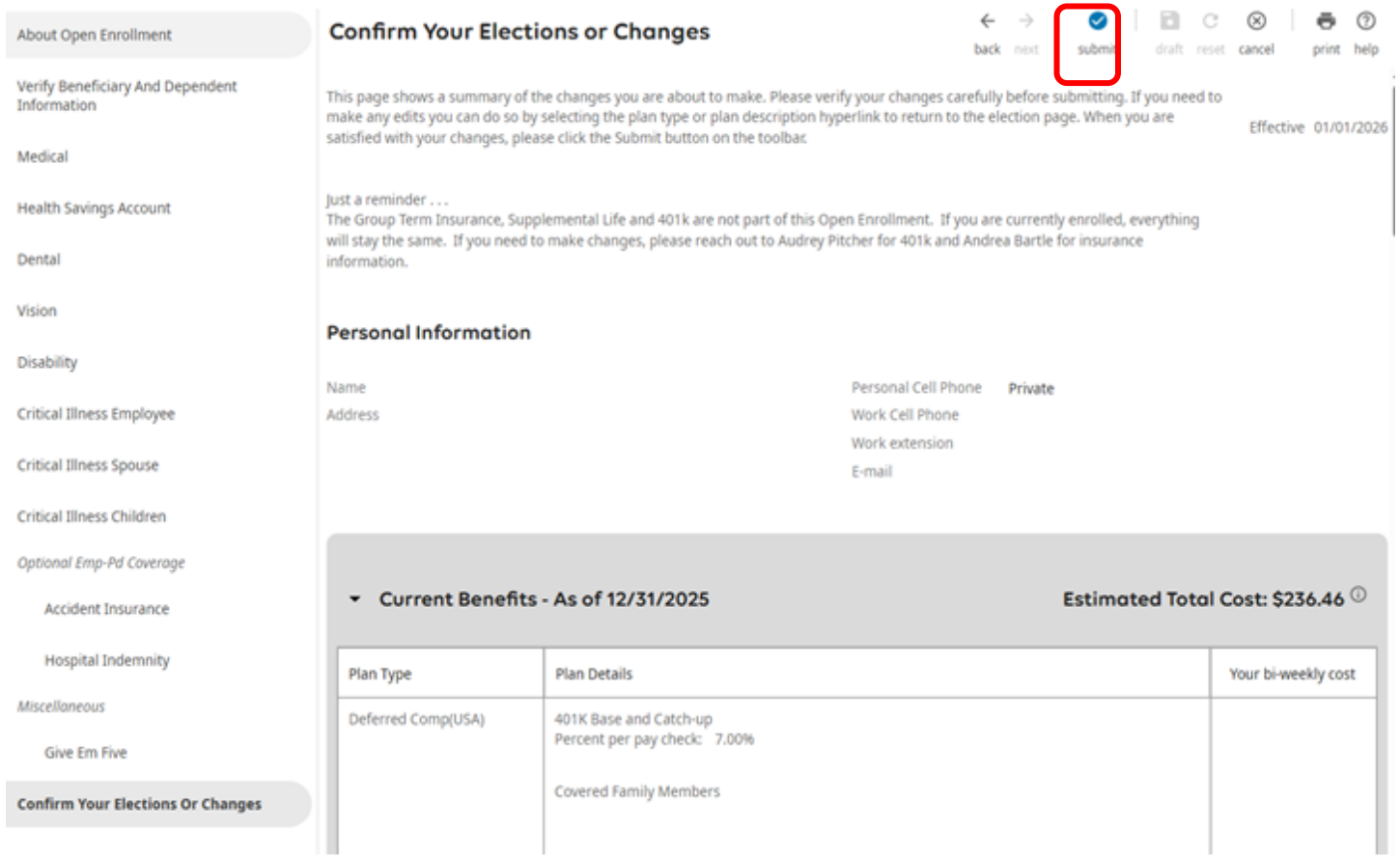


To enroll in the Give em Five plan, select the button next to Give em Five. Enter an amount from $1.00 to $5.00 to contribute each pay period.



If you do not want to enroll in the Give em Five plan. Select the button next to I decline the Give em Five plan.

The Confirm Your Elections or Changes page shows a summary of your changes.. Review this page carefully to make sure all your elections are correct. It will display your current benefits first. Be sure to scroll down to review your New Benefits and any plans that you declined. When you are satisfied with your changes, click on the Submit button.



You will see a list of sections that you need to complete if you did not make all required elections.