

HR Connection Benefits Enrollment Portal

Life Event: How to Make Changes to Your Benefits

1. Go to **HR Connection**: <https://www.uah.hrintouch.com>
 - Enter your Username and Password
 - Username
 - First name, first 2 letters of last name, last 4 of SSN
 - Example: janemu3322 or
 - First name, first letter of last name, last 4 of SSN
 - Example: janem3322
 - Password default:
 - Last name and last 4 digits of your SSN
 - Example: Murray3322
 - If you have forgotten your password, click **Can't access your account**
2. Click **Enroll or View Your Benefits Now!**
3. Select the **Get Started** button on the Home page.
4. Click **Edit your benefits** to select the reason for your benefit changes.
Click on **Life or family change** and select the **life event reason**.
5. Enter the effective date of the life event and click **Next**.
6. Add Dependent if applicable and click **Next**.
7. Click **edit coverage** to enroll or cancel coverage for each benefit plan.
8. Continue selecting your benefits and click **Save your changes**.
9. Upload the required document(s) to the Document Center.
10. Click **Next** to finalize your enrollment.

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



Life Event Changes

A major life event or change may affect your benefits at UAH when one of the events mentioned below occurs in your life.

- Marriage
- Divorce
- Birth
- Adoption
- Job change
- Dependent loss of eligibility
- Death of a dependent

Employees have the option to make changes to their current elections within **31 days** of a life event change.