

U.S. Benefits

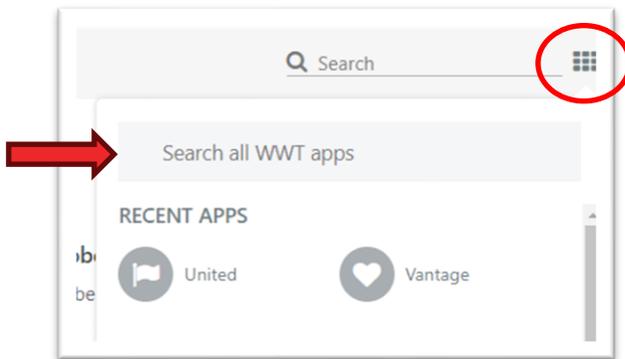
How do you benefit?



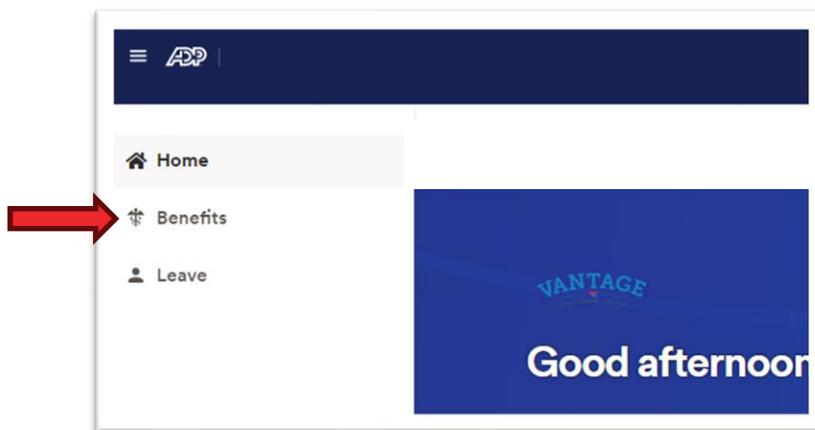
Enrollment Guide

How to Access Vantage Benefits for Enrollment:

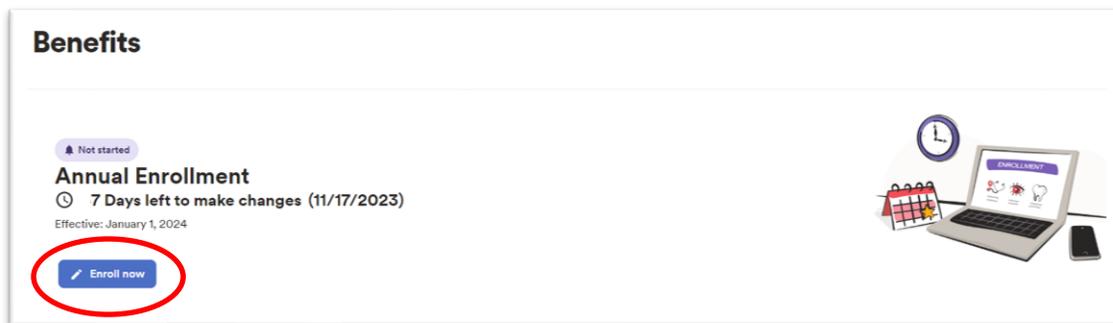
United > Click the Application Menu (top right corner) > Search “Vantage”



Click “Benefits” to access your enrollment, view current benefits, manage information and/or report a qualified life event.

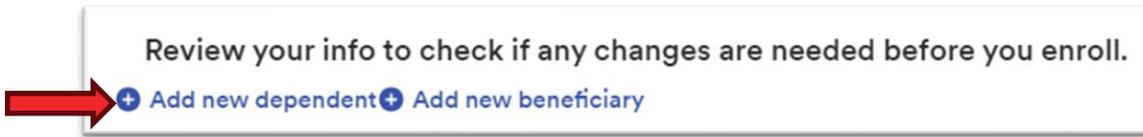


Click “Enroll Now” to make selections for the upcoming enrollment period.



REVIEW/ ADD DEPENDENTS:

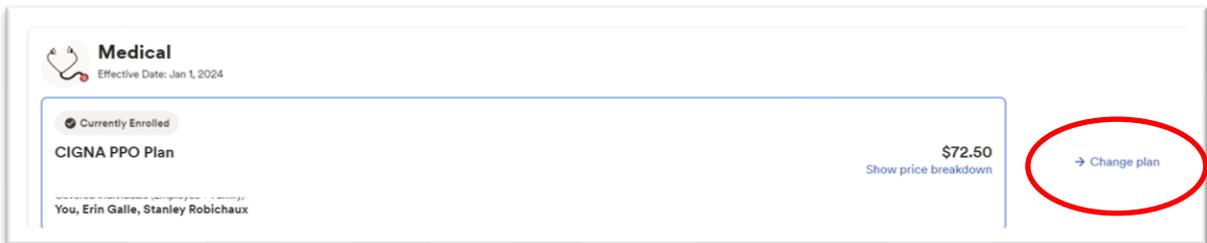
Review your current dependents to **verify legal name, date of birth and SSN**. If you need to add a new dependent to coverage, click “Add new dependent” and follow the prompts.



NOTE: Documentation is required when adding a new dependent. If verification documentation is not received within 30 days of the election being submitted, coverage will be removed back to the effective date and the coverage will be reversed. Documentation may be uploaded directly in Vantage. For questions, please reach out to the ADP Dependent Verification Services at 800-553-3823.

ENROLL IN BENEFITS:

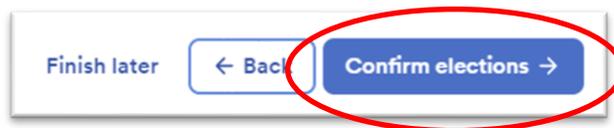
Click “Change Plan” or “Update Contribution” to make selections by benefit type.



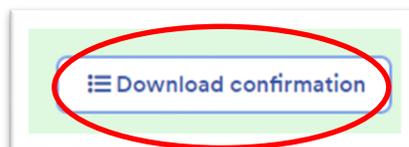
On the next screen, please make sure check the box next to the dependent you would like to add your health insurance.



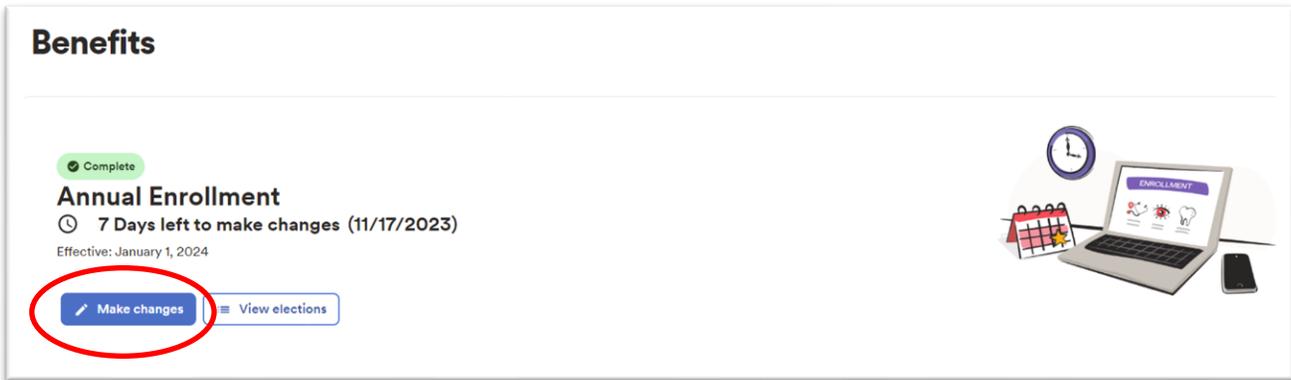
To save and finalize your elections, click “Confirm Elections” in the bottom right corner. CAUTION: clicking “Finish Later” will only save elections but will NOT confirm the enrollment.



Be sure to download your confirmation to view your elections.



To make changes during the enrollment window, click “Make Changes” in Benefits within your Vantage dashboard.



It is critical to review and confirm all changes during the designated enrollment period. Changes outside of this time frame requires a qualified life event.

QUALIFIED LIFE EVENT:

To report a qualified life event, click “Declare an Event” under the Report a Qualifying Change tile. Events must be declared within 31 days of the event date. Future dates cannot be entered.

