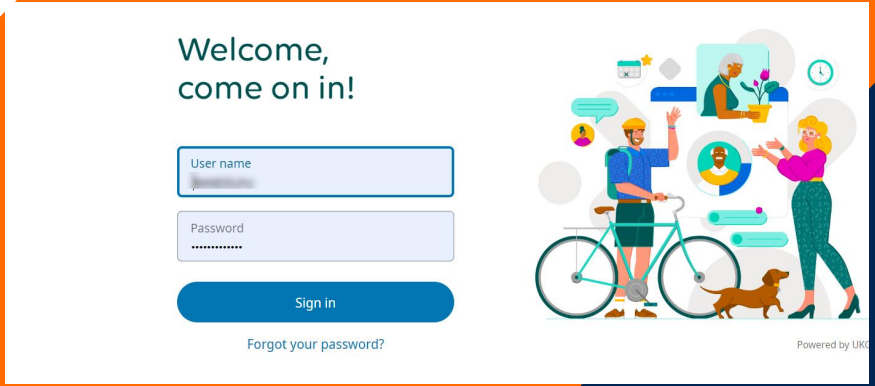




**AWP**  
Safety

**UKG - Open Enrollment  
Instructions**

To access the UKG website, you can visit the AWP Benefits Site at <https://awpbenefits.com/>. Click on “Enroll NOW” at the top right-hand side of the screen, and you will be taken to UKG.





Welcome,  
come on in!

[Forgot your password?](#)



Powered by UKG

If you have never logged into UKG before, please review the below information:

- *Typically, a username is last name, first initial – keep in mind common usernames may be followed by numbers*
- *A user's initial password is their date of birth in mmddyyyy format*
- *After first login, you will be prompted to create a new password. Your new password must have: 8-20 characters, an upper and lowercase letter, a number, and a special character.*

*Your password can be reset by clicking “Forgot your password?” or you can reach out to your manager.*



Upon logging into UKG your home screen should appear similar to the below. You'll need to click the three lines to open your menu. Click on the Myself icon. Scroll down to find & click "Open Enrollment".



When Open Enrollment is “live”, your open enrollment session will appear here.

## Open Enrollment

Description	Session Open Date	Session Close Date	Status
<a href="#">TEST SESSION</a>	03/09/2023	12/31/2024	Not Started





After opening the live open enrollment session, you will be presented with a screen similar to the below. Please read the overview provided and click the “next” button on the top right

**Employee Open Enrollment**  
TEST SESSION

**About Open Enrollment**

You currently have 664 days remaining to submit your elections for this open enrollment session.

Welcome to the 2023 Benefits Open Enrollment for Area Wide Protective!

Open enrollment will take place from November 7, 2022 through November 18, 2022. Benefits will become effective on January 1, 2023.

*Please note: if you do not take this opportunity to enroll, you will not be able to elect coverage until next year's open enrollment, unless you have a qualifying life event.*

back next submit draft reset cancel print help

Please note: the screenshots pictured in these instructions are showing a **TEST** session, rates and dates in this **TEST** session may not accurately reflect current information.



You can add dependents and beneficiaries on this page by clicking on the “add” button at the top of the screen. You will need dependent/beneficiary personal information such as SSN, date of birth, etc. Once you have added your dependents and beneficiaries, you may click “next”. If you’d like to edit any of your current dependents/beneficiaries, you may simply click on their name, and click “edit”.

TEST SESSION

About Open Enrollment

**Verify Beneficiary And Dependent Information**

Medical

Health Savings Account

Flexible Spending Account

Dependent Care

Medical Flexible Spending Account

Dental

Vision

Long Term Disability

Group Term Life Insurance

Employee Additional Life

Supplemental Life EE - Lincoln

add | back | next | submit | draft | reset | cancel

### Verify Beneficiary and Dependent Information

Please include information for each of your dependents and beneficiaries below. If you do not add dependents/beneficiaries here, you add them to your plans in subsequent pages, unless you come back to this page. Ensure that each of your dependents are of a valid re that you include the social security number and date of birth for each dependent.

To edit a dependent listed below (if applicable), please click on the dependent name and then the edit button in the new window. If dependent, please click on the blue plus sign above.

View the below linked video instructions.

[How+to+Edit+Dependents+and+Beneficiaries+11122.gif](#)

Find by	Status	Relationship	Designation
		None	<input checked="" type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input type="checkbox"/> Emergency contact
		Father	<input checked="" type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input checked="" type="checkbox"/> Emergency contact
		Brother	<input checked="" type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input type="checkbox"/> Emergency contact

**IMPORTANT: ENSURE YOUR BENEFICIARY INFORMATION IS ACCURATE**



Previous plan elections (i.e., current plan) will show in the top right-hand corner of each page in the open enrollment session. This will allow you to compare your current elections to your new options. Click “next”.

**Employee Open Enrollment**  
TEST SESSION

Medical

back next submit draft reset cancel print

**Select a Plan**  
Use the options below to choose or decline a plan.

**Plan Highlights**  
Our medical plan has moved from Anthem to Unitedhealthcare. With Unitedhealthcare, you still have the option of choosing one of 3 plans (4 if you are in California or Hawaii). Our plans offer coverage for most healthcare services. When you receive care in-network, you benefit from our negotiated discounts with Unitedhealthcare.

**Your 3 plan options:**

1. PPO
2. HDHP \$3,000
3. HDHP \$6,000

[Read more](#)

I decline Medical plans.

HDHP 3000 United Healthcare

**Current Plan**  
as of 12/31/2023

**HDHP 3000 United Healthcare**

**Your cost**  
\$64.87 Biweekly

**Option**  
Employee Only

**Options**

<input type="radio"/> Employee Only	\$64.87
<input type="radio"/> Employee + Child(ren)	\$152.58
<input type="radio"/> Employee + Spouse	\$201.27
<input type="radio"/> Employee + Family	\$305.16

**HDHP 3000 United Healthcare Plan**

**TEST SESSION: CARRIERS, RATES AND DATES  
MAY NOT ACCURATELY REFLECT CURRENT  
INFO**



Short Term Disability

Long Term Disability

**Group Term Life Insurance**

*Employee Additional Life*

Supplemental Life EE - Lincoln

*Spousal Supplemental Life*

Supplemental Life Spouse - Lincoln

*Child Supplemental Life*

Supplemental Life Child - Lincoln

*Additional Supplemental*

## Group Term Life Insurance

back next submit draft reset cancel print help

### Select a Plan

Use the options below to choose a plan.

Group Term life insurance in the amount of \$50,000 is provided to you, paid for by AWP. There is no cost to you. Please make sure to elect this coverage, or the system will not permit you to submit your elections.

Group Term Life Lincoln 50K

**Current Plan**  
as of 12/31/2023

► **Group Term Life Lincoln 50K**

**Group Term Life Lincoln 50K Plan Information**

Continue to navigate through your open enrollment session, by clicking “next” on each page after making your elections.

*Please note: the system will not let you decline the company paid benefits (such as Group Term Life Insurance), and you must enroll beneficiaries on this page, or you will not be able to submit your open enrollment.*



**Important:** The final section your open enrollment session is the confirmation page. This will compare your previous elections to your current elections. This page can be printed for record. If you are satisfied with your elections, **be sure to click “submit”**.

**Confirm Your Elections or Changes**

You are **almost finished!** Don't navigate away just yet.  
This page shows a summary of the changes you are about to make. Please verify your changes carefully before submitting. If you need to make any edits you can do so by selecting the plan type or plan description hyperlink to return to the election page. When you are satisfied with your changes, please click the Submit button on the toolbar. Effective 01/01/24

**Personal Information**

Name: [Redacted]  
Address: [Redacted]  
Home phone: [Redacted]  
Work phone: [Redacted]  
Work extension: [Redacted]  
E-mail: [Redacted]

▼ Current Benefits - As of 12/31/2023		Estimated Total Cost: \$250.75 ⓘ
Plan Type	Plan Details	Your bi-weekly cost
Deferred Comp(USA)	401k ER Match  Covered Family Members JESS ANN BANDSUH	
Deferred Comp(USA)	Roth 401k Percentage Percent per pay check: 6.00 %  Covered Family Members	

▼ New Benefits - As of 01/01/2024		Estimated Total Cost: \$0.00 ⓘ
Plan Type	Plan Details	Your bi-weekly cost
<a href="#">Medical</a>	No election has been made	
<a href="#">Health Savings Account</a>	No election has been made	
Flexible Spending Account	<a href="#">Dependent Care</a> No election has been made	
Flexible Spending Account	<a href="#">Medical Flexible Spending Account</a> No election has been made	
<a href="#">Dental</a>	No election has been made	