

HOW TO ENROLL



Before you enroll, verify your personal information and make any necessary demographic changes in UKG. Once you have made your benefit elections, you will not be able to change them until the next open enrollment period unless you have a qualified change in status.

Enrolling in Benefits

1. As a New Hire

You must enroll within the first 30 days of employment as a new hire or rehire. Then, benefits are effective the first of month following 30 days of employment.

2. At Open Enrollment

During the open enrollment period each November, you will have the opportunity to enroll or change your benefit elections. Any newly elected benefits or changes to existing benefits become effective on January 1 of the following year.

3. During the Year

If you experience a Qualified Life Event, you must change your benefit elections within 30 days following the event. If you do not make a change within that period, you must wait until the next open enrollment period to do so.

Enrollment Checklist

- Gather your UKG login information (user ID and password) and navigate to UKG through the computer browser. Note: Enrollments cannot be completed through the UKG app. Your user ID is “wesleylife@firstnamelastname.” If you do not remember your password, follow the system prompts to reset. If this does not work, contact your People & Culture Director for help.
- Determine any dependent(s) you plan to enroll in the various insurance plans (e.g., spouse, children, etc.). Gather their birth dates and Social Security Numbers (SSNs). You must have the SSN for anyone you plan to enroll.
- Determine your beneficiary for plans such as Life Insurance and AD&D. Gather their name(s). Birthdate(s) and Social Security Number(s) are not required for your life insurance beneficiary.
- Make your benefit elections through the UKG portal during the specific enrollment period. Once logged into UKG, go to MYSELF > MANAGE MY BENEFITS and UKG will direct you to a website called PlanSource to make your elections.
- After you make your elections, we recommend that you email, print, or take a screenshot of your benefit confirmation statement.

Benefit Decision Counselors: Avant

Make the most of your benefits with your Avant benefit counselors.

- **Phone Number:** 1-866-956-1516
- **Hours:** Monday – Friday, 8 a.m. – 5 p.m. CST

When calling Avant, please provide your community's name or reference WesleyLife/WellSpire

Services Provided:

- System navigation and enrollment capture
- Telephonic enrollment support
- Warm transfers to carrier, payroll, etc.
- Enrollment updates & beneficiary changes
- Explanation of benefit offerings
- Plan decision support



Welcome,
come on in!

Username
Password

Sign in

Forgot your password?

