1. Sign in to myUAH: my.uah.edu

   ![Login](image)

2. Enter your Charger ID and Password
   - Your charger ID is the first part of your primary UAH email.

3. Click on the HR Connection link under the Human Resources Self Service section.

4. Click Enroll or View Your Benefits Now!

5. Click Edit your benefits to select the reason for your benefit changes.
   - Click on Life or family change and select the life event reason.

6. Enter the effective date of the life event and click Next.

7. Add Dependent if applicable and click Next.

8. Click edit coverage to enroll or cancel coverage for each benefit plan.

9. Continue selecting your benefits and click Save your changes.

10. Upload the required document(s) to the Document Center.

11. 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.

Documentation of the life event change is required and must be uploaded in HR Connection.