Covenant Health Benefit Enrollment Instructions

Covenant Health uses UKG Pro for benefit management. To elect or waive your Covenant Health benefits, please follow the instructions below.

Activate Your UKG Pro Account

1. Click or copy this link into your internet browser, or scan the QR code: **e43.ultipro.com/login.aspx**.

2. Use the following login:

   Username: COV + badge number*

   Password: Your date of birth in the format MMDDYYYY

   if your badge number is less than seven digits, please add leading 0's up to 7 digits. For example, if your badge number is 123456, your password would be COV0123456.

3. Select how you would like to receive your access code. You may choose between text, phone call or email.

4. Enter your access code (within five minutes of receiving) and hit "Submit."

5. Once you hit submit, you will be prompted to change your password. This will be your new password going forward.

6. Choose three security questions to be answered if you forget your password.

7. Access your information via a web browser or by downloading the mobile app.

Download the UKG Pro App (Optional)

1. Visit your app store and download the UKG Pro app.

2. Enter the following company access code: **COVENANTUKG**

3. Enter your username and password.*

4. Explore all of the resources now available to you on the app.

Note: You will not be able to log in to the app until you have activated your account on a web browser.

If you have trouble logging in, please call 865-374-4900.

COVENANT HEALTH
Benefit Enrollment Instructions

How to Manage Your Benefits

1   Log in to UKG Pro.

2   Select the "Myself" icon.

3   Select "Benefits."

4   Select "Manage My Benefits."

5   Click on the green box that says "Update My Benefits."

6   If you are updating your benefits due to an eligible life event, select the applicable life event from the drop down.

7   Record the date of the life event and select "Continue."

8   Review your personal information. If you have edits, go to "UKG Pro > Myself > Name, Address and Telephone" to make any changes and/or corrections.

9   Select "Save and Continue." Add any family members or dependents on this page.

10   Once you have made the necessary adjustments to your dependents, select "Save and Continue."

11   Select the benefits you want to enroll in. As you add benefits, the total will show up in the top left corner. Once you have finished making your benefits changes, you will select "Submit."

▶ **For any questions on benefit enrollment, please contact the HR Service Center at 865-374-5400.**

Covenant HEALTH®