Benefits Enrollment Guide

radiology partners

Important to Know

Please make sure to complete the steps below to submit your open enrollment elections in UKG.

Update and review:

1. Your personal information
2. Your dependent information and elections
3. All elected benefits; please decline if the plan is not applicable
4. Assign your beneficiaries for your HSA and Life plans
5. Print or save your benefits statement
6. After checking out, complete your EOI application (if applicable)
7. *Questions? Visit www.rpbenefits.com or email benefits@radpartners.com*

Login to OKTA Dashboard/UKG

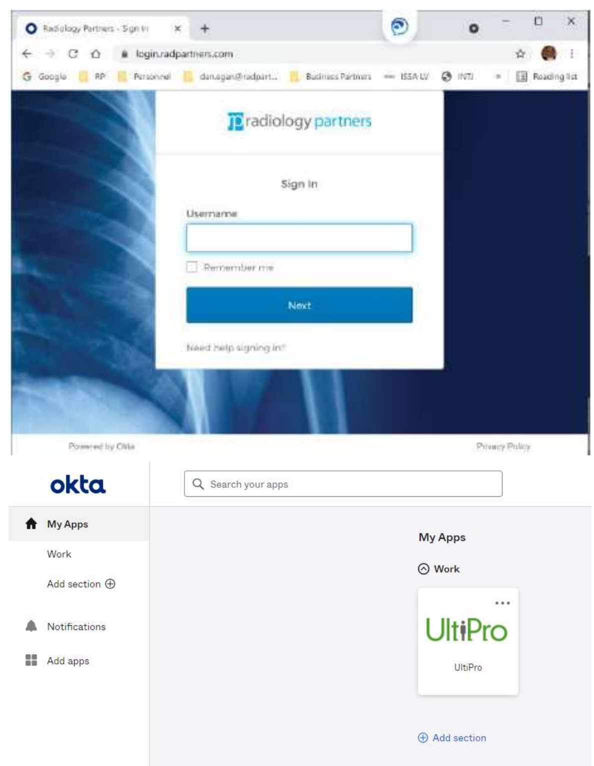
Follow these steps to access your UKG profile.

1. Ensure you have already setup your login to the OKTA Multifactor Authentication page.

   We recommend you use the browsers Google Chrome or Microsoft Edge. **UKG is not compatible with Safari or mobile devices.**

2. Once you login to OKTA, go to the dashboard and select UltiPro.

   Please reach out to IT if you are experiencing issues with OKTA at support@radpartners.com.



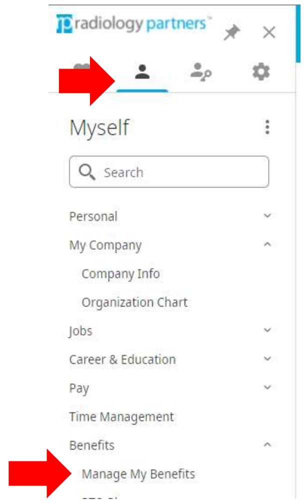
Practice	Link	Credentials
All RP practices	https://login.radpartners.com	*Your **RP Email** username and password*

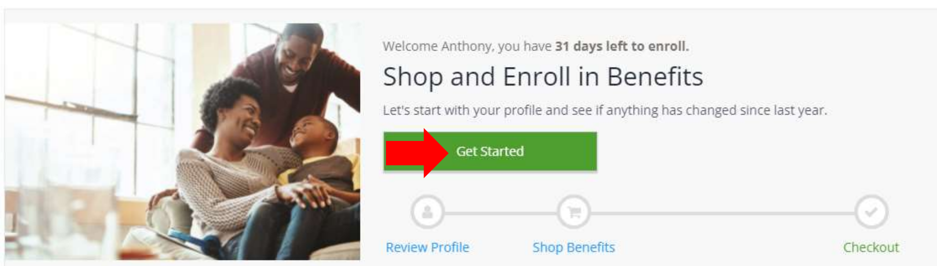
Where to Enroll?

1. Once you are on the UKG homepage, locate the menu bar on the top left-hand corner, then select

   Menu > Myself > Manage My Benefits

2. After arriving to the benefits portal, select "Get Started" to proceed to the enrollment page



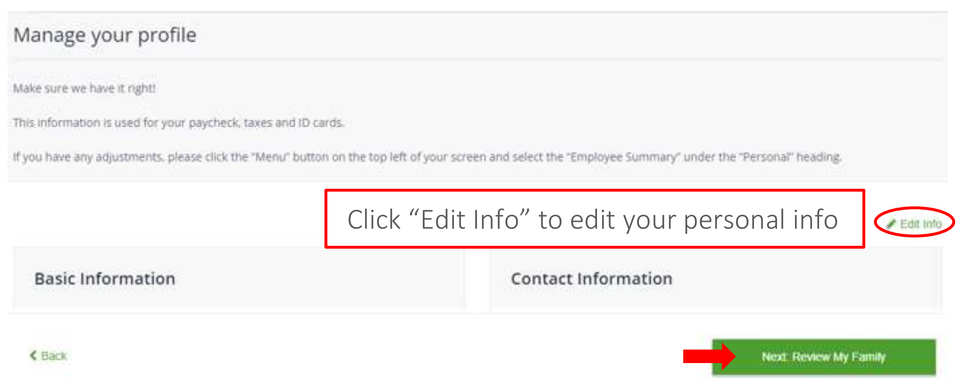


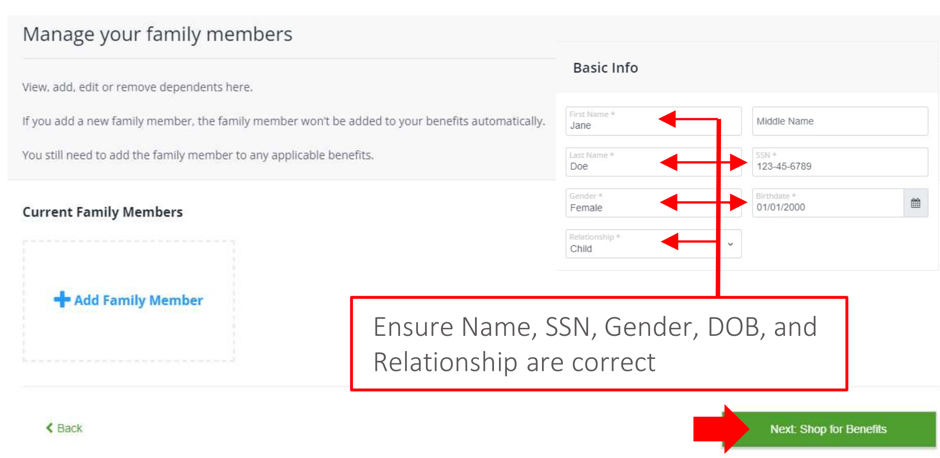
Update Your Profile

1. Confirm your personal information is correct. Then, click "Next: Review My Family"

2. After reviewing your personal info, scroll to the bottom and click "Next" to proceed to the next page

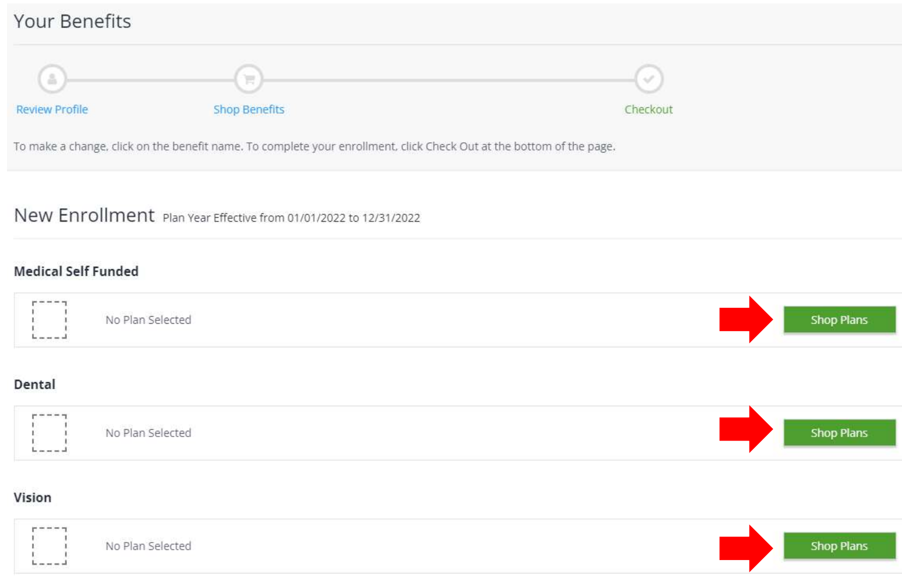
3. If applicable, add your family members on this page. Then, click "Next: Shop for Benefits"

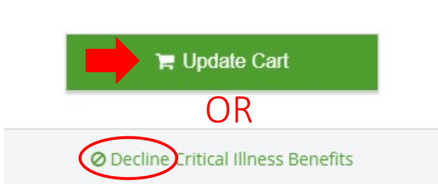




Shopping for Benefit Plans

1. Go through every benefit by clicking "Shop Plan"
2. Review the description at the top of each plan's page
3. Depending on the plan, select
   "Update Cart" to enroll,
   "I Understand" to acknowledge or
   "Decline" the coverage
4. You must go through all plans Otherwise, you cannot "Checkout"

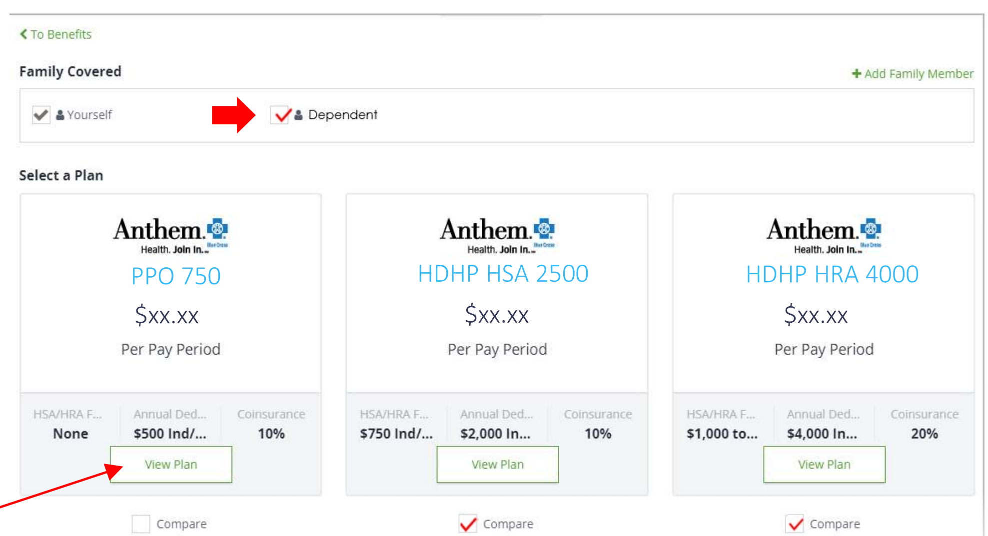




Ensure Your Dependents are Covered

It is recommended you review each plan carefully to ensure your dependents are added.

- If you cannot select your dependent's name, then that dependent is not eligible for the plan



For more information about each plan, select "View Plan"

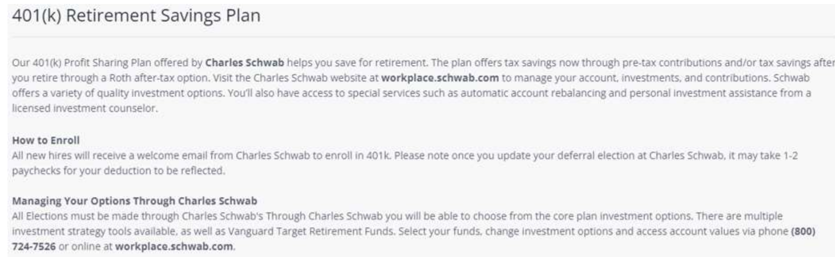
Check here to compare plans side by side

Charles Schwab 401(k)

The 401k plan is informational only, you will not be able to elect here. Please acknowledge that you can contribute to your 401k.

To elect a deferral amount, navigate to www.workplace.schwab.com or call (800) 724-7526. Deferral elections are processed within 1 – 2 pay cycles.

Note: The amount you setup is the amount that will be deducted per pay period



401(k) Retirement Savings Plan

Our 401(k) Profit Sharing Plan offered by **Charles Schwab** helps you save for retirement. The plan offers tax savings now through pre-tax contributions and/or tax savings after you retire through a Roth after-tax option. Visit the Charles Schwab website at **workplace.schwab.com** to manage your account, investments, and contributions. Schwab offers a variety of quality investment options. You'll also have access to special services such as automatic account rebalancing and personal investment assistance from a licensed investment counselor.

How to Enroll
All new hires will receive a welcome email from Charles Schwab to enroll in 401k. Please note once you update your deferral election at Charles Schwab, it may take 1-2 paychecks for your deduction to be reflected.

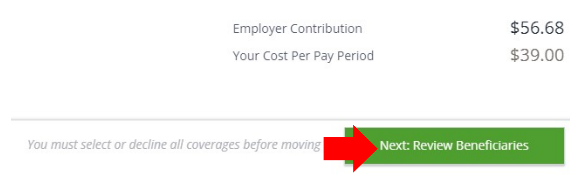
Managing Your Options Through Charles Schwab
All Elections must be made through Charles Schwab's Through Charles Schwab you will be able to choose from the core plan investment options. There are multiple investment strategy tools available, as well as Vanguard Target Retirement Funds. Select your funds, change investment options and access account values via phone **(800) 724-7526** or online at **workplace.schwab.com**.

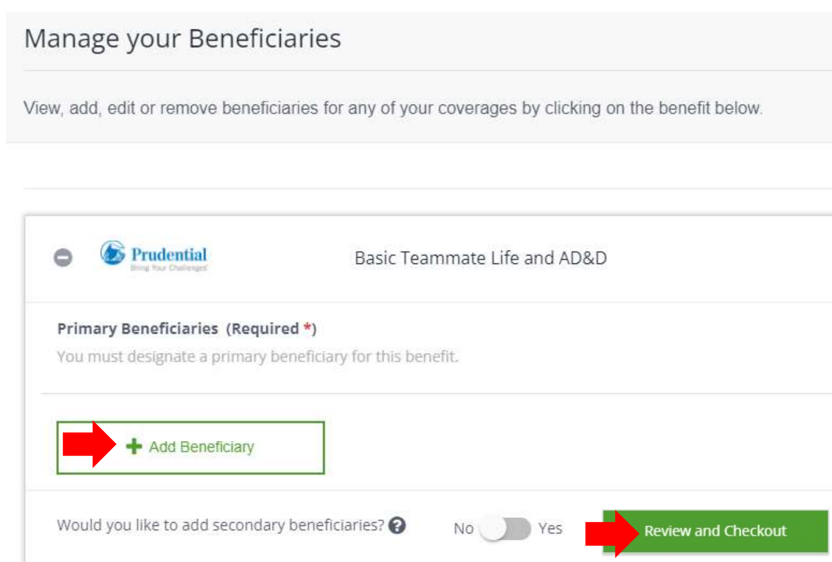
Completing Your Enrollment

1. After you elect/decline all plans, scroll to the bottom and click "Next: Review Beneficiaries" to proceed to the next page.

2. You must add your beneficiaries* to complete enrollment.

3. After adding your beneficiaries, select "Review and Checkout."



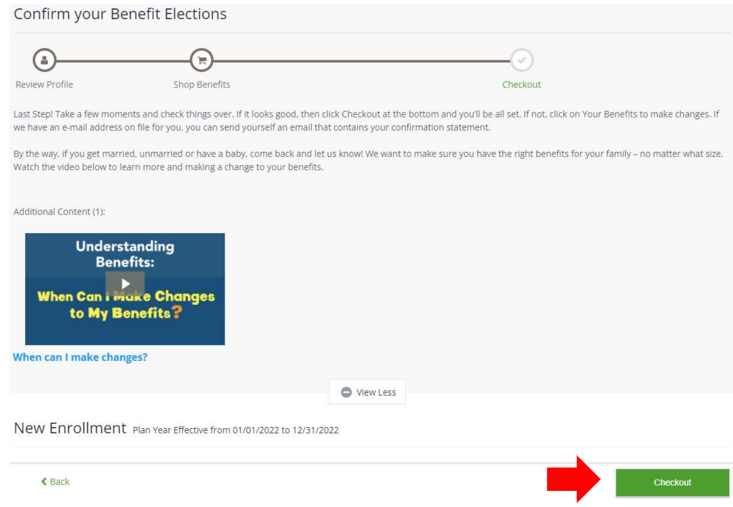


*Beneficiary - a natural person or other legal entity who receives money or other benefits from a benefactor. For example, the beneficiary of a life insurance policy is the person who receives the payment of the amount of insurance after the death of the insured.

Almost Done!

1. Take one last look and review your elected benefits.

2. After reviewing, complete your enrollment by selecting the “Checkout” button.

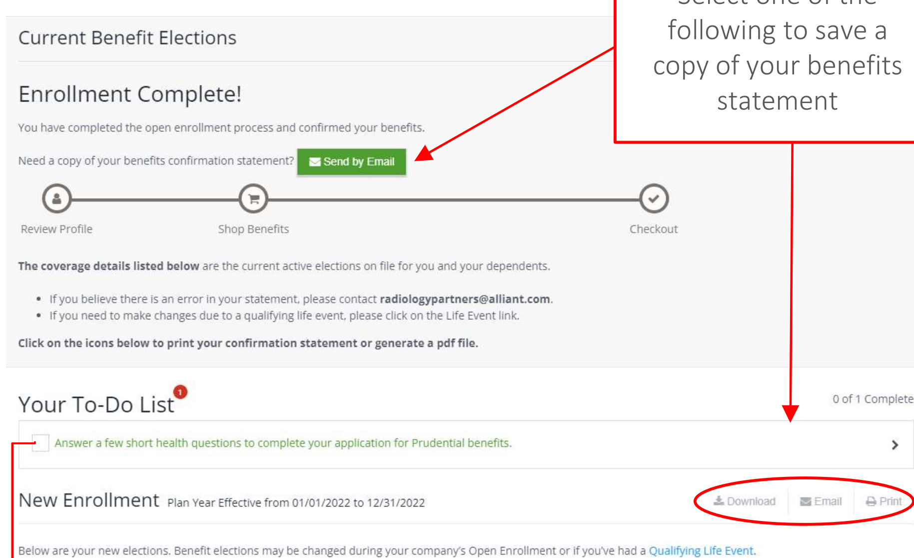


Congratulations!

You have completed your enrollment.

Download and save a copy of your benefits statement or send it to your email.

Select one of the following to save a copy of your benefits statement



If you elect Voluntary Life above guaranteed issue, please make sure to complete the evidence of insurability application