

HR Connection Benefits Enrollment Portal

Life Event: How to Make Changes to Your Benefits

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

Login
Enter your Charger ID and Password

Charger ID:

Password:

LOGIN

● [Forgot Charger ID / Password?](#)

Remember to close your browser when finished.



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**.