

# Enrolling in Your Benefits

**You have 30 days to enroll from your date of hire or QLE**

## Step 1

Log into UltiPro then click 'Myself', 'Benefits', then 'Access myKeHEhealth' Here'

## Step 2

Click the "Start Here" button and follow the enrollment wizard

## Step 3

Submit your dependent documentation to the KeHE Benefits Center or upload to myKeHEhealth

It's time to decide which benefits are right for you and your family. Keep in mind, you only have 30 days from your date of hire to enroll in these benefits. Enrolling is as easy as... 1-2-3.

### Opportunities to Enroll

- At annual Open Enrollment
- As a new hire
- During a Qualifying Life Event

### Annual Open Enrollment

Each year KeHE designates an Open Enrollment period, generally in March, when employees are able to make enrollment and coverage changes to their plan elections. Unless an employee experiences a Qualified Life Event (QLE) this is the only time that an employee may make changes to the benefits they are enrolled in and the dependents they cover. Benefit elections will be effective on May 1, and will stay in effect until April 30 of the following year.

Annual open enrollment changes will be made through the **myKeHEhealth** website. See the next page for login information.

### New Hire Enrollment

As a benefits eligible newly hired employee you have 30 days from your date of hire to enroll in your benefits. If you waive your benefits during new hire enrollment you will not be able to enroll in them until the next annual open enrollment period. The exception to this is if you experience a QLE.

### Qualifying Life Event Enrollment

A Qualifying Life Event (QLE) is a change in your situation – like getting married, having a baby, adopting or losing coverage - that can make you eligible for a Special Enrollment Period (SEP). This SEP allows you to enroll in, or make changes to, existing insurance outside of the Open Enrollment window. You must request enrollment and complete your paperwork within 30 days of the QLE.

**Note: Must enroll within 30 days of event.**

# New Process for Enrolling in Your Benefits

## How to enroll in your benefits

### SINGLE SIGN ON

- ➔ Access the enrollment website by visiting Ultipro and then from the navigation click 'Myself', 'Benefits', then 'Access [myKeHEhealth Here](#)' to get started.

### EXPLORE YOUR OPTIONS

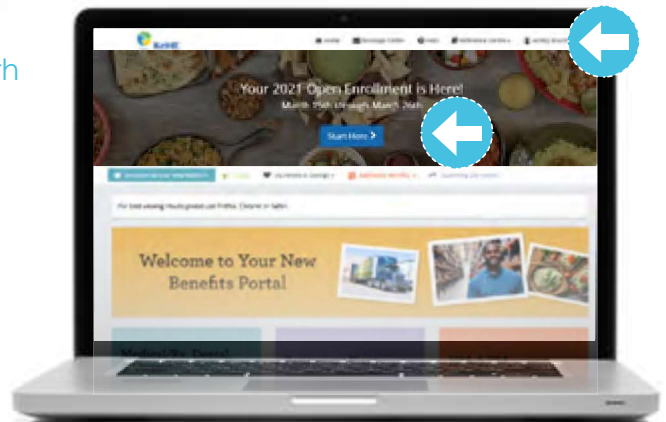
- ➔ Explore the site to learn about your benefits. You'll find lots of helpful information in the **Reference Center**.
- ➔ The calendar at the top of the **Home** page lets you know how many days you have to enroll.

### START YOUR ENROLLMENT

- ➔ Click the **Start Here** button to review your personal information and add or edit any dependents you wish to cover.
- ➔ You will need to provide each dependent's legal name, Social Security Number, and birth date to add them to your coverage.\*
- ➔ **Sofia, your personal benefits assistant, can answer questions and guide you as you enroll.**

\*You may be required to provide documentation to prove your relationship to each dependent.

myKeHEhealth



## Questions?

**KEHE BENEFITS CENTER**

833-397-0551 | Monday-Friday, 7am-7pm CT

**Need to update your address?**  
To ensure you receive time-sensitive mailings, be sure to keep your address updated by reviewing your Personal information in UltiPro

## Download the MyChoice<sup>SM</sup> Mobile App

- 1 Visit your device's app store and download the MyChoice by Businessolver<sup>®</sup> Mobile App.
- 2 Visit the **myKeHEhealth** website to Get Access Code.
- 3 Activate the app with your access code.  
(If you don't use the code within 20 minutes, you'll need to generate a new one.)
- 4 Follow the instructions within the Mobile App to have easy access to your benefits on the go.

