

PLEASE GO TO MY.WESTMONT.EDU

WESTMONT COLLEGE  
CHRISTUS PRIMATUM TENENS

myWESTMONT

Westmont Single Sign-On

Username

Password

Log in

Forgot Your Password?  
Change Password  
Setup New Account

Download the Westmont iPhone app [here](#).

Use your Westmont credentials to  
Authenticate via SSO.

# TWO-FACTOR LOGIN



myWESTMONT

Lorraine Yoro

Staff 2FA

## Two-Factor Login

Please enter the 6-digit code from your two-factor authentication app.

If you have lost or replaced your two-factor authentication device, please contact IT at [support@westmont.edu](mailto:support@westmont.edu) or (805) 565-6111 for assistance.

6-digit code



Continue

# WELCOME TO MY.WESTMONT.EDU



## Search the myWestmont Portal

🔍 Search for canvas, advising, directory, etc.

 Directories



**Let's Get Started!**

**Click Here To Access UKG**

 [Add Favorite](#)



**Women's Basketball vs  
William Jessup Westmont**  
January 6th, 5:30pm - 8:30pm



**Men's Basketball vs William  
Jessup Westmont**  
January 6th, 7:30pm - 10:30pm



**New Student Orientation  
Spring 2022**  
January 8th - January 9th 2022



**Women's Swimming  
Concordia Invitational Irvine**  
January 8th, 10am - 1pm

# LANDING PAGE OPEN ENROLLMENT!

UKG



Your  
Library

Myself

Personal

My Company

Jobs

Career & Education

Career Development

Pay

Workforce Management

Benefits

Open Enrollment



Home

LY

Hello, Lorraine Yoro

To access Open Enrollment,  
CLICK HERE!

Code

[View Instructions](#)

To do

There are no to dos.



# WELCOME TO WESTMONT/UKG EMPLOYEE OPEN ENROLLMENT



## About Open Enrollment

Verify Beneficiary And Dependent Information

Medical

Dental

Vision

Group Term Life Insurance

EE Supplemental Life

Supplemental Life - Employee

Spousal Supplemental Life

Supplemental Life Spouse

Child Supplemental Life

Supplemental Life - Child

Long Term Disability

Flexible Spending Account

FSA - Medical

FSA - Dependent Care

Additional

## Employee Open Enrollment

Open Enrollment 2022 Hourly  
Lorraine M Yoro - 0613327

## About Open Enrollment

← → | ✓ | 📄 ↺ ⌛ | 🖨️ ?  
back next submit draft reset cancel print help

You currently have 23 days remaining to submit your elections for this open enrollment session.

Welcome to your Open Enrollment for 2022!

Open Enrollment is your once-a-year opportunity to update your benefit elections without a qualifying life event. This includes changing plans and adding or dropping eligible dependents from your coverage. The benefit elections you make during Open Enrollment will begin [March 1, 2022](#) and stay in effect until [February 28, 2023](#), unless a mid-year change is made due to a qualifying event.

Click on the arrow in the upper right corner of this page to advance through the benefit types. You will be required to either elect or decline coverage for every plan. Any current coverage will show in the "Current Elections" box in the upper right corner of the page; click on the dropdown arrow to show details.

**Benefit elections will not be finalized until you CONFIRM and SUBMIT your elections.** On the final confirmation page, your New Elections on the right will ONLY show newly-elected or changed benefits; any coverage not edited during the Open Enrollment session will continue unaffected.

You can save your elections as a draft anytime and return to them during the Open Enrollment period. The Open Enrollment period will end on [Friday, February 4, 2022](#) at 12:00 pm PST.

Please contact Human Resources with any questions.

Carefully Read All Information!

To Begin, Click on "Verify Beneficiary and Dependent Information"

Carefully Read All Instructions!

# VERIFY BENEFICIARY AND DEPENDENT INFORMATION



About Open Enrollment

## Verify Beneficiary And Dependent Information

Medical

Dental

Vision

Group Term Life Insurance

*EE Supplemental Life*

Supplemental Life - Employee

*Spousal Supplemental Life*

Supplemental Life Spouse

*Child Supplemental Life*

Supplemental Life - Child

Long Term Disability

## Employee Open Enrollment

Open Enrollment 2022 Hourly

Lorraine M Yoro - 0613327

## Verify Beneficiary and Dependent Information



This page allows you to add or make changes to your named dependents, beneficiaries, and emergency contacts. Please note that adding or changing contacts on this page does not mean that they are automatically assigned to your existing plan enrollments. You will still need to go through the election process and enroll dependents and assign beneficiaries to your plans (including your existing benefit enrollments) as you deem appropriate.

### **What do I need to do here before moving on?**

Verify or change dependents. Make sure to confirm DOB and Social Security Numbers

Add/change Beneficiaries

Add/change Emergency Contact(s)

### **To verify or change dependents, beneficiaries and/or Emergency Contacts:**

1. Select the name link for the individual
2. Edit the necessary information, as needed
3. Check the "Dependent", "Beneficiary" and/or "Emergency Contact" check box as applicable.
3. Select save

### **To ADD a dependent not already listed:**

1. Select add (blue plus (+) sign button)
2. Enter completed information, including social security, date of birth and gender
3. Check the "Dependent", "Beneficiary" and/or "Emergency Contact" check box as applicable.
4. Select Save

# Employee Open Enrollment

Open Enrollment 2022 Hourly  
Lorraine M Yoro - 0613327

## Verify Beneficiary and Dependent Information

Verify or change dependents. Make sure to confirm DOB and Social Security Numbers  
Add/change Beneficiaries  
Add/change Emergency Contact(s)

add back next submit draft reset cancel print help

Click Here To Add Beneficiary, Dependent(s) and Emergency Contacts

### To verify or change dependents, beneficiaries and/or Emergency Contacts:

1. Select the name link for the individual
2. Edit the necessary information, as needed
3. Check the "Dependent", "Beneficiary" and/or "Emergency Contact" check box as applicable.
3. Select save

### To ADD a dependent not already listed:

1. Select add (blue plus (+) sign button)
2. Enter completed information, including social security, date of birth and gender
3. Check the "Dependent", "Beneficiary" and/or "Emergency Contact" check box as applicable.
4. Select Save

Here You Will Find Your Current Beneficiary & Dependent(s)

Find by Status Active Relationship To Employee Confirm Designation(s)

Name ↑	Relationship	Designation
<a href="#">Yoro, AJ</a>	Spouse	<input type="checkbox"/> Beneficiary <input checked="" type="checkbox"/> Dependent <input type="checkbox"/> Emergency contact

# ADD/EDIT DESIGNATION

Verify Beneficiary and Dependent Information

cancel edit print help

**Yoro, AJ**

**Personal**

SSN 123-45-6789  
Date of birth 01/01/2021  
Gender Male  
Date of marriage  
Date of divorce  
Employer  
Occupation

**Designation**

Relationship Spouse

Dependent  
 Beneficiary  
 Emergency contact

**Address**

Address 123 Main Street  
Oxnard, California 93035  
Country United States

Address is different from employee

**Telephone**

Preferred phone  
Home  
Work  
Work extension

**CLICK EDIT TO ACCESS DESIGNATION**

# ONCE INFORMATION IS COMPLETED

Verify Beneficiary and Dependent Information

## Add/Change Contact

delete **save** reset cancel print help

**Information**

- This contact cannot be deleted because of associations with existing benefit plans.

Contact is active

### Personal

First

Middle

Last

Former last

Suffix

SSN

Date of birth

Click Here To Save Modifications

Name	relationship	Designation
------	--------------	-------------

# SELECTING BENEFITS

The screenshot shows the UKG Employee Open Enrollment interface. The left sidebar contains a 'Benefits Options Menu' with categories like Medical, Dental, Vision, and Life Insurance. The main content area is titled 'Employee Open Enrollment' and 'Medical'. It includes a 'Select a Plan' section with options to decline or choose a plan. The 'Anthem HMO' plan is selected, with options for 'Employee Only' (\$22.16), 'Employee +1' (\$319.87), and 'Employee + 2 or more' (\$433.60). A 'Coverage start date' of 03/01/2022 is shown. Annotations include yellow boxes with arrows pointing to the 'next' button, the 'I decline Medical plans.' checkbox, the 'Anthem HMO' selection, the 'Employee Only' option, and the 'next' button. A 'Current Plan' box shows 'No current plans for this type.' An 'Anthem HMO Plan Information' box explains the HMO plan structure. A 'FSA - Medical' option is visible at the bottom left.

**UKG** **Benefits Options Menu**

**Employee Open Enrollment**  
Open Enrollment 2022 Hourly  
Lorraine M Yoro - 0613327

When Selections Are Complete, Click Next

Medical

back next submit draft reset cancel print help

**Select a Plan**  
Use the options below to choose or decline a plan.  
Medical coverage is provided by Anthem.

**I decline Medical plans.** Click Here If You Wish To Decline Benefit

**Anthem HMO** \$22.16 Biweekly\* **Select Your Level of Coverage**

**Options**

**Employee Only** \$22.16 **Select Who Should Be Covered**

**Employee +1** \$319.87

**Employee + 2 or more** \$433.60

**Coverage start date\*:** 03/01/2022  
\*Estimated values

**Current Plan**  
as of 02/28/2022  
No current plans for this type.

**Anthem HMO Plan Information**  
ANTHEM HMO  
With the HMO plans, you select a Primary Care Physician (PCP) from the participating network of providers within the Anthem HMO (CA Care) Large Group network who will coordinate your healthcare needs including referrals to specialists and approving further medical treatment.

**Explanation of Plan**

**Anthem HMO Deductible Plan Information**

FSA - Medical

# ENROLLING DEPENDENTS



About Open Enrollment

Verify Beneficiary And Dependent Information

**Medical**

Dental

Vision

Group Term Life Insurance

*EE Supplemental Life*

Supplemental Life - Employee

*Spousal Supplemental Life*

Supplemental Life Spouse

*Child Supplemental Life*

## Employee Open Enrollment

Open Enrollment 2022 Hourly  
Lorraine M Yoro - 0613327

### Medical

← → | ✓ | 📄 ↺ ⊗ | 🖨️ ⓘ  
back next submit draft reset cancel print help

Coverage start date\*: 03/01/2022

*\*Estimated values*

#### 👤 Enroll Dependents

You must enroll between 1 and 1 dependents in the plan.

<input checked="" type="checkbox"/>	AJ Yoro
SSN	<input type="text" value="123-45-6789"/>
Date of birth	<input type="text" value="01/01/2021"/> 📅
Gender	<input type="text" value="Male"/> ⌵

Anthem HMO Deductible

In this area you will find your dependents.

Select the dependent(s) you wish to enroll (you will do so for each benefit option).

Anthem HMO Deductible Plan Information

# CONTINUE TO MOVE THROUGH THE BENEFITS MENU OPTIONS

**UKG** Employee Open Enrollment  
Open Enrollment 2022 Hourly  
Lorraine M Yoro - 0613327

Verify Beneficiary And Dependent Information

Medical  
**Dental**  
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EE Supplemental Life  
Supplemental Life - Employee  
Spousal Supplemental Life  
Supplemental Life Spouse  
Child Supplemental Life  
Supplemental Life - Child  
Long Term Disability  
Flexible Spending Account  
FSA - Medical  
FSA - Dependent Care

**Dental**

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### Select a Plan

Use the options below to choose or decline a plan.

I decline Dental plans.

<input checked="" type="radio"/> Anthem Dental Net \$0.00 Biweekly*	
<b>Options</b>	
<input checked="" type="radio"/> Employee Only	\$0.00
<input type="radio"/> Employee +1	\$10.41
<input type="radio"/> Employee + 2 or more	\$23.40

Coverage start date\*: 03/01/2022  
\*Estimated values

Anthem Dental Complete

**Current Plan**  
as of 02/28/2022  
No current plans for this type.

**Anthem Dental Net Plan Information**  
DENTAL NET

With this plan, you choose a primary dental provider within the Dental Net network to manage your care. There are no charges for most preventive services, no claim forms and no deductibles. Reduced, pre-set charges apply to other services.

**Anthem Dental Complete Plan Information**  
DENTAL COMPLETE

**Annotations:**

- Move On To Next Benefits Options (points to Dental menu)
- Click Here If You Wish To Decline (points to decline checkbox)
- Here You Will Find Your Current Plan (points to Current Plan box)
- Select Benefit Plan and Coverage (points to plan options table)

# IMPORTANT INFORMATION IS IN THE DETAILS!



## Employee Open Enrollment

Open Enrollment 2022 Hourly  
Lorraine M Yoro - 0613327

Dental

Vision

### Group Term Life Insurance

EE Supplemental Life

Supplemental Life - Employee

Spousal Supplemental Life

Supplemental Life Spouse

Child Supplemental Life

Supplemental Life - Child

Long Term Disability

Flexible Spending Account

FSA - Medical

FSA - Dependent Care

Additional

EAP

## Group Term Life Insurance



### Select a Plan

Use the options below to choose a plan.

#### Basic Life Insurance:

Westmont provides you with basic life insurance at no cost!  
Coverage amount is 1 times your annual earnings.  
Benefit reduces by 33% at age 65.  
All coverage terminates at retirement.

Read The Details

Here You Will Find Your Current Plan

**Current Plan**  
as of 02/28/2022

► **Basic Life**

Basic Life  
\$0.00 Biweekly\*  
Coverage start date\*: 03/01/2022

\*Estimated values

Here You Will Find Coverage Amounts

#### Enroll Beneficiaries

You do not have any contacts that are designated as a beneficiary.

Make Sure To Select Your Beneficiary

#### Basic Life Plan Information

##### BASIC LIFE INSURANCE

Life Insurance provides your named beneficiary(ies) with a benefit in the event of your death. **Basic Life (College-paid)**

This benefit is provided at **NO COST** to you through ANTHEM.

Benefit 1x Annual Salary up to

Read more

# IMPORTANT BENEFICIARY INFORMATION

## Spousal Supplemental Life

Desired benefit amount

The maximum benefit amount value is \$150,000.00

Coverage start date\*: 03/01/2022

\*Estimated values

### Enroll Dependents

AJ Yoro

### Enroll Beneficiaries

Name	Primary	Secondary
<input type="checkbox"/> AJ Yoro	<input type="radio"/> <input type="text"/>	<input type="radio"/> <input type="text"/>
	0.00 %	0.00 %

← back → next

submit draft reset cancel print help

College-paid Basic Life Insurance, you may purchase additional coverage through ANTHEM for your SPOUSE.

Benefit Option Guarantee Issue

Up to \$150,000 in increments of \$5,000 not exceeding 100% of \$25,000

[Read more](#)

When Selections Are Complete, Click Next

For All Life Insurance Benefits, You Must Select The Following:

1. Dependent(s) That You Are Insuring
2. Select Your Primary and Secondary Beneficiary & Percentage\*

\*Percentage must equal 100%

Click Here To Read More Detail

# CONFIRMATION OF ELECTIONS AND CHANGES

Employee Open Enrollment  
Open Enrollment 2022 Hourly  
Lorraine M Yoro - 0613327

THOROUGHLY READ THROUGH YOUR CURRENT AND NEW BENEFITS SELECTIONS

## Confirm Your Elections or Changes

back next submit draft reset cancel print help

This page shows a summary of the changes you are about to make. Please verify your changes carefully before submitting. If you need to make any edits you can do so by selecting the plan type or plan description hyperlink to return to the election page. When you are satisfied with your changes, please click the Submit button on the toolbar.

### Personal Information

Name Lorraine M Yoro  
Address Oxnard, CA 93036

Home phone Private  
Work phone  
Work extension  
E-mail lyoro@westmont.edu

Here You Will Find Your Current Benefits & Estimated Cost

Here You Will Find Your New Benefits for the 2022-2023 Plan Year & Estimated Cost

#### Current Benefits - As of 02/28/2022

Estimated Total Cost: \$0.00

Plan Type	Plan Details	Your bi-weekly cost
Additional	EAP Covered Family Members Lorraine M Yoro	

#### New Benefits - As of 03/01/2022

Estimated Total Cost: \$251.81

Plan Type	Plan Details	Your bi-weekly cost
<a href="#">Medical</a>	Anthem HMO Coverage: Employee Only Covered Family Members Lorraine M Yoro	\$22.16

#### Declined Benefits - Annual Open Enrollment

2 plans declined

Plan Type	Plan Details
Spousal Supplemental Life	<a href="#">Supplemental Life Spouse</a>
Child Supplemental Life	<a href="#">Supplemental Life - Child</a>

Here You Will Find Benefits You Have Declined

# YOU ARE NOW READY TO SUBMIT

## Employee Open Enrollment

Open Enrollment 2022 Hourly  
Lorraine M Yoro - 0613327

### Confirm Your Elections or Changes

back submit draft reset cancel print help

This page shows a summary of the changes you are about to make. Please verify your changes carefully before submitting. If you need to make any edits you can do so by selecting the plan type or plan description hyperlink to return to the election page. When you are satisfied with your changes, please click the Submit button on the toolbar.

Effective 03/01/2022

When Selections Are Complete,  
Click SUBMIT!

### Personal Information

Name Lorraine M Yoro

Address

Oxnard, CA 93036

Home phone Private

Work phone

Work extension

E-mail

lyoro@westmont.edu

#### Current Benefits - As of 02/28/2022

Estimated Total Cost: \$0.00

Plan Type	Plan Details	Your bi-weekly cost
Additional	EAP  Covered Family Members Lorraine M Yoro	
Group Term Life Insurance	Basic Life	

#### New Benefits - As of 03/01/2022

Estimated Total Cost: \$251.81

Plan Type	Plan Details	Your bi-weekly cost
<a href="#">Medical</a>	Anthem HMO Coverage: Employee Only  Covered Family Members Lorraine M Yoro	\$22.16
<a href="#">Dental</a>	Anthem Dental Net	\$0.00

CONGRATULATIONS, YOU HAVE COMPLETED OPEN ENROLLMENT!



CLICK TO EXPLORE YOUR  
BENEFIT OPTIONS 

Should You Have Additional  
Questions,  
Please Join Us For Our  
[Zoom Q & A](#)

Tuesday, February 1<sup>st</sup> at 12:15pm

