
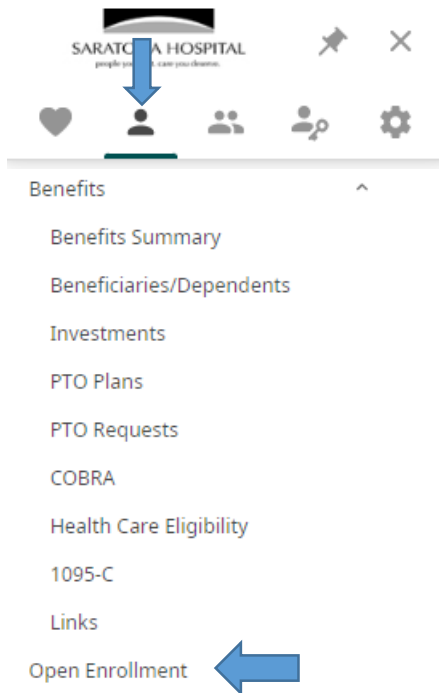


Quick Guide to Online Open Enrollment in UltiPro

LOGGING INTO ULTIPRO

- Log into UltiPro using your hospital email address and password (if logging in for the 1st time the password will be your date of birth in this format: mmddyyyy)
- Click on 
- Scroll to the bottom of the menu on the left hand side
- Choose **Open Enrollment**
- If you need assistance with your UltiPro password, please send an email to UltiPro@saratogahospital.org




IMPORTANT INFORMATION

To review your current benefit elections in UltiPro go to 

>> Myself >> Current Pay Statement OR

>> Myself >> Benefits Summary

If you are enrolling dependents, they must be listed in your contacts before completing your Open Enrollment Session:

- The relationship of the dependent must be either: Spouse, Domestic Partner (approved/notarized affidavits required), son, daughter or legal dependent. You must also enter the dependent's date of birth, gender and social security number.
- If your dependent is not listed, you will need to exit Open Enrollment, go back to the myself tab  >> click on contacts >> click ADD >> enter the dependent's date of birth, gender and social security number. Save the data and click Submit. You will get a confirmation email when the addition of the dependent is approved by the benefit admin. Once the email is received approving the contact, you can continue with benefit enrollment.

There are 2 Open Enrollment Sessions available for Benefit Eligible Employees: 2023 Open Enrollment and 2023 Flex Spend Open Enrollment.

In order to enroll or re-enroll in flexible spending for 2023, you MUST complete and submit the 2023 Flex Spend Open Enrollment Session. Your flex spend amounts DO NOT CARRYOVER from year to year.