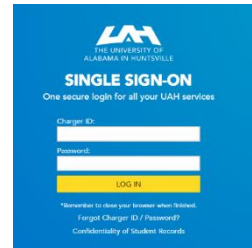

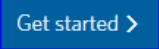

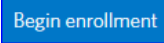
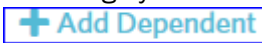
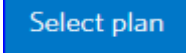








Log-in Information

- 1) Go to myUAH and log in to **HR Connection** using your charger ID and password



Enroll in Benefits

- 2) Click on  Click here to view your benefits.
 - 3) Click on  to begin your Open Enrollment process.
 - 4) It will ask you if you want to add any dependents to your profile. If you do not, click **next**.
 - 5) Select the  tab and then select the  button. The first of several enrollment pages will display for you to enter information.
Please Note: If you do not want to make changes to your medical, dental or vision, you do not have to edit each section listed.
 - 6) To change your medical coverage from single to family or vice versa, click on the  button and add new dependent information.
 - 7) If you are not currently enrolled in coverage, click .
 - 8) Proceed from one type of coverage to the next by selecting the  button. When you have entered all required information, hit **Save**. Repeat steps 6 and 7 to make changes to dental and vision coverage.
 - 9) On the Review page, look over your information closely. You will have the option to **Edit** or  the information. If you need to change any information, select the  button next to the corresponding section. Once you have made all necessary changes and have reviewed the information, check the acknowledgement box and select .
 - 10) Click  to finalize your open enrollment changes.
- Please Note: You must open and complete all of the following sections to complete and save your insurance elections: Medical, dental, vision, and Flexible Spending/Dependent Care Accounts. If not enrolling in the Flexible Spending or Dependent Care Account plans, Select "Get Started" and "Decline Coverage", then "Save".**
- 11) Upload documentation if you are adding dependents who were not previously enrolled in your insurance plan.
 - 12) You will be presented with the **Confirmation** page. You will have a confirmation number and a benefit detail report that you can review and print for your records. If you select  you will be returned to the Home page.