

Your Quick Start Guide

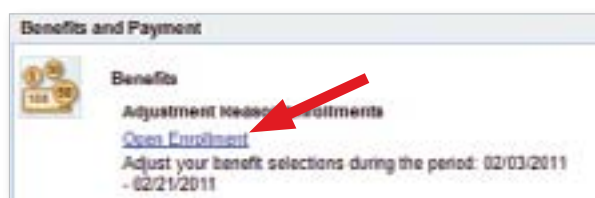
Enroll, drop or change your benefit options

Visit Benefits and Payment

- 1 After logging in to myUK, click on the "Benefits and Payment" tab.

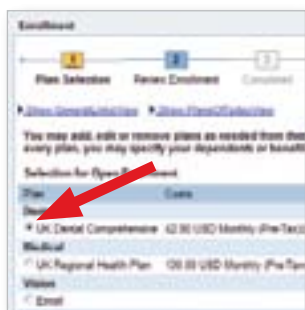


Next, you'll see "Adjustment Reason Enrollments" menu on the left side of your screen. Click the "Open Enrollment" link (or "New Hire" if applicable).



Choose plan(s)

- 2 Choose plan(s) to update.

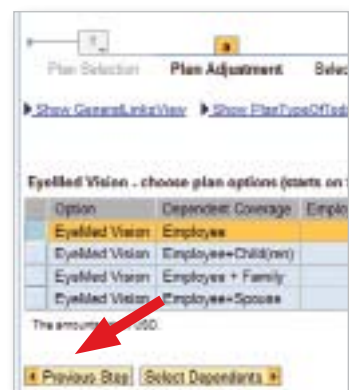


Next, you'll see a screen with available benefit plans (health, dental, vision and so on). To add or change plan coverage, simply click the button beside the plan(s) you select. Then scroll to the bottom of the page, and click the Add, Edit, or Remove Plan button.



Specify coverage level and select dependents

- 3 Choose level of coverage, then select dependents.

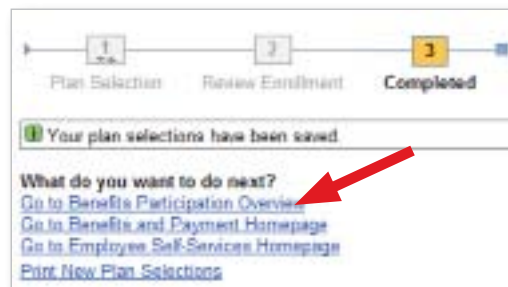


Click the empty checkbox next to the level you wish to ADD. Next, click "Select Dependents" and choose those you'd like to cover on the plan.

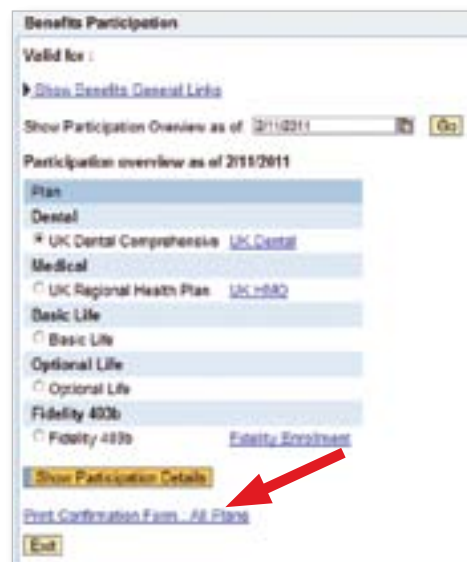
Click the "Add Plan to Selection" yellow button near the bottom. Click "Review Enrollment." If the information is correct, click "Save." You will see the "Completed" screen.

Confirm enrollment

- 4 You may view a "Participation Overview," print your plan selections or return to the Benefits and Payment page.

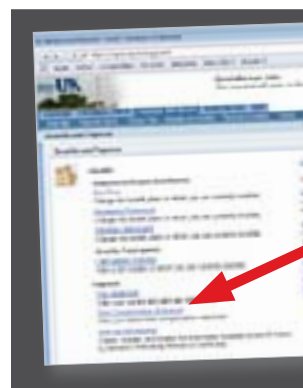


NEW! The "Completed" screen offers instant access to your enrollment confirmation. Simply click on "Go to Benefits Participation Overview."



The next page ("Benefits Participation") confirms your updated enrollment for 2011-12 benefits.

We strongly recommend you print a confirmation of your Open Enrollment changes. To do so, simply click on the "Print Confirmation Form" link at the bottom of the page.



New! Total Compensation Statement Available Exclusively through myUK

Your annual UK total compensation statement, which lists your total earnings including benefits for the 2010 calendar year, will now be available online exclusively through myUK ESS. To find it, simply click on the "Benefits and Payment" tab to find the "Total Compensation Statement" link.