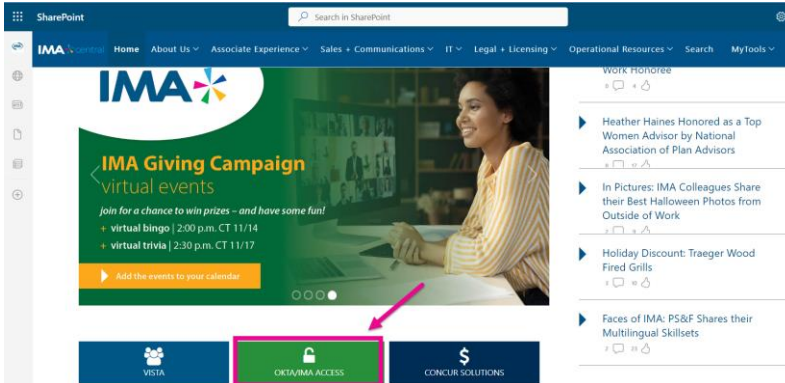


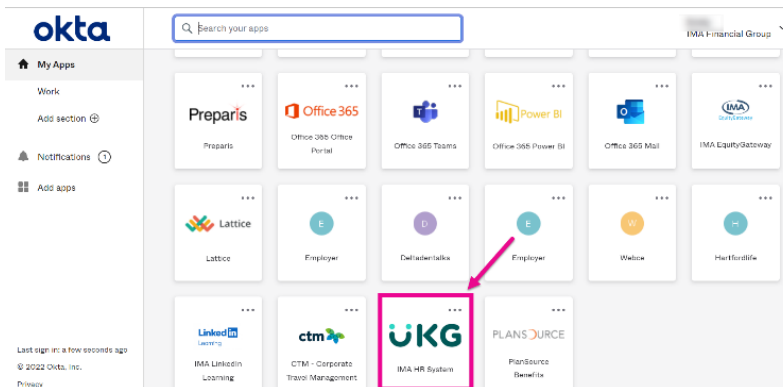
IMA How to Complete a Qualified Life Event in UKG

To complete a life event in UKG for benefit changes:

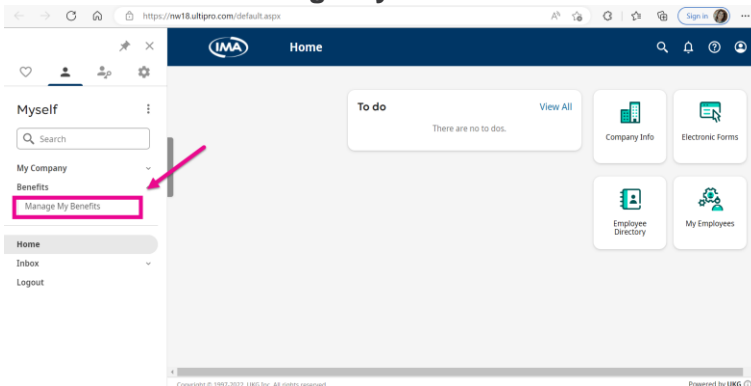
1. Go to IMA Central and select **Okta / IMA Access**.



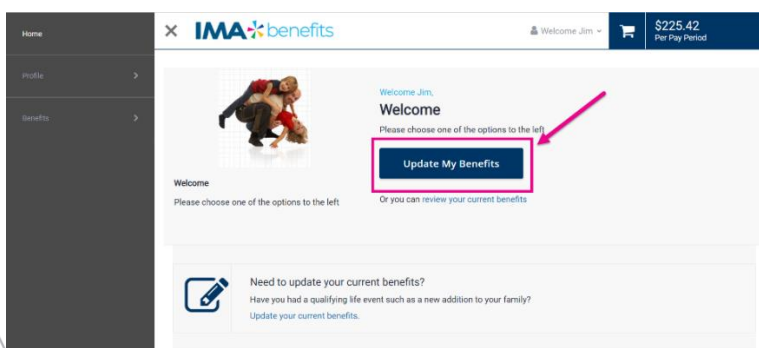
2. Login to Okta and select the **UKG** icon.



3. Select Benefits > **Manage My Benefits**.

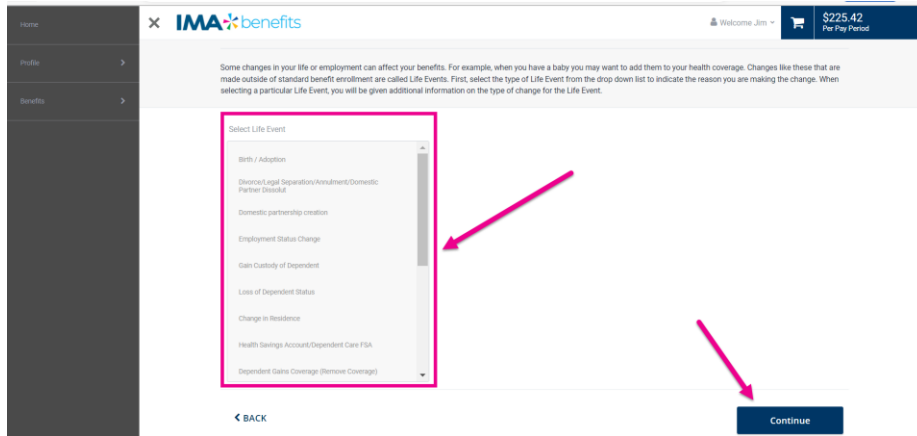


4. Select **“Update My Benefits”**



IMA How to Complete a Qualified Life Event in UKG

5. Select your eligible qualifying life event from the list.

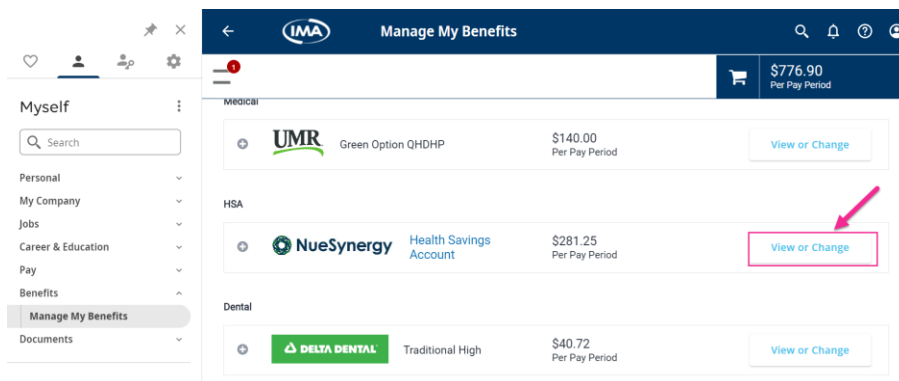


6. Enter the **date** of your life event and any notes that may be applicable if you need to explain your situation.

7. Then review your personal information and click “**Next: Review My Family**” located at the bottom of the page.

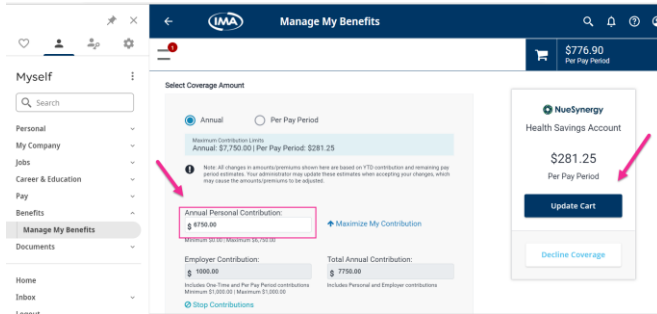
8. Add or drop dependents as applicable to your life event. Then select “**Next: Shop for Benefits**”

9. You can click on any plans applicable to your life event and select “**View or Change**” to make changes to your benefits.

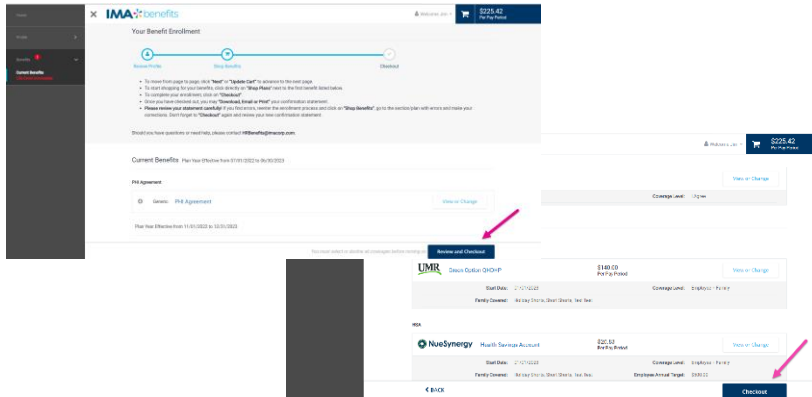


IMA How to Complete a Qualified Life Event in UKG

10. After you enter your revised contribution, then click **update cart**.



11. Once all changes have been made, select **“Review and Checkout”**, then **“Checkout”**. This will finalize your enrollment selections and will notify the HR Benefits department to review your life event.



NOTE: As you make enrollment changes in UKG, please verify the information in UKG is correct and up to date such as your address.

Questions? Contact HRBenefits@imacorp.com