HR Connection Benefits Enrollment Portal New Hire Enrollment

- 1. Sign in to myUAH: my.uah.edu
 - \Rightarrow Enter your Charger ID and Password
 - Your Charger ID is the first part of your primary UAH email address.
 - You may reset your password at <u>reset.uah.edu</u> or Contact the OIT Help Desk at 256-824-3333
 - \Rightarrow Click on the **HR Connection** link under Human Resources in the Employee Services section.
- 2. Click Enroll or View Your Benefits Now!
- 3. Select the Get Started button on the Home page.
 - ⇒ Add Dependent(s) that you want to include on your benefit plans. If you do not have any dependents, or if you do not want to enter them now, you can select Next.
- 4. Click **Begin enrollment** to start the enrollment process.

You must complete each section as listed below to complete/ save your enrollment.

- \Rightarrow Medical
- \Rightarrow Dental
- \Rightarrow Vision
- \Rightarrow Health FSA
- \Rightarrow Dependent Care FSA
- ⇒ Life Insurance (You must designate beneficiaries)
- \Rightarrow Voluntary Life Insurance and Voluntary AD&D
- \Rightarrow Short Term Disability (cal. year appt. only)
- \Rightarrow Long Term Disability (university provided)
- \Rightarrow EAP (university provided)
- 5. Click Complete Enrollment and SAVE to finalize your enrollment.
- 6. Upload required documentation to the **Document Center**.

NOTE: Please remember that all of your elections/changes are subject to approval by Human Resources pending verification of all required documentation.

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Charger ID:	
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	SINGLE SIGN-ON
LOGIN	O te accure logi nfor all your UAH service
Perget Charger ID / Password?	



Welcome to your benefit enrollment portal. This site gives you easy
access to information about the University, your work life, and your
employee benefits. We recommend that you bookmark this site and
check here first when you have a Human Resources related question

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	Current Benefits You have incomplete benefits. Please check the steps below process.	to make service how completed all the steps in the envolvent.	0/14
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	Topic are direct.		
	2. Choose your Dental coverage	çe.	
	3. Choose your Vision coverage	9	
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BENEFITFOCI	US:		
	12. Choose your S	hort Term Disability coverage	
	13. Choose your L	ong-Term Disability coverage	
	Long Term Disability 2016 Offered By:	The Standard	
	14. Choose your E	mployee Assistance Program coverage	
	American Behavioral EAP 2 Offered By:	2016 Other	
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