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.

   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.

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 to finalize your benefit plan election.

10. The Enrollment Summary landing page will now display your updated coverage status. Proceed by clicking 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.