Open Enrollment: How to Enroll Instructions

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

- 1. Log in to <u>myUAH.</u> 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

6.

Do you have any dependents/beneficiaries you want to add to your profile? You will add your dependents to coverage when you e	nroll 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	
Click the "Next" button	
It will take you to the "Open Enrollment Benefits Screen Eirst Choose your Medical Coverage by	clicking on

- 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

	Who do vo	want to cover on	this plan?	
			Child	The check and color green
✓.	Jessica Davis	Tyler Davis SR	✓ Tyler Davis JR	indicates that you have selected coverage for your dependent
				U ,

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"
- 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
- 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 <u>save and</u> <u>finalize your Open Enrollment Elections.</u>

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)



- 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.

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