

HR Connection Benefits Enrollment Portal New Hire Enrollment

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

⇒ 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 reset.uah.edu or Contact the OIT Help Desk at 256-824-3333

⇒ 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.

- ⇒ Medical
- ⇒ Dental
- ⇒ Vision
- ⇒ Health FSA
- ⇒ Dependent Care FSA
- ⇒ Life Insurance (**You must designate beneficiaries**)
- ⇒ Voluntary Life Insurance and Voluntary AD&D
- ⇒ Short Term Disability (cal. year appt. only)
- ⇒ Long Term Disability (university provided)
- ⇒ 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.

