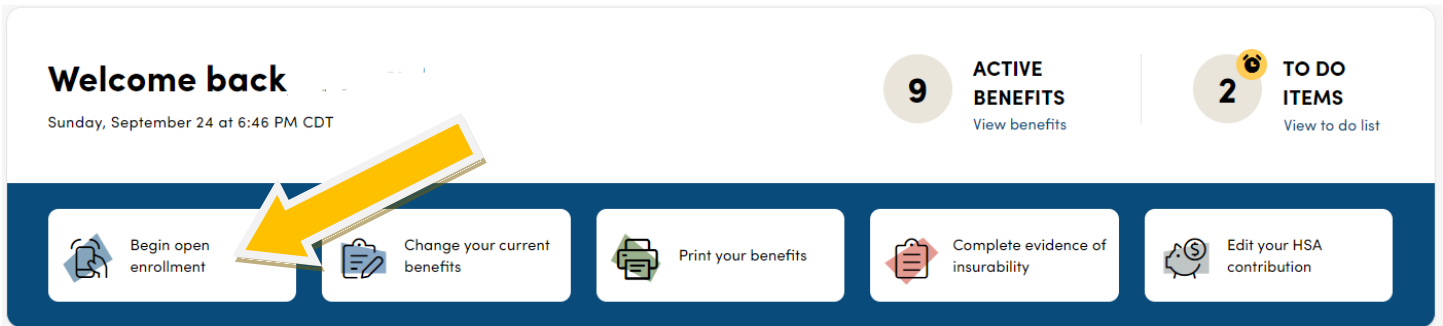


Open Enrollment: How to Enroll Instructions

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.

Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

Add Dependent

Next

6. Click the **“Next”** button

7. It will take you to the “Open Enrollment Benefits Screen. You will first be directed to review your “Core Benefits”. You will have the ability to make changes to your medical, dental, and vision coverages. The enrollment system will require you to either enroll or decline HealthCare and Dependent Care Flexible Benefit plans.

Open Enrollment Benefits

Whether you want to change your benefits or keep them the same as last year, it's still important that you carefully complete each step in the enrollment process to make sure all of your benefits are covered for the upcoming plan year.

A note from your HR Administrator

Core Benefits Additional Benefits UAH Paid Benefits

Compare to current benefits

- First review Medical Coverage by clicking on the medical tile. You can “Enroll, Edit, or Decline” coverage.
 - a. Check the box next to the dependent names you want to cover on the medical plan

Who do you want to cover on this plan?

Child

✓ Jessica Davis Tyler Davis SR ✓ Tyler Davis JR

The check and color green indicates that you have selected coverage for your dependent

Add Dependent

- 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 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 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

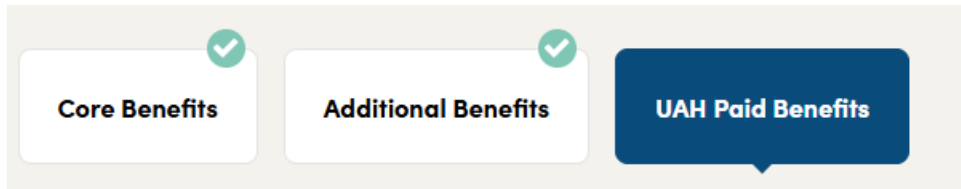
Now you will be directed to the “Additional Benefits” Tab. Here you will have the ability to enroll, edit, or decline Voluntary Life, Voluntary AD&D, Short-Term Disability, and Identity Protection.

A note from your HR Administrator

Core Benefits Additional Benefits UAH Paid Benefits

15. Next you can either **enroll**, **edit** or **decline** for voluntary benefits or coverage in Identity Theft Coverage by selecting “Edit Coverage” NOTE: The Identity Theft 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 additional coverage choices click the **“Proceed to UAH Paid Benefits”** button.



17. Next you can either **review** the UAH University paid benefits that you are enrolled in. Note: you will not be able to edit these coverages. You will be prompted to enter beneficiaries for your life insurance policy if you do not currently have beneficiaries designated. Review beneficiary information to ensure this is up to date.

18. Check the box that indicates that says **“I have reviewed the information above”** and click **“Confirm Changes”** to **save and finalize your Open Enrollment Elections.**

19. Now you will need to thoroughly review your open enrollment elections. Once you have confirmed that your elections and dependents look correct, select **“Complete Enrollment”** at the bottom of the page.

20. Review and print a copy of your **Benefit Summary Report**

21. 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.

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

A screenshot of a web form titled 'Add document' with a close button (X) in the top right corner. Below the title, there is a line of text: 'Add document to verify Test (child) is your dependent.' followed by two links: 'Why it's needed' and 'Important info'. The main instruction reads: 'Upload the file(s) associated with your document and add the document name, document type, and who the document is for.' Below this, a section titled 'Document file(s) and basic information' contains a large dashed box with a plus icon in the center and the text 'Drag your file here to attach or click to select a file.' and '.doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, .xls, and .xlsx accepted'. Below the dashed box are two input fields: 'Document name' and 'Type of document' with a dropdown arrow. At the bottom, there is a section titled 'Who this document is for' with a text input field containing the name 'Test' and a green checkmark icon to its right.