

HOW TO RETRIEVE YOUR EMPLOYEE ID NUMBER, OR EIN

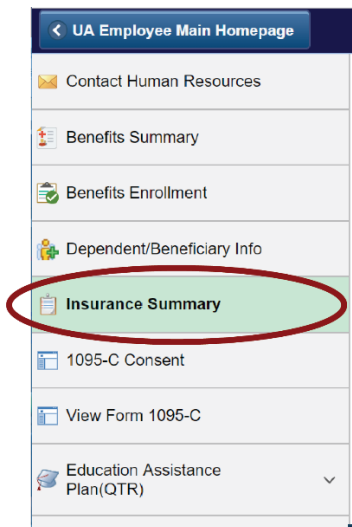
Step 1 – Log into the employee self-service in UAccess at uaccess.arizona.edu.



Step 2 – Select the "Benefits" option in UAccess Employee.



Step 3 – Select "Insurance Summary" from the sidebar menu.



Step 4 – Locate your Employee ID Number, or EIN, at the top of the webpage.

Insurance
Summary

Empl ID: 12345678

Alternate Employee ID 12345678

To view your benefits as of another date, enter the date and select Go.

Benefits Summary			
Type of Benefit	Plan Description	Coverage or Participation	Coverage Begin Date
Life Insurance - Basic	Harford Basic Life	\$10000	07/04/2017

Please note: your Insurance Summary is reflective of your life insurance, supplementary insurance, and long- and short-term disability insurance enrollment.

To view your comprehensive benefits enrollment, which includes all of your enrolled benefits, please select "Benefits Summary" on the sidebar menu in Step 3.