

HR Connection Benefits Enrollment Portal

Life Event: How to Make Changes to Your Benefits

Employees have the option to make changes to their current elections within 31 days of a life event change (Marriage, divorce, birth or adoption of a child, job change, dependent loss of eligibility, death of a dependent).

Get Started

1. Go to **HR Connection** Portal: <https://www.uah.hrntouch.com>
2. Enter username and password (*case sensitive, please follow the example below*)
 - ❖ Userid: First name, first letter of last name, last 4 of SSN
 - Example: MaryB3322
 - ❖ Password default: Last name and last 4 digits of your SSN
 - Example: Banks3322
3. Click on Enroll or View Your Benefits Now.
4. Click on **Get Started**.
5. Under Current Benefits, click **View details** for the benefit you would like to update.
6. Click **View/Edit** Information.
7. Click **Edit** to Change Benefit.
8. Click on Life or family change.
9. Select the life event reason.
10. Click **yes** to continue for the life event reason selected in the previous block and enter the effective date that your insurance should begin.
11. Click **edit** or **select** new coverage.
12. To add or remove a dependent, click on the **"Persons Covered"** link to edit your dependent information. You should then edit each benefit plan that you would like to add or remove coverage for your eligible dependent(s).
13. Continue selecting your benefits, upload the required document(s) to the **Document Center**, and **Save** your changes.

Please remember that all of your elections/changes are subject to approval by Human Resources pending verification of all required documentation.