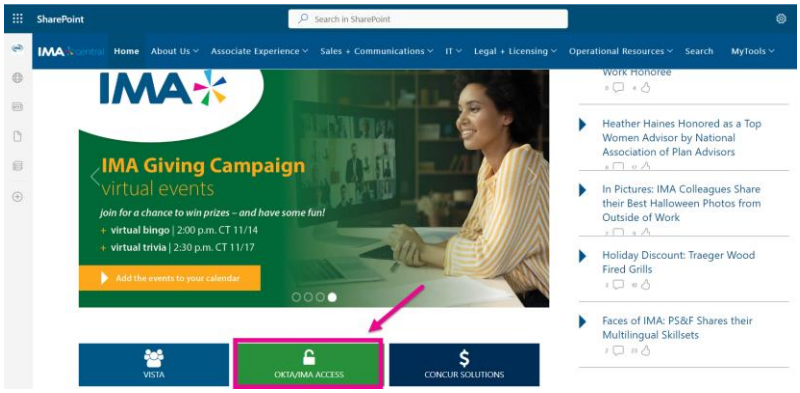
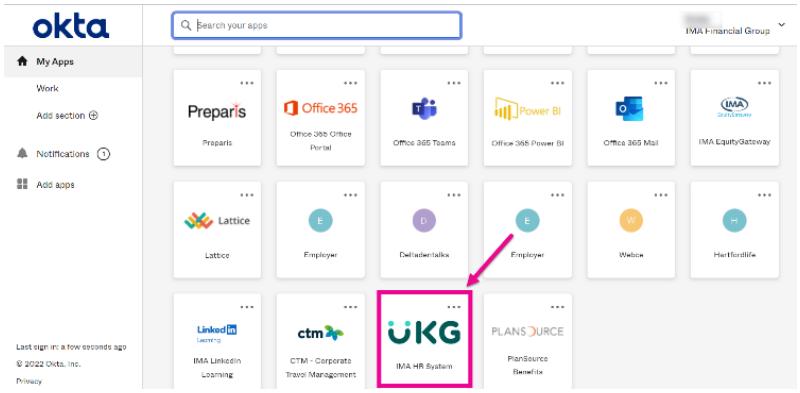
How to Enroll in Benefits

To enroll in Benefits in UKG start by using Google Chrome web browser:

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



2. Login to Okta using your @imacorp.com email and select the **UKG icon.**



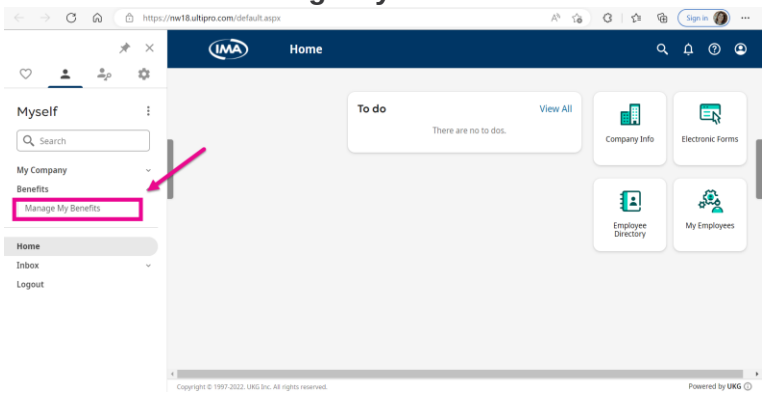
3. **If any of your personal information needs to be updated, such as your marital status or address, you will need to complete these steps first before enrolling.**

Please note changes made to your personal information may take 24 – 48 hours to update in the open enrollment module. You may still enroll, even if your personal information changes are not accurately reflected in the Open enrollment module. These changes will sync prior to receiving your ID cards from carriers.

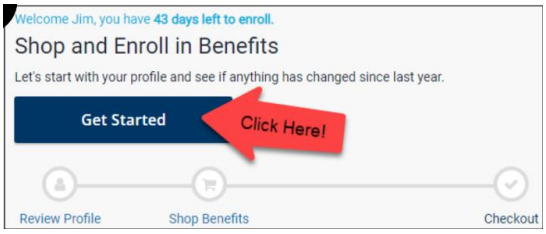
- From the UKG landing page, use the menu on the left-hand side of the screen
- Expand the "Personal" drop down menu and select 'Name, Address and Telephone'
- On the right-hand side of the screen under "Things I Can Do"- click 'Change Name, Address or Telephone'
- Make the necessary changes and Save
- Complete the electronic questions- click next
- Once you Submit, a notification will be sent to the Payroll department to review
- You will receive a confirmation email once your change has been approved

How to Enroll in Benefits

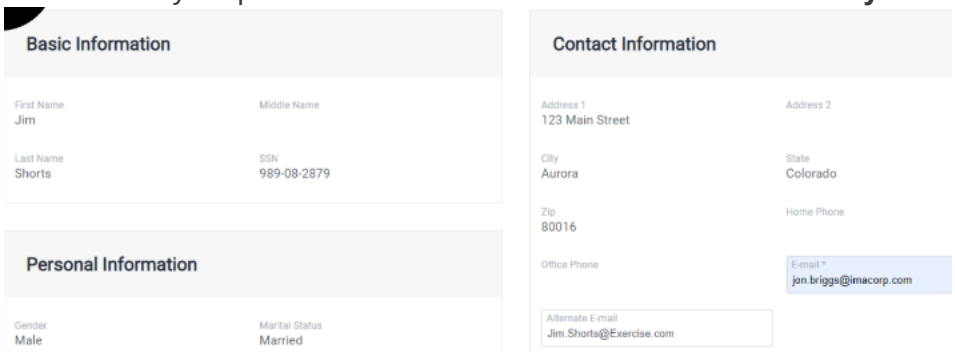
4. Select Benefits > **Manage My Benefits.**



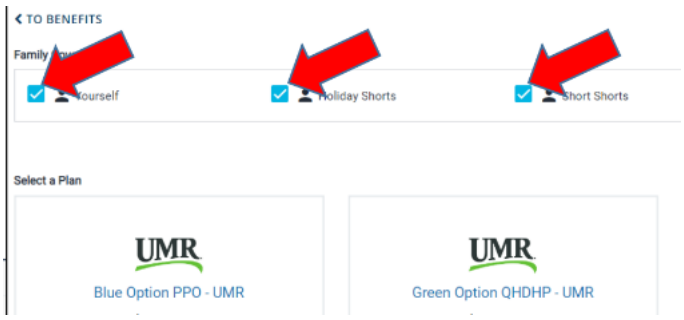
5. Select "**Get Started**"



6. Then review your personal information and click **"Next: Review My Family"**.



7. Add dependents as applicable being sure to include social security numbers, gender, and date of birth. Then select "**Next: Shop for Benefits**"
8. As you shop each plan, be sure to select the dependents you wish to enroll.



9. For benefits that are provided at no cost to the associate, you will only need to acknowledge/agree by clicking update cart or I agree. These benefits include:

1. Basic Life and AD&D insurance
2. Employee Family Assistance Plan
3. Business Travel Accident Insurance
4. Disability Coverage (Short and Long Term)

10. Once you have made your elections and input your beneficiaries, select "**Review and Checkout**", then "**Checkout**". This will finalize your enrollment selections. You will be given the option on the next screen to select how you would like to receive a confirmation statement. Review your confirmation in detail to ensure your benefit elections and covered dependents are correct.

