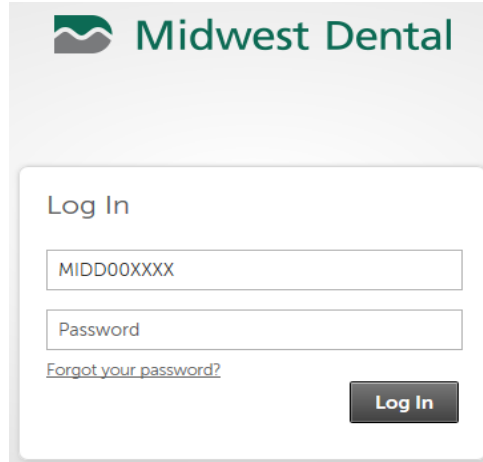


# ULTIPRO – OPEN ENROLLMENT

1

Login to UltiPro.

Username: MIDD00XXXX (XXXX = your employee ID number)



Midwest Dental

Log In

MIDD00XXXX

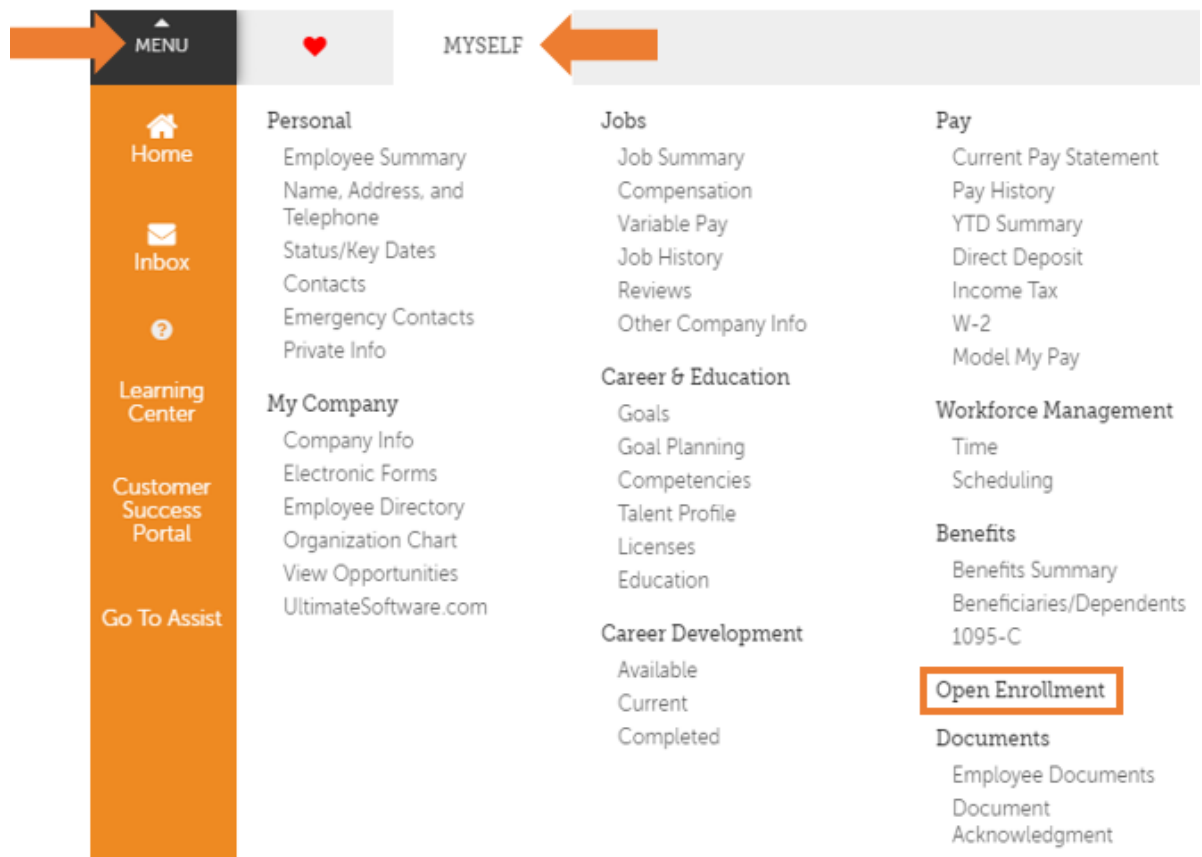
Password

[Forgot your password?](#)

Log In

2

Click on Menu, Myself, Open Enrollment.



MENU

MYSELF

Home

Inbox

Learning Center

Customer Success Portal

Go To Assist

**Personal**

- Employee Summary
- Name, Address, and Telephone
- Status/Key Dates
- Contacts
- Emergency Contacts
- Private Info

**My Company**

- Company Info
- Electronic Forms
- Employee Directory
- Organization Chart
- View Opportunities
- UltimateSoftware.com

**Jobs**

- Job Summary
- Compensation
- Variable Pay
- Job History
- Reviews
- Other Company Info

**Career & Education**

- Goals
- Goal Planning
- Competencies
- Talent Profile
- Licenses
- Education

**Career Development**

- Available
- Current
- Completed

**Pay**

- Current Pay Statement
- Pay History
- YTD Summary
- Direct Deposit
- Income Tax
- W-2
- Model My Pay

**Workforce Management**

- Time
- Scheduling

**Benefits**

- Benefits Summary
- Beneficiaries/Dependents
- 1095-C
- Open Enrollment**

**Documents**

- Employee Documents
- Document
- Acknowledgment



3

Click on the Open Enrollment 2020 link.  
Open Enrollment

Description	Session Open Date	Session Close Date
<b>Open Enrollment 2020</b>	4/20/2020	5/1/2020

4

Review the instructions on each section of the Open Enrollment session. Use the Next arrow to advance to the next section.



NOTE: The sections on the left side of the screen are all of the benefits that you are eligible for and will be required to make a selection for (whether waiving for enrolling).

The screenshot shows a web interface for 'About Open Enrollment'. On the left is a vertical list of benefit categories: Verify Beneficiary And Dependent Information, Medical, Vision, Group Term Life Insurance, Critical Illness, Critical Illness Employee, Critical Illness Spouse, Critical Illness Child, Accidental Death/Dismembr, Accident Insurance, Short Term Disability, and Long Term Disability. An orange arrow points to the 'Long Term Disability' item. On the right, the main content area contains instructions and contact information. In the top right corner of the main content area, there is a navigation bar with icons for back, next, submit, draft, reset, cancel, print, and help. The 'next' icon is highlighted with an orange box.

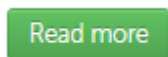
5

To add new dependents and/or beneficiaries, click the plus sign.



6

On each benefit plan section, click the Read More button to review more information about the benefit and specific plan details.





Once all benefit elections have been made, review your elections to ensure all elections have been made correctly.

When benefit elections have been reviewed and are ready for submission, click the Submit button.



submit

