

Log-in Information

1. Enter your Username and Password.

- Username:
 - First name, first 2 letters of last name, last 4 of SSN
 - Example: janesm3322
- Password default:
 - Last name and last 4 digits of your SSN
 - The default is case sensitive. Please enter your password in either format as the example below illustrates:
 - SMITH3322 or Smith3322


2. Select **Log in** or press **Enter**.

uch.com/Platform/Default.aspx?ApplicationID=HRInTouch&PageID=Login&TenantID=UAH



Welcome to HRConnection!

Once you log in, you will find a powerful website with interactive tools and videos to help you learn more about the University, your benefits and other topics of interest. Using HRConnection, we hope that you will find everything you need to make better healthcare and benefit decisions.

 **Log in to your account**

Username*

Password*

[Can't access your account? >](#)

Note: For assistance, please call Technical Support at 1.866.822.8688.

Supported Browsers
[Learn about Officially Supported Browsers](#)

3. The first time you log into the system, you will be prompted to change your initial password and answer security questions.



Reset Password

For security purposes, please enter a new password.

Select a password that only you know. Protect your password as you would any important password such as your Personal Identification Number (PIN) for your bank's Automatic Teller Machine (ATM).

Your password must contain

- 8-15 characters
- At least one number
- At least 1 upper case and 1 lower case letter

Your password cannot contain

- More than 2 of the same characters in a row
- Your login ID

New Password*

Confirm New Password*

Save New Password

4. Click on **Enroll or View Your Benefits Now**.



HR Connection

Home | Health Benefits | Retirement Programs | Other Benefits | Health & Wellness | HR Info

Welcome AMANDA!

Enroll or View Your Benefits Now!
Click here to view your benefits

Welcome to your new portal. This site gives you easy access to information about our company, your work life, and your employee benefits. We recommend that you bookmark this site and check here first when you have a human resources related question or need information about your benefits.

Open Enrollment 2014
Annual Open Enrollment for medical, dental and vision insurance, as well as flexible spending accounts (FSA) ends on November 27, 2013. All elections made during open enrollment will be effective January 1, 2014. [Click here](#) for more information regarding UAH Open Enrollment for the 2014 plan year.

Announcements

Affordable Care Act
Effective January 1, 2014 everyone in the U.S. not in exempt groups will be required to be covered by health insurance (this is the "individual mandate") or pay a penalty. [Read more](#)

Individual Retirement Counseling
Let us help you make financial decisions that are right for you. On-campus individual counseling sessions are available with a TIAA-CREF. [Read more](#)

Ethics Training Video
New legislation requires all employees to complete an online educational review of the Alabama Ethics Law. [Read more](#)

4. Click on **Get Started** to begin your Open Enrollment process.

The screenshot shows the user interface for AMANDA. At the top, there is a navigation bar with 'HOME' and 'LEARNING CENTER'. Below this is a welcome message: 'Welcome, AMANDA!' with the last login time 'Wed Nov 06, 2013 11:07:12 AM EST'. A notification states: 'You have new benefits being offered to you: You have 21 days to elect your Open Enrollment benefits. A change has been made to your benefits. Please review the change.' A green 'Get Started' button is present. Below the notification are four icons: 'Login Information' (Edit Password), 'Video Glossary' (Confused by benefit terminology?), 'Dependents' (View and edit dependent information), and 'My Document Center' (View and upload required documents). A 'Logout' button is at the bottom.

Confirming your 2014 Benefits

The screenshot shows the 'Tell us about your family' section. It includes a sub-section 'Family member information' with an 'Add Dependent' button and 'Next' and 'Previous' navigation buttons. At the bottom, there is a footer with the text: 'Benefitfocus® is a registered mark of Benefitfocus.com, Inc. For Site Navigation Assistance, please call 1.877.336.8082 Monday through Friday, 8:00 a.m. to 6:00 p.m. © 2013 Benefitfocus.com Inc., All Rights Reserved'.

Review Your Dependents

Review and update dependents for your health, dental and vision plans. If you are adding dependents, you will also need to upload documentation to validate their eligibility.

To add a dependent, Click Add Dependent

Click Next

The **Open Enrollment Benefits** section will display all benefits that you are eligible for. You will need to complete, review, and save one benefit at a time. Please note that even if you are currently enrolled in benefits, you must confirm the benefits you want for the upcoming year.

1. Select **Get Started** tab. The first of several enrollment pages will display for you to enter information.

Please Note: You must open and complete all sections listed below to complete and save your insurance elections.

- 1 **Medical, Dental, Vision** – confirm current enrollment or submit a change.
- 2 **Flexible Spending Account** – confirm or decline enrollment.
- 3 **Life Insurance** – designate beneficiary (ies)

1 Medical, Dental and Vision 2014
Section Incomplete - Please complete by 11/27/2013

Medical
Plan Name: Blue Cross Blue Shield Medical Plan 2014
Coverage: Employee and Family (2 self)
Employer Cost: \$541.00 twice per month
You Pay: \$140.00 twice per month
Total Cost: \$501.00 twice per month

Dental
Plan Name: MetLife Basic Dental Plan 2014
Coverage: Employee Only
You Pay: \$11.40 twice per month

Vision
Plan Name: VSP Vision Insurance 2014
Coverage: Employee Only
You Pay: \$3.92 twice per month

2 Flexible Spending Accounts 2014
Section Incomplete - Please complete by 11/27/2013

You are being offered the following options
Health FSA
Dependent Care FSA

3 Life and AD&D 2014
Section Incomplete - Please complete by 11/27/2013

You are being offered the following options
Life
AD&D

2. Click on **Edit Information** to confirm or change your election(s).
3. Proceed from page to page by selecting the **Next** button. When you have entered all required information, a review page will display.
4. On the **Review** page, look over your information closely. You will have the option to **Edit** or **Save** the information. If you need to change any information, select the **Edit** button next to the corresponding section. Once you have made all necessary changes, select **Save**.
5. Upload documentation if you are adding dependents who were not previously enrolled in your insurance plan.

BENEFITFOCUS

HOME PROFILE BENEFITS LEARNING CENTER

Dependent Verification

Documentation is required to confirm eligibility of dependent(s) not previously enrolled in your insurance plan.

Documentation is required

You may upload documents through the Document Center

[Definition of an Eligible Dependent](#)

For requests with a status of "Document Required," upload a document to associate it. The Document will then show as "Pending Approval" until it is approved or denied by an administrator. When adding a document through the "Add Document" option, it can then be associated with a "Document Required" request and can be viewed by selecting "All Documents."

Documents

There are 0 documents. [+ Add Document](#)

Begin typing search query X Search per page 10

Filter by type All Filter by status All Documents

Sort By: Document Name File Type Date Created

per page 10

Next

6. You will be presented with the **Confirmation** page. You can print a summary report of your benefits from here. If you select **Next** you will be returned to the **Home** page.

The screenshot shows a confirmation page with a blue header bar. Below the header, the text reads "Congratulations, Samuel!" followed by "You have successfully completed your enrollment process!". To the left is a large blue circular icon with a white checkmark. To the right, there is a section titled "Your Enrollment Progress" with a list of four steps: 1. Profile, 2. Current Benefits, 3. Open Enrollment Benefits, and 4. Confirmation. The fourth step is highlighted with a blue bar. Below the list, there is a "Logout" button on the left and a "Next" button on the right. In the center, there is a link for "Summary of your Benefits" with a printer icon and the text "View and print for your records".

Congratulations, Samuel!
You have successfully completed your enrollment process!

Please review and print your detailed information for your records. Click Next to return to your home page.
Confirmation Number : 2543733471-0qs2qc

Your Detailed Information

[Summary of your Benefits](#)
View and print for your records

Your Enrollment Progress

1. Profile
2. Current Benefits
3. Open Enrollment Benefits
- 4. Confirmation**

Logout Next