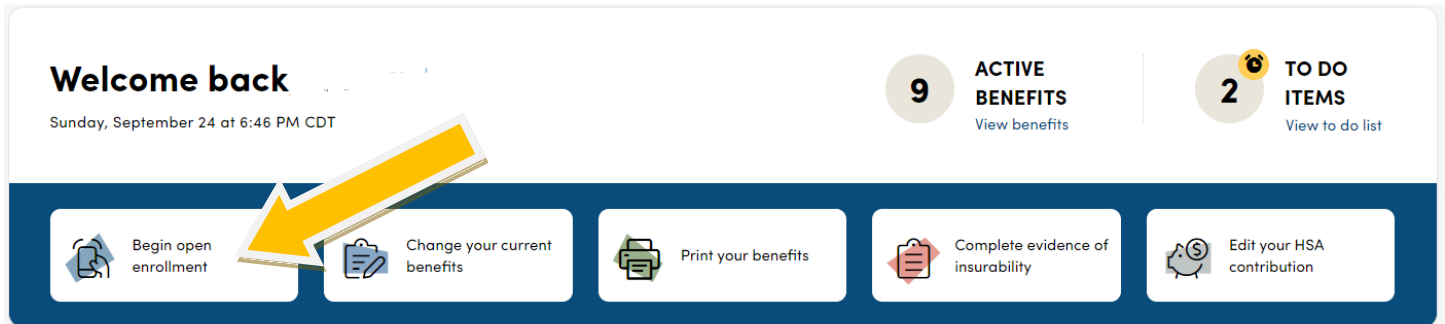


Open Enrollment: How to Enroll Instructions

Step-by-step instructions to enroll/decline benefits during annual open enrollment.

1. Log in to [myUAH](#). Use your Charger ID and Password.
2. Go to [HR Connection](#) link under the Employee Services heading of Human Resources (far right column)
3. Click on **“Enroll or View Your Benefits Now”**
4. Click **“Begin Open Enrollment”** on the top left of the screen



5. Select the option to elect your Open Enrollment benefits:
 - a. You will be prompted to first review your personal information under “Your Profile”. Review your personal and contact information, make any necessary edits, then advance to the **“Next step: Review communication preferences”**.
 - b. Set your communications preferences by selecting edit and making the appropriate selection, or hit **“Continue to the next step”**.
 - c. Your current dependents will be listed. Select **“add dependent”** to add any eligible dependents to your profile that you may want to cover on your insurance plans then hit next. *Note: you will also have the ability to add dependents during the enrollment process.*

This section is to only verify/update your dependents, not to add/enroll in your insurance coverage. Dependent verification documentation will be required for any newly added dependents.

Before you enroll in benefits

Do you have any dependents/beneficiaries you want to add to your profile? You will add your dependents to coverage when you enroll in your benefits.













6. Click the **“Next”** button
7. It will take you to the “Open Enrollment Benefits Screen. First Choose your Medical Coverage by clicking on **“Begin Enrollment”**
 - a. Check the box next to the dependent names you want to cover on the medical plan

- b. If you do not want to enroll in the medical plan choose **“Decline Coverage”** at the bottom of the page

- c. If you are enrolling in the medical plan, Click **“Select Plan”** under the option you would like to choose
- d. Verify if you have additional insurance coverage yes/no and then click **“Next”**
8. Next you have the opportunity to enroll or decline coverage in the appropriate **Tax-favored account** for the medical plan you selected: FSA (for PPO) **or** HSA (for HDHP) by clicking **“Select Plan”** enter the dollar amount then click **“Next”**
9. Review your 2022 medical, dental, tax-favored account, and vision enrollment
10. Choose **“Edit Coverage”** to enroll or change coverage levels for your dental plan
11. Choose **“Edit Coverage”** to enroll or change coverage levels for your vision plan
12. You will return to your Summary of your 2022 Medical, Dental, and Vision elections. Review the elections you have made then Click **“Save”** if correct
13. Next you will need to either **enroll** or **decline** coverage in the Dependent Care FSA by selecting **“Begin Enrollment”**
14. After making your Dependent Care FSA choice click the **“Save”** button
15. Next you will need to either **enroll** or **decline** coverage in Identity Theft Coverage by selecting **“Begin Enrollment”** NOTE: The plan requires your personal email address. Also, family coverage requires that you provide the full name, Date of Birth, and Social Security Number for each dependent covered that you add to your enrollment.
16. After making your Identity Protection coverage choice click the **“Save”** button
17. If you are not electing to apply for any voluntary benefits you can finalize your enrollment. Check the box that indicates that says **“I have reviewed the information above”** and click **“Complete Enrollment”** to **save and finalize your Open Enrollment Elections.**


Below is the summary of your selections that also indicate if you enrolled in single (Just You) or family coverage (you + number of dependents enrolled)


✔ Congratulations PATRICIA, you have finished selecting your benefits!

 Medical 2021 Blue Cross Blue Shield PPO Plan Just You	 Health FSA 2021 Health FSA	 Dental 2021* Dental Plan Just You	 Vision 2021* VSP Vision Insurance Just You	 Life 2021 University Provided Life Insurance	 AD&D 2021 University Provided Accident Insurance
 Voluntary Life 2021 Voluntary Employee Term Life Insurance - 1X	 Voluntary AD&D 2021 Voluntary Individual Accident Insurance	 Short Term Disability 2021 Short Term Disability - Option 1	 Long-Term Disability 2021 Long Term Disability	 Employee Assistance Program 2021 American Behavioral EAP	 Identity Protection LifeLock with Norton Benefit Premier Just You

[Show less benefits](#) ▲

Helpful things to do right now


 Write down your confirmation number: 2858534515-s82s1f


 Review and print a copy of your [Benefit Detail Report](#)

You have successfully completed your enrollment process. Please remember that all of your elections are subject to approval by Human Resources.

18. Review and print a copy of your **Benefit Summary Report**
19. You will be asked to rate the enrollment software and it will take you to a Documents screen
20. If you are adding a new dependent you will need to upload the dependent verification documents. If not, click **“Next”** and you will be finished with the Open Enrollment process. You should receive a confirmation email.

The Sections below are voluntary - not required for Open Enrollment.

21. Life Insurance: Check and Verify your Beneficiaries. If you beneficiaries are not correct update by using the pencil to “edit”
22. Voluntary Life Insurance will require EOI – Evidence of Insurability
23. Short Term Disability
24. Identity Theft Protection

To upload Dependent Verification Documentation:

1. Go to “**Profile**” at the top right of the screen.
2. Select “**Document Center**”.
3. Upload or drag and drop your file. Acceptable types of dependent verification documents are listed under the “**Important Info**” link.

Add document ✕

Add document to verify Test (child) is your dependent. [Why it's needed](#) [Important info](#)

Upload the file(s) associated with your document and add the document name, document type, and who the document is for.

Document file(s) and basic information



Drag your file here to attach or click to select a file.

.doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, .xls, and .xlsx accepted

Document name

Type of document ▼

Who this document is for

Test ✓