Open Enrollment Instructions

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

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 2019 tile.

4. You will see an Open Benefit Events box.

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Event Date</th>
<th>Event Status</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Enrollment</td>
<td>01/01/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

5. Under the Enrollment Summary you will see “Click edit if you would like to make changes” under each benefit option: medical, dental, vision, etc. Except for flexible spending accounts, any benefit options you do not edit will retain your current elections.

6. Using Medical as an example, select the 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.

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 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 22, 2018, and continue through November 9, 2018. You do not need to take action this year unless you wish to make benefits changes or you want a Flexible Spending Account for 2019.

Benefits changes take effect January 1, 2019.

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