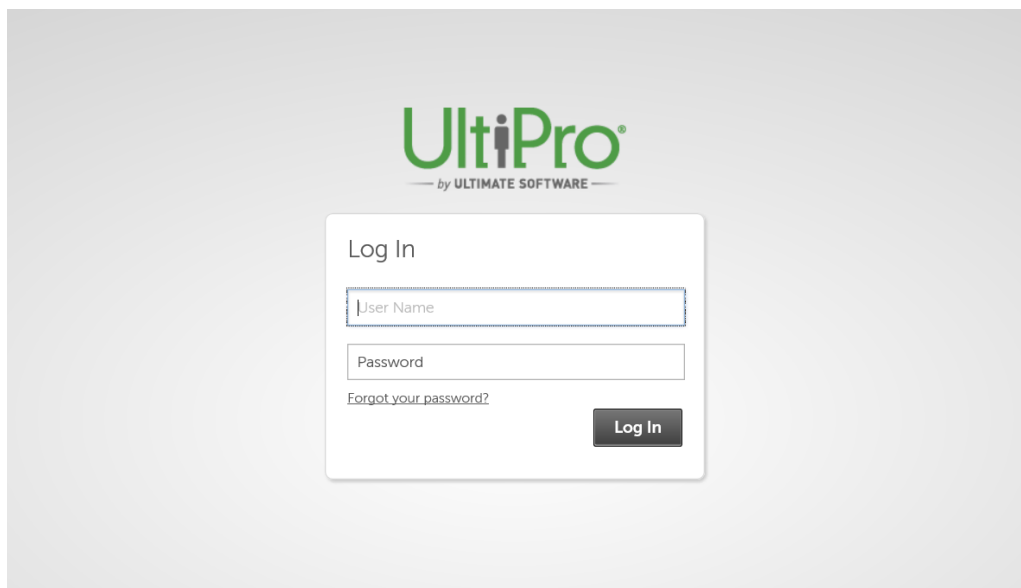


# OMNI® HOTELS & RESORTS

## Instructions for Benefit Opt-Out Acknowledgement in Ultipro Self Service

This instruction is strictly to Opt-Out of benefits for April and May. If you are continuing benefits, **no action is needed.**

- Login to Ultipro Employee Self Service
  - **Link:** omni.ultipro.com
  - **User ID:** Your employee number or your last name + Last 4 digits of your SSN
  - **Password:** If you don't know your User ID or password, please contact your local ASC



The image shows a screenshot of the Ultipro login interface. At the top center is the Ultipro logo, which consists of the word "UltiPro" in green with a stylized human figure icon, and the text "by ULTIMATE SOFTWARE" below it. Below the logo is a white login box with a light gray border. Inside the box, the text "Log In" is at the top. There are two input fields: "User Name" and "Password". Below the "Password" field is a link that says "Forgot your password?". At the bottom right of the login box is a dark gray button with the text "Log In" in white.

- Once logged in, you will see a “Documents to Acknowledge” pop-up window. Click the “OK” button

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- On the “Document Acknowledgment” Screen, click the “Benefits Opt-Out” link

Title	Category	Status	Status Date
<a href="#">Benefits Opt-Out</a>	Other	Unacknowledged	

# OMNI® HOTELS & RESORTS

- On the Benefits Opt-Out page, click the document link “[Benefits Opt-Out](#)” to view the attached document. If you don’t view the document, you will receive an error message.
- After reviewing the document, in the “Accept” Field, select “Yes” to Opt-Out of Benefits.
- Click Save

MENU Myself Documents

Employee Documents Document Acknowledgment

### Benefits Opt-Out

Document [Benefits Opt-Out](#)

Category Other

Message I hereby opt-out of continuing benefits with Omni Hotels and Resorts and waive all benefits, including voluntary, for the months of April and acknowledge my current benefits will end on March 31st, 2020.

Accept?  Yes

edit labels save reset cancel p

- You will see the following screen and pop-up window. Click Yes, on the confirmation pop-up.
- Click the green “Save” button at the top of the screen and the acknowledgment will be complete.

MENU Myself Documents

Employee Documents Document Acknowledgment

### Benefits Opt-Out

Document [Benefits Opt-Out](#)

Category Other

Message I hereby opt-out of continuing benefits with Omni Hotels and Resorts and waive all benefits, including voluntary, for the months of April and acknowledge my current benefits will end on March 31st, 2020.

Accept?  Yes

edit labels save reset cancel p

#### Confirmation

By selecting 'Yes' in the 'Accept' field, I hereby opt-out of continuing benefits with Omni Hotels and Resorts and waive all benefits, including voluntary, for the months of April and May. I acknowledge my current benefits will end on March 31st, 2020.

Yes No