Benefits Open Enrollment User Instructions

October 21, 2019 through November 8, 2019

Getting Started:
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 Open Enrollment tile.

How to use the Open Enrollment Activity Guide:

Click through the left-hand navigation tabs in order, and follow the on-screen instructions to complete your benefits enrollment.

1. Welcome: Review the important information on the Welcome screen.
2. Acknowledgement: Acknowledge that you will provide accurate information throughout the enrollment, and you are aware that changes to your elections after open enrollment can only occur with a life event change, such as marriage, birth of a child or loss of other coverage.
3. Benefits Enrollment: The enrollment area displays all of your benefit plan options. Select a Benefit Plan Card to make any changes. Benefits options that you do not edit (except for flexible spending) will carry over to the next plan year. You must actively re-elect flexible spending account elections to have this coverage in the upcoming plan year.
   Important: You must click the Done button for any elections or updates you make to each plan. Make sure to click the Submit Enrollment button when you are ready to submit your elections or they will not process.
4. My Benefits Statements: This statement is your confirmation of elections. Review your elections to ensure they are correct.

Caution: When using a mobile device, the Submit Enrollment button may be hidden by a supplementary panel. Use the icon to hide the panel and reveal the Submit Enrollment button.

Questions? Email hrsolutions@email.arizona.edu, or contact the Division of Human Resources at 520-621-3660