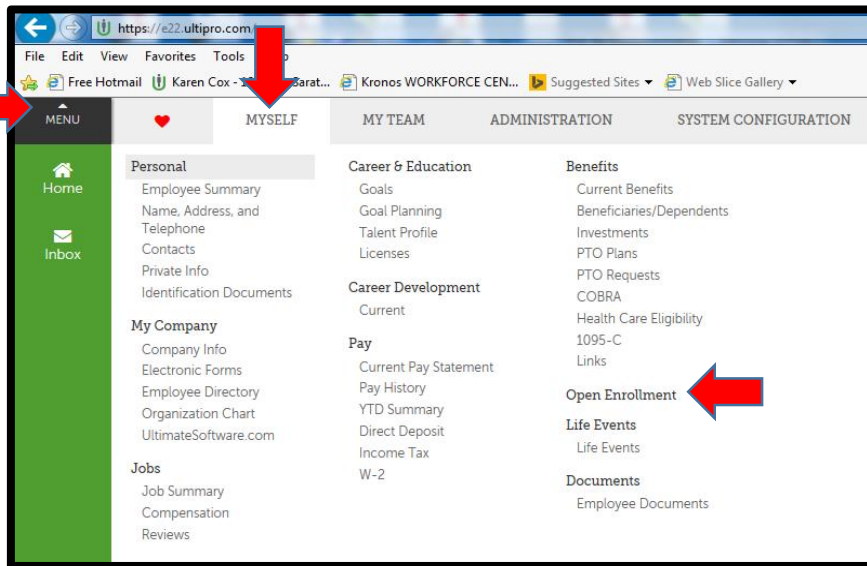


Quick Guide to Online Open Enrollment in UltiPro

Logging into UltiPro

- Log into UltiPro using your hospital email address and password (if logging in for the 1st time the password will be your date of birth in this format: mmddyyyy)
- Click on **MENU**
- Click on **MYSELF**
- Choose **Open Enrollment** (located on the right)
- If you need assistance with your UltiPro password, please send an email to UltiPro@saratogahospital.org



NEW Option Available!

(Keeping your benefit options the same for 2021 with the exception of Flexible Spend Accounts Elections)

To review your current benefit elections in UltiPro go to Menu >> Myself >> Current Pay Statement and Menu >> Myself >> Benefits Summary. Review your current benefit options carefully.

If after reviewing your current benefits, you decide to keep all of your benefits the same, A NEW option is available in the open enrollment session to **“stay enrolled in current benefit plans”**.

Warning: If you choose this option you will **NOT** be able to make any further changes to your open enrollment session. (you will need to contact HR Benefits for assistance.)

This means you **must review your options** carefully before choosing the option to stay enrolled in your current benefit plans.



BEFORE choosing to “stay enrolled in current benefit plans”, please review your current benefits in UltiPro by going to Menu >> Myself >> Benefit Summary.



Warning! If you select to “stay enrolled in current benefit plans” and you submit your session, you will **NOT** be able re-open your session to make any changes. Please be certain to review all benefit information before you finalize your open enrollment session.

****If you are re-enrolling or enrolling in flexible spending, please complete the SEPARATE Flex Spend Open Enrollment session.****

Make new elections
Review my existing plan year elections and/or make election changes. Please guide me through the Open Enrollment work event.

Stay enrolled in current benefit plans

By choosing to stay enrolled in my current benefit plans, I understand that the costs and other plan details could change in the new plan year. (Note: To review your current elections, visit Myself > Benefits > Current Benefits).

OK

Cancel