

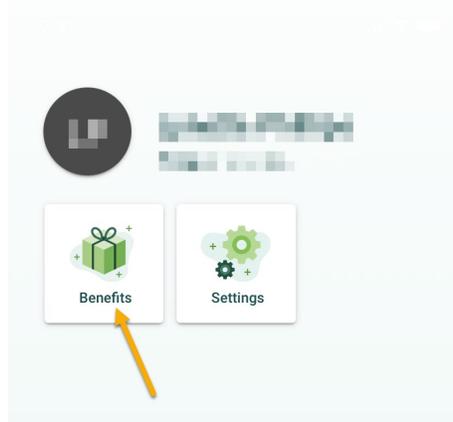
UKG PRO MOBILE APP

ACCESSING AND MODIFYING BENEFITS

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

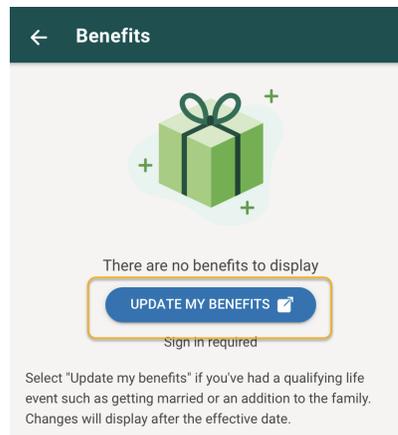
NOTE: You will access UKG Benefits Prime by logging in to the UKG Pro Mobile App and navigate to the **Benefits** menu option to modify benefits information. If this is your first time logging in to the mobile app, please see the **UKG Pro Mobile App Login Guide** for detailed instructions on how to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

1. Select the **Benefits** tile.



NOTE: UKG Pro Benefits Administration mobile is not compatible with iOS 12.

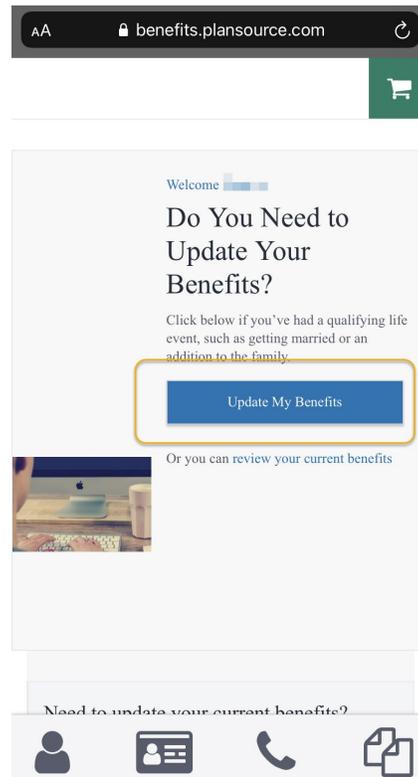
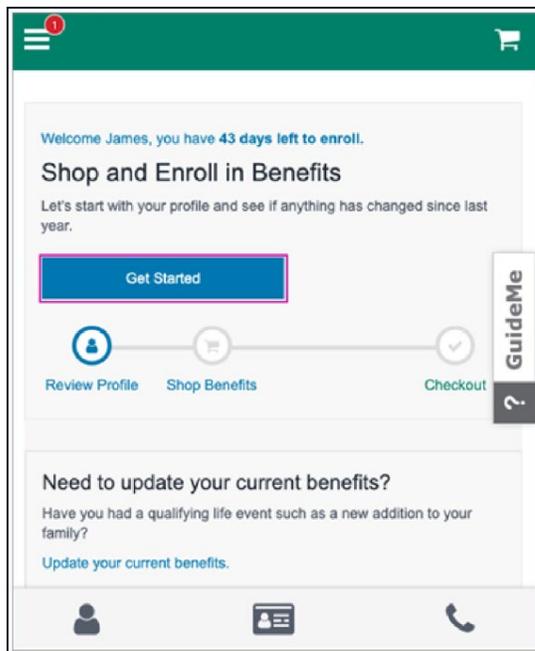
2. Select **Update My Benefits** then follow the onscreen prompts to sign-in again using your UKG Pro credentials.



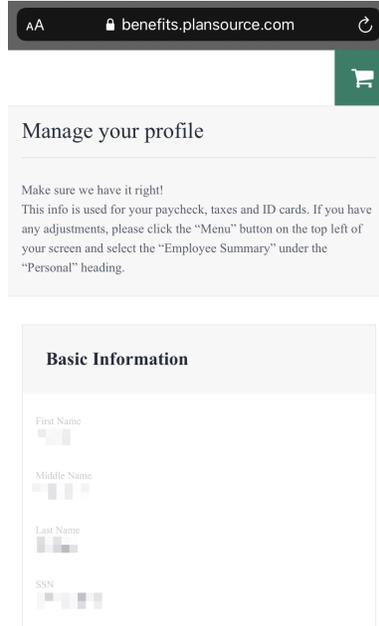
- New Hires (left):** From the **Home** screen, you can view the number of days you have left to enroll in benefits plans available to you. Select **Get Started** to begin the benefits selection process.

Current Hires (right): From the **Home** screen, you can make changes to your current benefits due to a qualifying life event/open enrollment. Select **Update My Benefits** to begin the process.

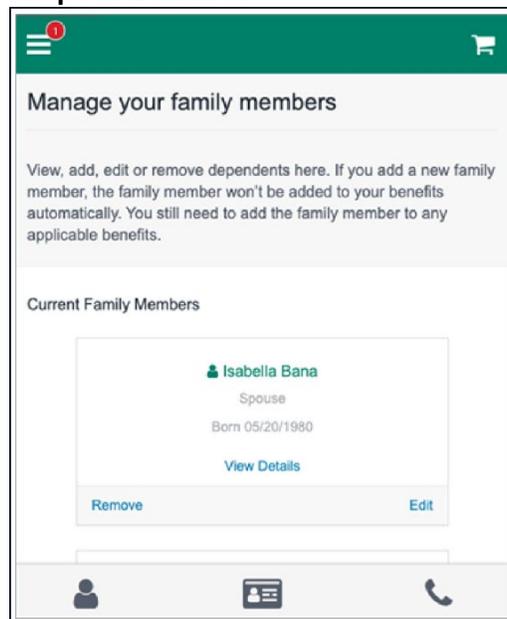
Important: Do not hit the browser back button while logged into Benefits. Selecting Back **signs you out of the benefits experience**. If you select Back, log out of the mobile app completely, and log back in.



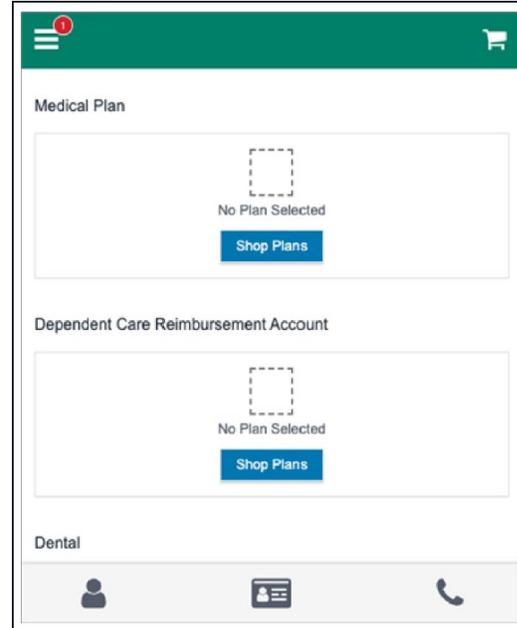
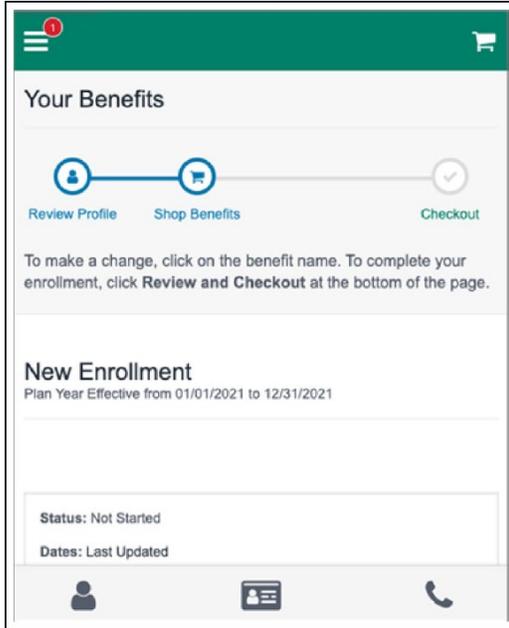
4. From the **My Profile** page, review and verify your information is correct, the select **Next: Review My Family**.



5. From the **Manage Your Family Members** page, you can:
- Review or edit dependent information on file for current family members
 - Remove a family member from receiving benefits through your plan
 - Add a family member as a dependent
- (family members can also be added from the **Benefit Page**)
- When finished, select **Next: Shop For Benefits**.

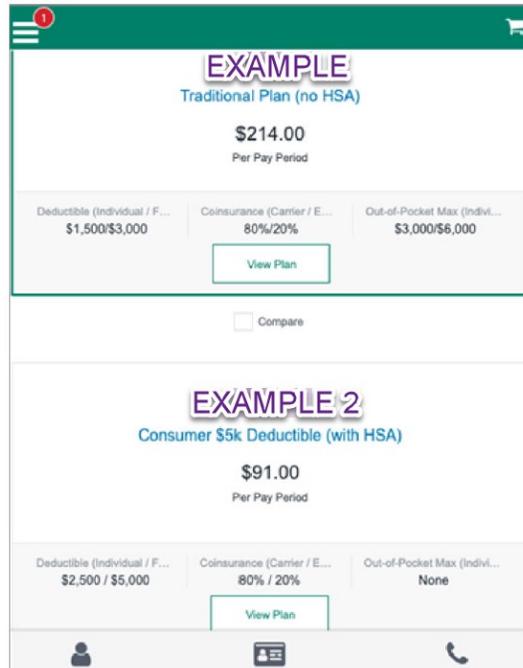


6. From the **Your Benefits** page, select **Shop Plans** for each of the benefit plan types available to you (ex. Medical, Dental, Vision).



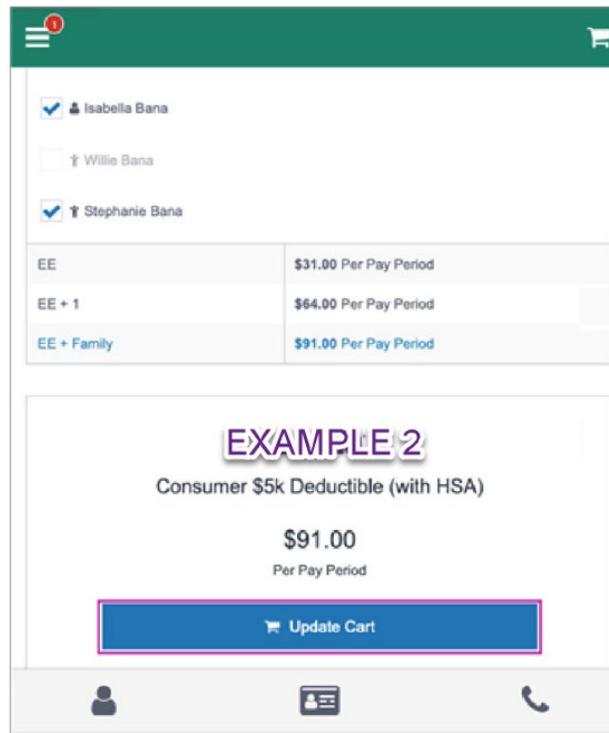
When you select **Shop Plans** for a benefit type, a list of available plans displays. From this page you can:

- Add or edit family coverage
- Sort plans that match your criteria
- View important plan details
- Compare multiple plans



Select **View Plan** to view additional details, such as coverage levels, per pay period amounts, benefit information, and coverage information.

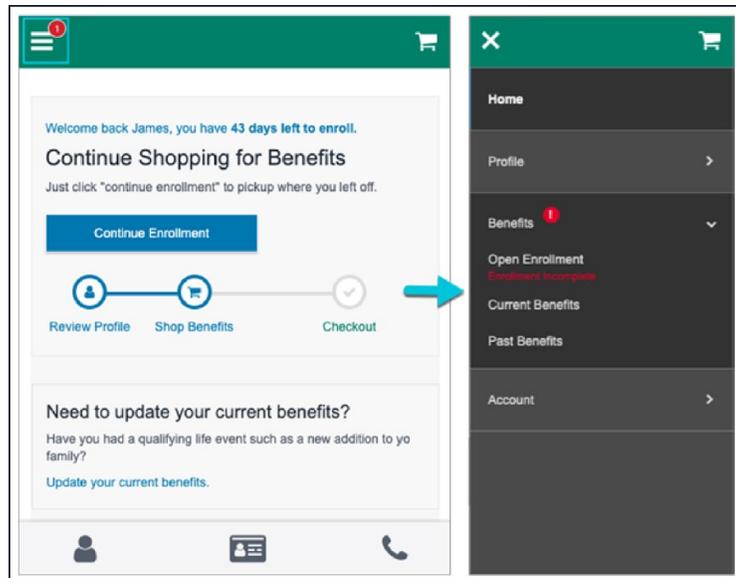
Select **Update Cart** to add a benefit plan to your **Enrollment Cart**. **Select** or **Decline** every/all coverage options to complete the enrollment process.



- After selecting and/or declining all available plans, select **Next: Review Beneficiaries**. For benefits that require a beneficiary, select one or more **Primary Beneficiaries**. You can add new beneficiaries or use current dependents, as needed. The total amount for Primary Beneficiaries must add up to 100%.

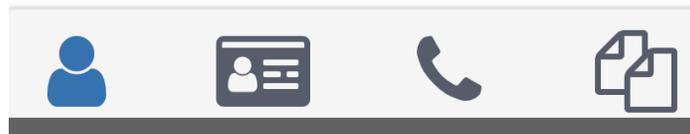
NOTE: If you do not see a submit button at the bottom of the Add Beneficiary or Document screen, be sure you have scrolled all the way down. Some mobile displays have been known to push the submit button to the bottom of the screen.

- Select **Review and Checkout**. The **Confirm Your Benefit Elections** page appears. Each benefits election you selected is listed. Review your selections.
- Select **Checkout** to confirm plan selections. The **Enrollment Complete** page displays your benefits enrollment information.



OTHER FEATURES

To access **other features** of the **Benefits Administration** app, you can select the menu icon at the top left of the screen or navigate through the tabs on the bottom.



1. First icon is **My Profile**, where you can go to update your basic information.
2. Second icon is **ID Cards**, where you can store and access any medical ID cards you would like quick access to.
3. Third icon is **Contacts**, where the MasTec Benefits Service Center (or yourself) may enter in contacts for quick access.
4. Fourth icon is **Documents**, where documents regarding your medical coverages may be stored.

Manage your profile

Make sure we have it right!
This info is used for your paycheck, taxes and ID cards. If you have any adjustments, please click the "Menu" button on the top left of your screen and select the "Employee Summary" under the "Personal" heading.

Basic Information

First Name
[Redacted]

Middle Name
[Redacted]

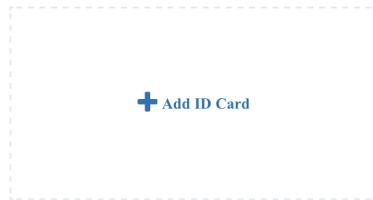
Last Name
[Redacted]

SSN
[Redacted]



ID Cards

This page allows you to store ID cards and share via email or fax (fax cover sheet included) with providers when needed. Select the + icon to add your ID cards at your convenience.



Contacts

This section allows you to manage your personal contacts as well as view contacts supplied by your carrier or employer, bringing all your benefit related contacts to one secure location.

Search

My Contacts

[+ Add Contact](#)

You may add, remove and edit your personal contacts below.



Documents

Your healthcare provider requires the following documentation. If you are unable to supply the requested documents please indicate as such below. If you need time to gather these documents you may skip this section, however you must finish this step before your request will be processed.

Documents Search

01/01/2021 to 12/31/2021 Zip



Finally, clicking on the **Cart** in the upper right-hand corner will display your **Current Elections** at any time.

The screenshot shows a web browser window with the URL `benefits.plansource.com`. A shopping cart icon is highlighted in the top right corner. The main content area is titled "Current Benefit Elections" and includes the following text:

The coverage details listed below are the current active elections on file for you and your dependents.

- If you believe there is an error in your statement, please contact your Benefits Administrator.
- If you need to make changes due to a qualifying life event, please click on the Life Event link.

Click on the icons below to print your confirmation statement or generate a pdf file.

Below this is a section titled "Current Benefits" with buttons for "Download", "Email", and "Print".

Below are your new elections. Benefit elections may be changed during your company's Open Enrollment or if you've had a [Qualifying Life Event](#).

A "Medical" section is visible at the bottom with icons for a person, a document, a phone, and a document with a checkmark.

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