

Online Enrollment for Benefits

- 1) Please go to www.323enroll.com to start your enrollment process.
- 2) To begin your enrollment process please scroll down the page until you see a button named “Click Here to Enroll Today”. Please Click that button and you will be taken to the main Ulti-Pro sign in web page.

Welcome to Wilks Brother's Benefit Enrollment.

This is your opportunity to elect benefits for the 2017-2018 benefits year.

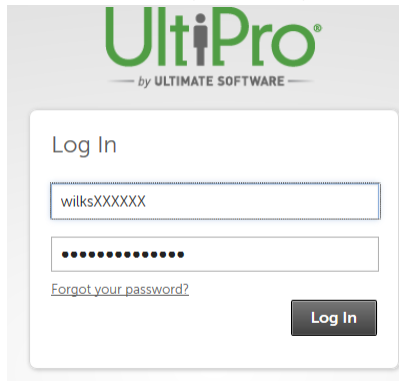
Click on the video itself for important information.



After watching the video, please collect your dependent's dates of births and social security numbers, and click on the button below.

CLICK HERE TO ENROLL TODAY

- 3) To Log in please use the instructions that were provided to you when you were filling out your new hire paper work. For example:
 - a. Log-In ID: wilks + employee number (wilks123456)
 - b. Password: Date of birth – no black slashes (1201975)



- 4) Please click on the “Menu” button on the top left side of the page. Then click on “My Self” and then click on the GREY “Life Events” Button.



- 5) Click on I am a new employee and a new screen will pop up.

Life Event

I am a new employee 

- 6) This is where you will enter your benefit elections. Please read all the information on each of the pages which will help you in making your benefit elections.
- 7) The first page will be titled "About your Life Events". Once you are done reading the information on this page, please click on the drop-down button and choose "Life Event – Hire". Then click the circle "next" button located at the top right on the page.
- 8) The next page will be titled "Verify Beneficiary and Dependent Information". This is where you will enter all of the dependents and beneficiaries that will be on your plan.
- 9) To add the dependents and beneficiaries please
 - a. Click on the green "Add" button and a small screen will pop up.
 - i. Enter First and Last Name
 - ii. Social Security number (this is something that the insurance company will need)
 - iii. Date of birth
 - iv. Gender
 - v. (scroll down) relationship
 - vi. And then click on the boxes that will apply. A person can be both a dependent and beneficiary
 - b. Once you are done entering the dependents and beneficiaries please click on the "Next" button located at the top right of the page.
- 10) The next page will be titled "Group Term Life insurance". This is a company paid insurance which you will not be charged for and every employee is enrolled in. Please click on the circle next to "Company Paid Term Life Insurance". Then scroll down and choose one of the beneficiaries that you entered on the previous page and enter a percentage amount that you want to be given to that person. Please note that the percentage must equal 100% after you are done. Click "next" once you are done.
- 11) This page is called "Company Paid ADD". Again, this is a company paid insurance and there is no charge to you. Please click on the circle next to the words "Company Paid AD&D". Assign your beneficiaries and their percentage amounts. Once you are done please click on the "next" button.
- 12) The next page is where you will select your medical insurance named "Medical". If you need to see the details for each plan please click on the blue lettering "2017-2018 Medical Summary". An open button that will appear on the bottom of your screen which will allow you to see a screen that tells you all about each medical plan. Once you have made your decision you can choose to either:
 - a. Decline your insurance and then a drop-down box will come up and you will just tell us why you are electing to decline the medical insurance or,

- b. You can choose between the three medical plans. If you choose to cover any dependents they will appear under your election after clicking on employee + (Child or Spouse or Family). All you will need to do is check mark the boxes next to their names and that will show them as being covered as your dependents under medical insurance.
 - c. Once you are done selecting your medical plan please click the “next” button.
- 13) This page is titled “Health Savings Account”. If you selected the Premier Medical Plan you have the option to choose to enroll in the HSA Saving Account. If you do decide to enroll in this program please click on the circle next to the words “HSA Individual”. If you elected to cover more people than just yourself you can choose the Family plan, and if you just elected to cover yourself then you can choose the individual HSA plan. You will enter the amount that you want to be deducted from your pay check to go into the saving account. If you do not want to enroll in the HSA account please click on the “I decline Health Savings Account plan” and click on the next button to go onto the next page.
 - 14) This page which is titled “Dental” and this is where you can make your dental elections. If you decide to decline dental just click on the “I decline Dental plan” and click on the next button once you are done making your elections.
 - 15) The next page is titled “Vision”. Again, make your elections and when you are done please click on the “next” button.
 - 16) “Employee Voluntary Life”. You are already covered by the company for Term Life for 2X your annual salary up to \$200,000. If you want to add more to this coverage this is where you can do that. Please click on the circle next to the words “Voluntary Life – Employee” enter the amount that you would like to add and then click next. Please note that if you elect more than \$150,000 you will be required to fill out an Evidence of Insurability packet which you can get from your HR Representative or by contacting Sarah Gamble. Once you are done please click the “next” button to go to the next page.
 - 17) “Spousal Voluntary Life”. You can elect to cover your spouse for Term Life Insurance up to \$30,000. Please note that if you did not elect to cover yourself for extra Term Life insurance you cannot cover your spouse or child for Term Life Insurance. You must cover yourself for the same or greater amount than what you cover your dependents. Once you are done please click on the “next” button.
 - 18) “Child Voluntary Life” Please make your elections for whether you want to cover your children for Term Life. You may cover your child for up to \$10,000. Once you are done please click on the “next” button.
 - 19) “Voluntary ADD Insurance - Employee”. Please either elect to cover yourself for extra Accidental Death and Dismemberment or click on the decline box and move on to the next page.
 - 20) “Voluntary ADD Insurance – Spouse”. Please either elect to cover your spouse for extra Accidental Death and Dismemberment or click on the decline box and move on to the next page.
 - 21) “Voluntary ADD Insurance – Child”. Please either elect to cover your child(ren) for extra Accidental Death and Dismemberment or click on the decline box and move on to the next page.
 - 22) “Short Term Disability”. You are already covered by the company for Long Term Disability which will take effect after 90 days from the date of your disability. Short Term Disability will cover you for that 90-day period and will start after two weeks from your disability. This benefit goes off your annual income. When you click on the circle next to the words” Short Term Disability it will

show you what will be deducted from each pay check. If you do not want this benefit you can decline it and then move on to the next page by clicking on the “next” button.

- 23) “Deferred Comp (USA). On this page, you will be electing your 401K beneficiaries. If you click on the green read more button you will see when you will become eligible to enroll in your 401K benefit. Please click on the circle next to the words “401K match” then scroll down to where you can assign your beneficiaries. Please note that if you are married you must make your spouse the primary beneficiary holder. Once you are done please click on the “next” button.
- 24) “Confirm Your Elections or Changes”. This page will show you all of the elections that you have made and the total amount that will be deducted from your pay checks. If there are things that you missed or skipped throughout this process you will see a note stating what needs to be fixed before you can submit your elections. If everything looks good and you are happy with what you have chosen please click on the green “submit” button at the top.
- 25) Once you have submitted your elections they will be sent to the Human Recourse office to be reviewed and submitted. If there are things that need to be changed/fixed an HR representative will contact you to make those changes.

Again, if you need assistance with your enrollment process please feel free to contact Chassidey Rose at (817)212-3391 and she will help you with your questions or concerns.

Thank you