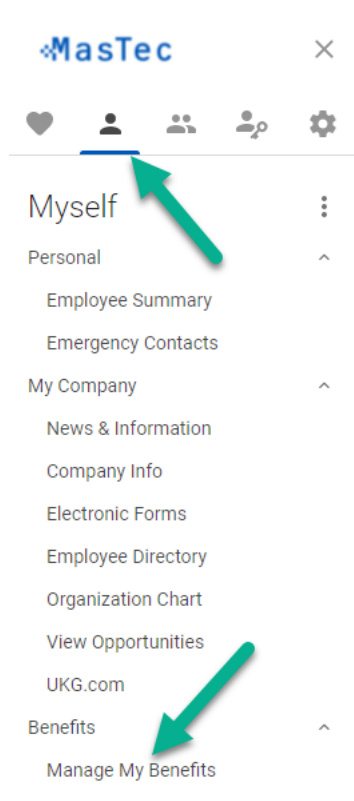


HOW TO ACCESS AND MODIFY BENEFITS IN UKG BENEFITS PRIME

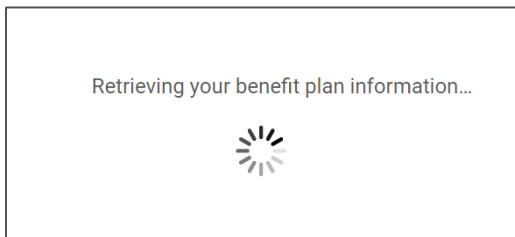
Review and access your benefits information in the **MasTec Benefits Portal UKG Benefits Prime**, where you can elect benefits, change benefit options, and request life event changes.

NOTE: You will access UKG Benefits Prime by logging in to UKG Pro and navigate to the **Manage My Benefits** menu option to modify benefits information. If this is your first time logging in to UKG Pro, please see the UKG Pro Login Guide for detailed instructions on how to login before proceeding.

1. Click the Person (Myself), the Benefits section to expand it, then finally, click on “Manage My Benefits”.

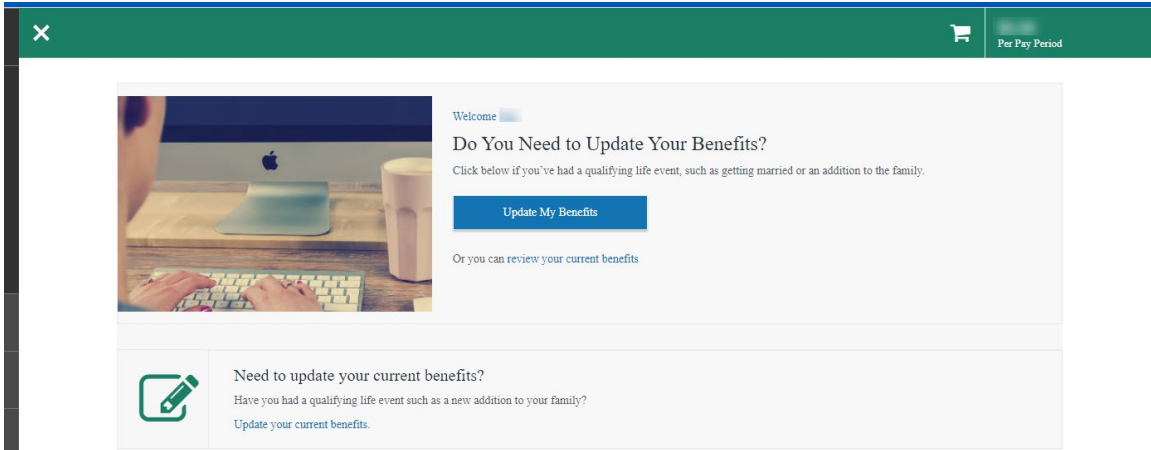


NAVIGATION: Menu > Myself > Benefits > Manage My Benefits



2. From the Benefits Prime Home page, you can complete one of the following in the center screen:

- Select **Continue Enrollment** to continue to shop for benefits or to complete your enrollment by checking out.
- Select **Update My Benefits** to make changes to your current benefits due to a qualifying life event. (this is the example pictured below)

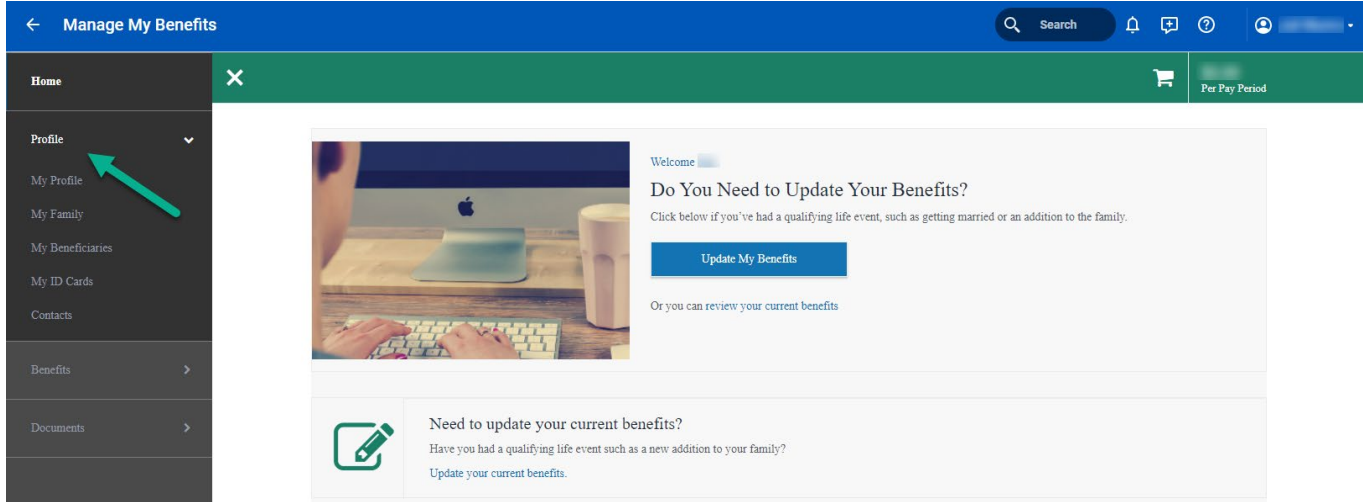


Then follow the onscreen navigation prompts to complete you benefit enrollment!

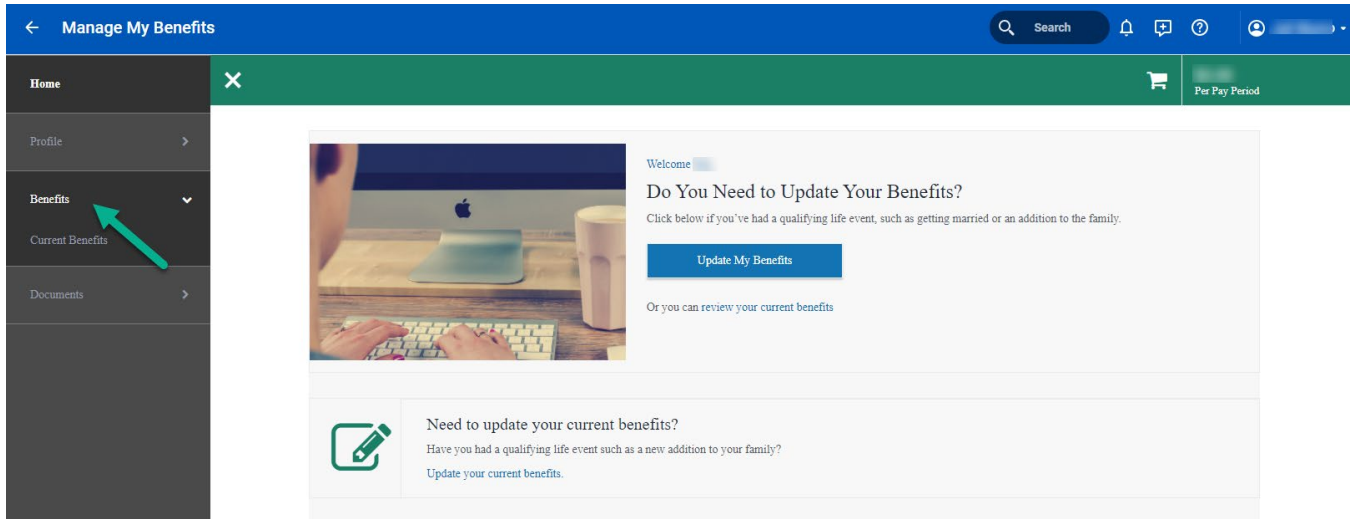
OVERVIEW OF THE LEFT SIDEBAR NAVIGATION TABS ON PAGE 3 ->

OVERVIEW OF THE SIDEBAR NAVIGATION:

- Select **Profile** to expand the menu and select a section to update information, as required:



- Select **Benefits** to expand the menu and select a section to complete open enrollment or “current benefits” to review current benefits.



➤ Select **Documents** to expand the menu to review your standard Benefit Documents.

The screenshot shows the 'Manage My Benefits' interface. The left sidebar has a menu with 'Home', 'Profile', 'Benefits', 'Documents', and 'Benefit Documents'. A green arrow points to 'Benefit Documents'. The main content area is titled 'Documents' and contains a search bar and a list of documents for the period '01/01/2021 to 12/31/2021'. The list includes folders for 'Medical' and 'Aflac', and several PDF files with 'View' and 'Zip' options.

Folder/Document Name	Date	Action
01/01/2021 to 12/31/2021		Zip
Medical		Zip
Standard Plan_SBC_01012021.pdf	08/05/2021	View
Aflac		Zip
MasTec AC Brochure.pdf	08/06/2021	View
MasTec CI Brochure.pdf	08/06/2021	View
MasTec HI Brochure.pdf	08/06/2021	View
accidentclaimform.pdf	08/06/2021	View
Group Claims.pdf	08/06/2021	View
hospitalization_claim_form.pdf	08/06/2021	View

QUESTIONS?

Please contact the **MasTec Benefits Service Center** with any questions.

The MasTec Benefit Service Center can be reached Monday to Friday, 9:00 AM to 5:00 PM EST

Text/Call: 877.857.0211

Email: MasTecBenefits@YourBenefitsManager.com