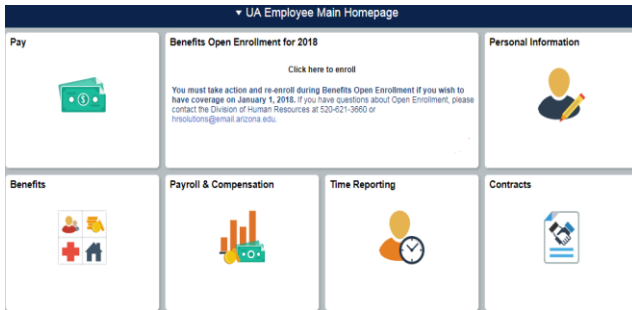




Open Enrollment Instructions

1. Go to **UAccess Employee/Manager Self Service** at uaccess.arizona.edu and log in using your NetID and password.
2. Select **UA Employee Main Homepage** from the drop down menu.
3. Click on the **Benefits Open Enrollment for 2018** tile.



4. You will see an **Open Benefit Events** box.

Open Benefit Events				
Event Description	Event Date	Event Status	Job Title	
Open Enrollment	01/01/2018	Submitted		Select

The event description will be **Open Enrollment**. Click the **Select** button.

5. Under the **Enrollment Summary** you will see **“An election is required, select 'Edit' to continue”** under each benefit option: medical, dental, vision, etc.

Enrollment Summary				
Medical		Before Tax	After Tax	Edit
Current:	United Health Care EPO/EE Only			
New:	An election is required, select 'Edit' to continue			
Dental		Before Tax	After Tax	Edit
Current:	Delta Dental/EE Only			
New:	An election is required, select 'Edit' to continue			
Vision		Before Tax	After Tax	Edit
Current:	Decline			
New:	An election is required, select 'Edit' to continue			

6. Starting with medical, select the **Edit** button. Click the *Overview of All Plans* link to view costs for each plan.
7. Elect or waive your healthcare vendor by clicking the radio button next to the vendor's name.
8. You may enroll your dependent(s) by selecting **Add/Review Dependents** toward the bottom of the screen.

Please add your dependents and beneficiaries before continuing. Social security numbers are required for all enrolled dependents.

9. Once you have elected your healthcare vendor, and enrolled your dependents if applicable, click **Update and Continue**. **The final screen will display your chosen vendor and your per-pay period costs.** Click **Update Elections** to finalize your benefit plan election.

10. The **Enrollment Summary** landing page will now display your updated coverage status. Proceed by clicking **Edit** on the next voluntary benefit and repeating the steps above.

You must select Decline for all benefits you do not want to elect or you will not be able to complete your enrollment.

11. After you have made all of your benefit elections, click **Save and Continue** at the bottom of the **Enrollment Summary** page. You will then arrive at the **Submit Benefit Choices** screen. If you want to make any changes to your elections, select **Cancel** to go back and edit your choices.
12. Once you are ready to submit your elections, select **Submit**. On the Submit Confirmation page, select **Confirmation Statement** to save or print your enrollment confirmation for future reference. Your confirmation statement will be required if there be any inconsistencies with your enrollment.

Benefits Open Enrollment will begin on October 30, 2017, and continue through November 17, 2017. **All employees must take action and re-enroll during this year's Benefits Open Enrollment if they wish to have coverage on January 1, 2018.**

Questions? Contact the Division of Human Resources at: (520) 621-3660 or email HRsolutions@email.arizona.edu.