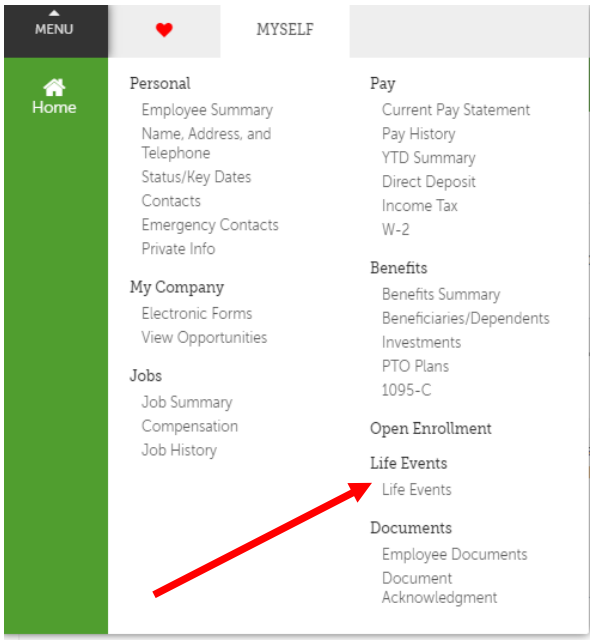
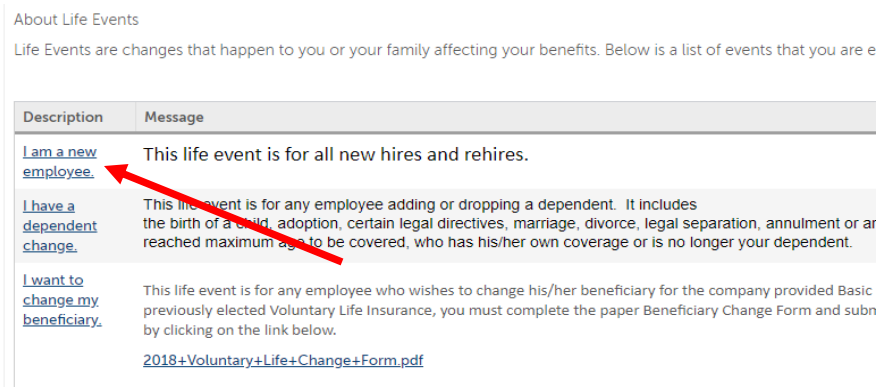
How to Enroll in Benefits

You must enroll within 30 days from your eligibility date. You are eligible for benefits after 90 days of employment.

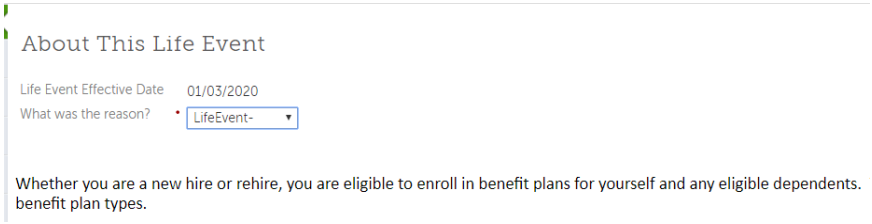
1. **Visit gms.okta.com, sign into your account, and click on the UltiPro icon.**

2. **Click "Menu" → "Myself" → "Life Events" → "I am a new employee."**





3. **Click the drop-down arrow and choose "LifeEvent-New Hire." Click "Next" to continue**



4. **Add beneficiary & dependent information.**

   Supporting documents are required and may be submitted by either delivering to your local Benefit Coordinator, emailing hr@gms.com or uploading them directly to UltiPro by clicking on "Menu" → "Myself" → "Documents" → "Employee Documents" → "Add" → "Browse" → select file → add Document Title → choose "Benefits" Category → no Expiration Date → Click "Save"

5. **Choose your medical plans.**

   Click the button next to the plan choice and click the option. Choosing anything other than "Employee Only" will force dependent(s) to be assigned. If a dependent does not appear as available, return to previous screen by clicking on the link on the left and add/edit, while flagging them as a dependent. You must have a gender, DOB, and SSN. Select from one of four plans, with the last one being "Opt Out" to decline coverage.

The preferred language in UltiPro can be changed at any time by clicking the drop-down arrow to the right of your name located in the upper right corner. Choose "Preferences" → "Edit" → "Language" → make your selection → "Save"