

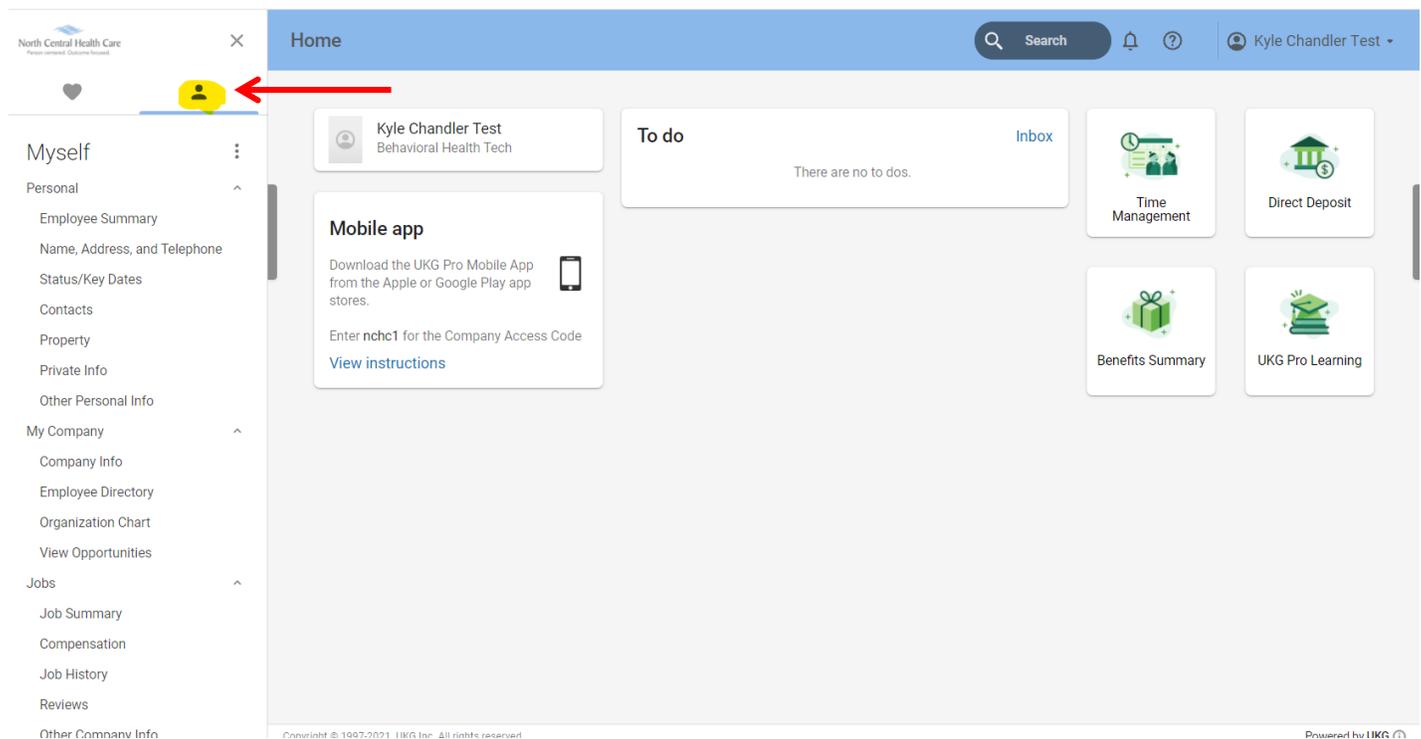
2022 North Central Health Care Open Enrollment

This guide will help walk you through completing your online benefit enrollment for 2022



Find and open the UKG/UltiPro icon on your desktop or you may access UKG/UltiPro at <https://www.norcen.org/for-employees/>. Scroll halfway down the page to NCHC Web Links and click on the UltiPro link to log in.

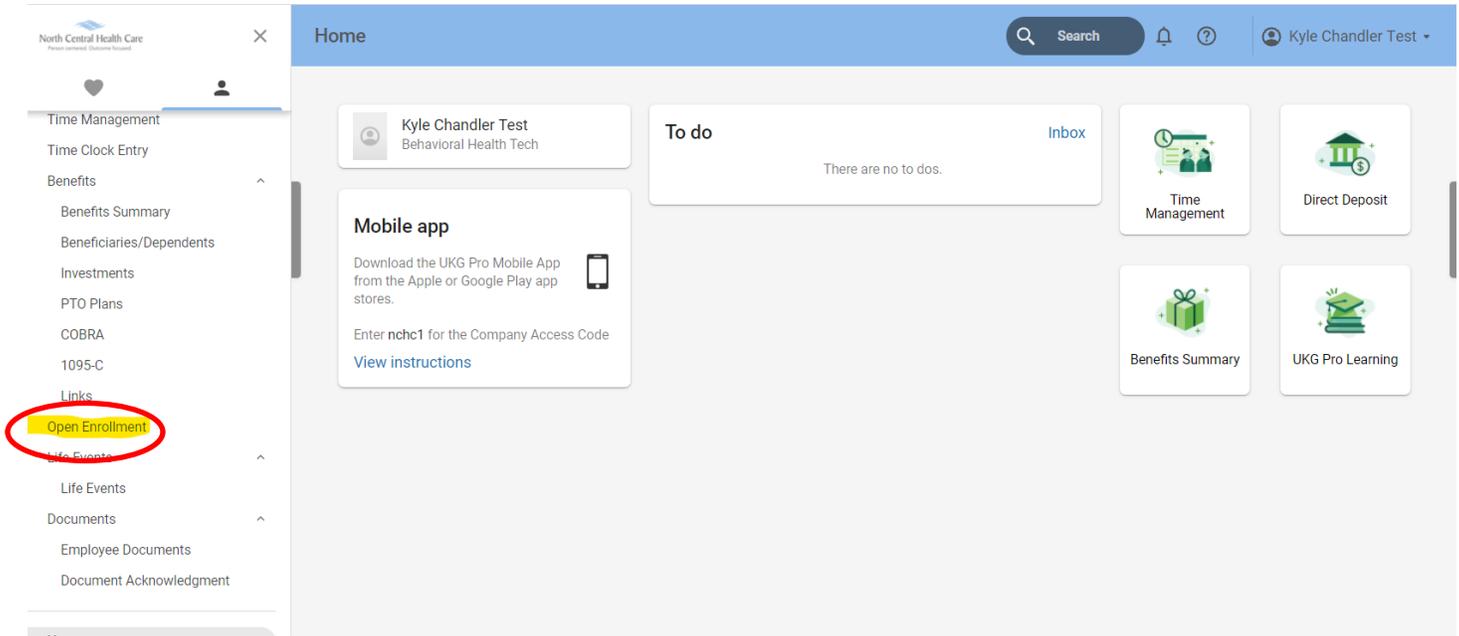
1. Sign in *(Enter your username (NCHC email address) and password. If you need your password reset for UltiPro, please contact HR at 715-848-4419 or if you are a Pine Crest employee you may contact Jacque Krause at 715-539-2514.
2. Once logged into UKG/UltiPro Click on the **Myself icon** on the far left side of the screen.



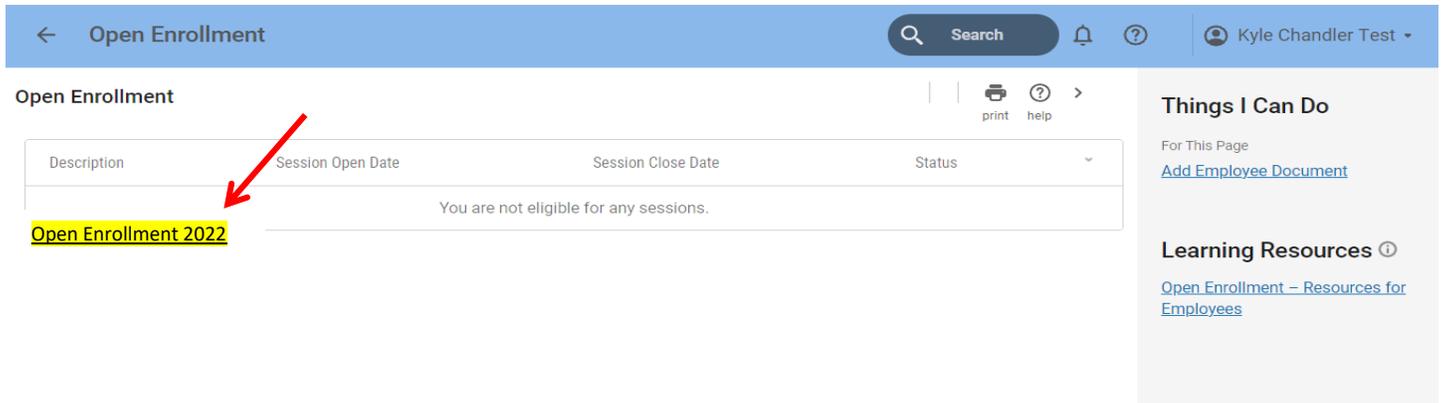
The open enrollment period will be open from October 25, 2021 through November 5, 2021.

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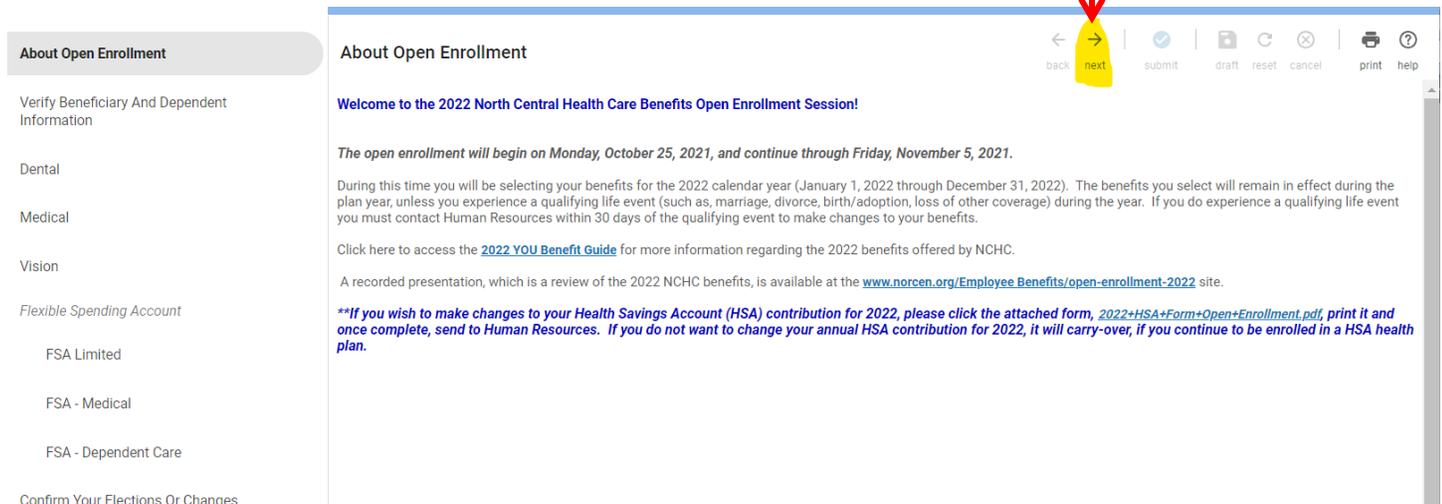
3. Scroll towards the bottom of the list and under **Benefits**, click on **Open Enrollment**



4. On the Open Enrollment page Click on the link titled “Open Enrollment 2022”



5. The first screen you will come to is the “About Open Enrollment” screen. To go to the next page of the enrollment click the Next button in the upper right-hand corner.



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- Once you Click on the Next button, it will bring you to a screen where you will **re-verify** the information for your dependents.

Please **Click on** each dependents name and **review** their SSN (social security number) and date of birth. If your dependent is displaying a social security number that begins with 999-99.....you did not provide a SSN to us in the past.

If you are enrolling your spouse/dependent in the health, dental and/or vision plans **it is required** that you provide a social security number for them

- After you review your dependents, you will step through each benefit that you may enroll in during this open enrollment period by clicking on the “Next” button.
- The benefits you will be selecting coverage for are the Dental Insurance, Medical Insurance, Vision Insurance and Flexible Spending Accounts (FSA). For each benefit option, **you must** either Enroll or Decline Coverage.
- When you have completed your benefit selection, you will come to the “Confirm Your Elections or Changes” page.

About Open Enrollment

Verify Beneficiary And Dependent Information

Dental

Medical

Vision

Flexible Spending Account

FSA Limited

FSA - Medical

FSA - Dependent Care

Confirm Your Elections or Changes

back next submit draft reset cancel print help

This is a summary of the 2022 benefit elections you have chosen. Please verify your changes carefully before submitting.

If you need to make any edits you can do so by selecting the plan type or plan description link to return to the election page. When you are satisfied with your changes, please click the Submit button on the toolbar.

Effective 01/01/2022

Personal Information

Name	Home phone
Address	Work phone
	Work extension
	E-mail

- Once you have reviewed your elections, **Click** the “**Submit**” check mark and your benefits will be submitted.

***Your Current 2021 Benefits will be displayed , which will also include any Accident, Critical Illness, Health Savings Account (HSA), Identity Protection, Pet Insurance, Deferred Compensation contributions, the WRS contribution, Employee Supplemental Life, Short Term Disability and/or Spousal Supplemental Life. These plans **will not show** in your 2022 elections because those were not benefits you were selecting during this open enrollment period. They **will continue** into 2022.

If you wish to make changes to those additional benefits please refer to your 2022 YOU Benefits Guide or contact Human Resources.

Note: If after you have completed your enrollment you decide to make a change to the benefits you elected you may log back in and make changes **prior to the end date of the open enrollment period**.