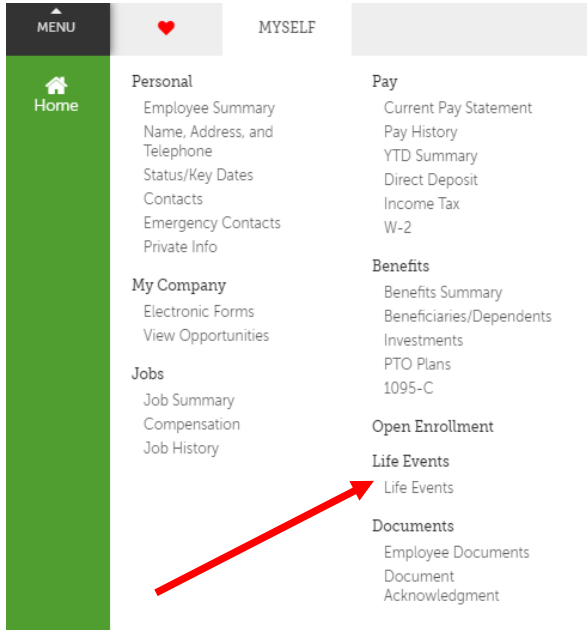


How to Enroll in Benefits

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  icon.

2. Click “Menu” → “Myself” → “Life Events” → “I am a new employee.”

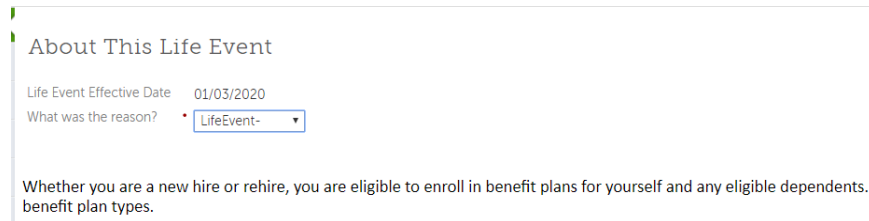


About Life Events

Life Events are changes that happen to you or your family affecting your benefits. Below is a list of events that you are eligible for.

Description	Message
I am a new employee.	This life event is for all new hires and rehires.
I have a dependent change.	This life event is for any employee adding or dropping a dependent. It includes the birth of a child, adoption, certain legal directives, marriage, divorce, legal separation, annulment or a dependent who has reached maximum age to be covered, who has his/her own coverage or is no longer your dependent.
I want to change my beneficiary.	This life event is for any employee who wishes to change his/her beneficiary for the company provided Basic previously elected Voluntary Life Insurance, you must complete the paper Beneficiary Change Form and submit by clicking on the link below. 2018+Voluntary+Life+Change+Form.pdf

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



The screenshot shows the 'About This Life Event' form. The 'Life Event Effective Date' is 01/03/2020. The 'What was the reason?' dropdown menu is set to 'LifeEvent-'. A red arrow points to the dropdown arrow.

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”**