

Use this task to enroll in benefits in UCPath.

Dashboard Navigation:

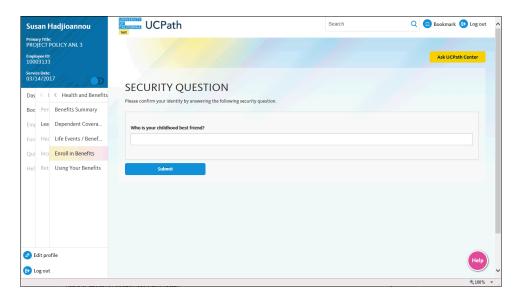
Health and Welfare > Enroll in Benefits

or

Menu Navigation:

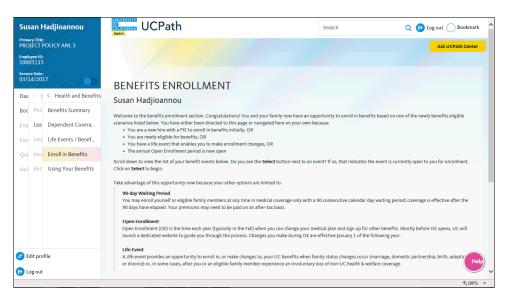
Employee Actions > Health and Welfare > Enroll in Benefits

Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



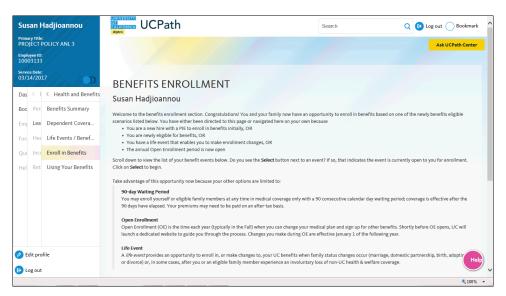
Step	Action
1.	Before you enroll in benefits, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the Security Question field.
	For this example click in the Who is your childhood best friend? field.
2.	Enter the desired information into the Security Question field.
	For this example, enter Molly.
3.	Your answer appears as a series of dots.
	Click the Submit button.
	Submit





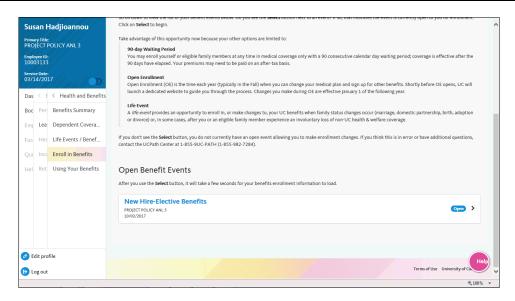
4. If you answer the question correctly, UCPath displays the Benefits Enrollment page, and you can enroll in benefits.

If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the Security Questions Setup page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.



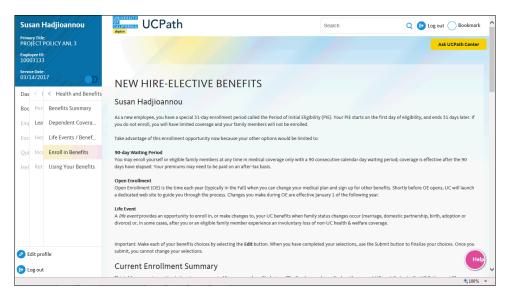


Step	Action
5.	In this scenario, you will enroll yourself and your dependents in benefits eligible to a new hire.
	Review the Benefits Enrollment page before you begin the enrollment task.
	You elect your benefits when you are first eligible for benefits during the hire process, if you become newly eligible due to a job change and annually during the open enrollment process.
6.	Click the scroll bar.

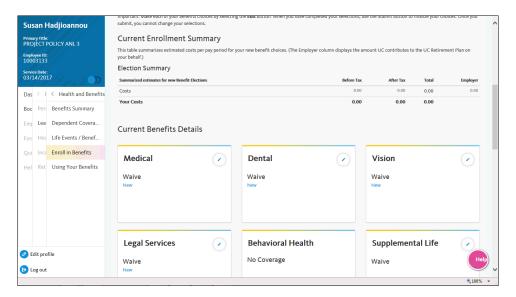


Step	Action
7.	The Open Benefit Events section displays events for which you are eligible, such as the New Hire-Elective Benefits event that is Open in this example.
	Click the Open button.
	Open >





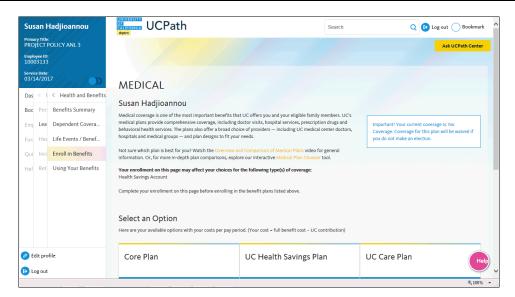
Step	Action
8.	The New Hire-Elective Benefits page appears. You must complete your benefit elections within 31 days of eligibility.
	Click the scroll bar.



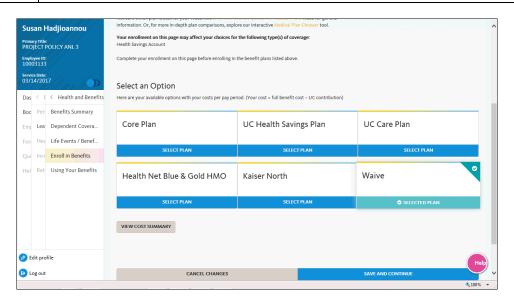
Step	Action
9.	The Current Enrollment Summary section displays your current elections for all eligible plan types. At new hire, most elections default to Waive .
	Click the Edit button for each benefit plan to make your benefit choices. As you make selections, the Before Tax and After Tax columns at the top of the page display your costs associated with the election for that plan.



Step	Action
10.	To add Medical coverage, click the Edit button.

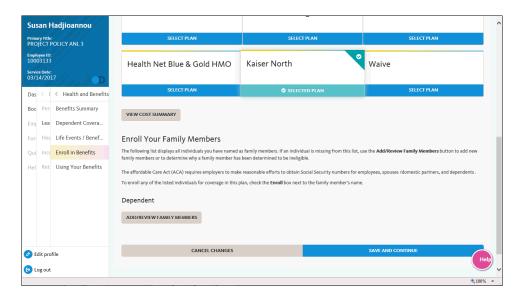


Step	Action
11.	If you need information about the medical plans before you make your selection, click the links to watch the Overview and Comparison of Medical Plans video or to use the interactive Medical Plan Chooser tool.
12.	Click the scroll bar.



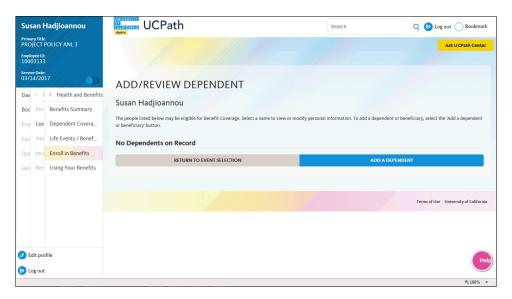


Step	Action
13.	In the Select an Option section, choose your medical plan or waive coverage.
	For this example select the Kaiser North option.
	Click the Select Plan button.
	SELECT PLAN
14.	Click the scroll bar.

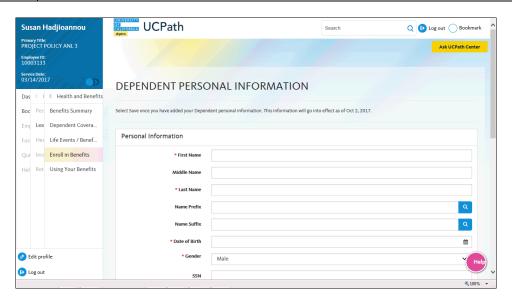


Step	Action
15.	Use the Enroll Your Family Members section to cover dependents with the selected plan.
16.	Dependents you already entered in UCPath appear in the Dependent list. You also can add or modify dependents during the enrollment process.
	Click the Add/Review Family Members button.
	ADD/REVIEW FAMILY MEMBERS





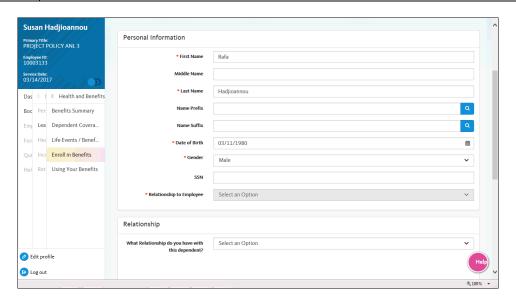
Step	Action
17.	In this example, add your spouse and child.
	Click the Add a Dependent button.



Step	Action
18.	Use the Dependent Personal Information page to enter key information for your dependent.
	Click in the First Name field.
19.	Enter the desired information into the First Name field. For this example, enter Rafa .
20.	Click in the Last Name field.

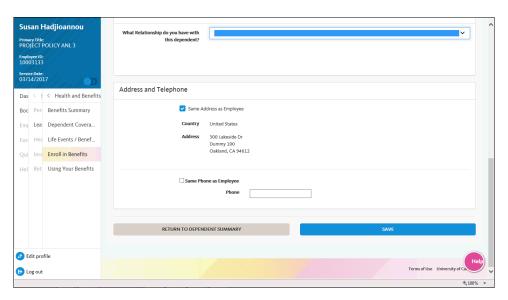


Step	Action
21.	Enter the desired information into the Last Name field. For this example, enter Hadjioannou .
22.	Click in the Date of Birth field.
23.	Use the calendar to enter the dependent's date of birth. For this example, the date will be entered for you.
24.	The Gender field defaults to Male . Update the gender, if necessary.
25.	Click the scroll bar.

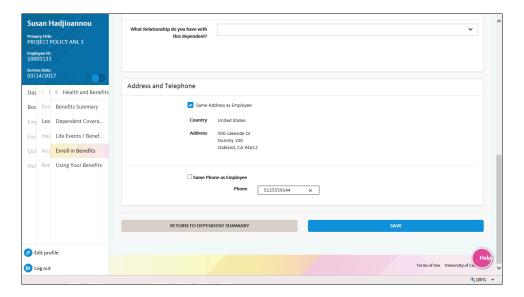


Step	Action
26.	While the SSN filed is not required, you should enter the dependent's Social Security number, if known. Click in the SSN field.
	23373
27.	Enter the Social Security number in the SSN field with dashes between the digits. For this example, enter 123-13-3121.
28.	Click the button to the right of the What Relationship do you have with this dependent? field.
29.	Choose the dependent's relationship to you.
	For this example, click the Spouse list item.
30.	Click the scroll bar.





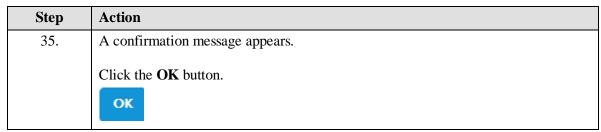
Step	Action
31.	The address for the dependent defaults to your address. Deselect the Same Address as Employee check box if you need to enter a different address for the dependent.
	For this example, do not change the address.
32.	Click in the Phone field.
33.	Enter the desired information into the Phone field. For this example, enter 5125559144 .

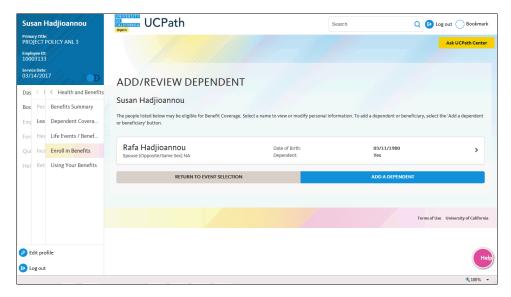




Step	Action
34.	Click the Save button.







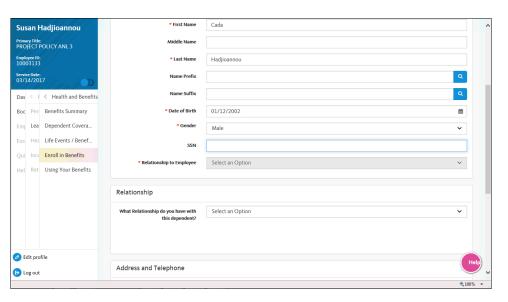


Step	Action
36.	Your spouse appears in the list. Now add a child as another dependent.
	Click the Add a Dependent button.

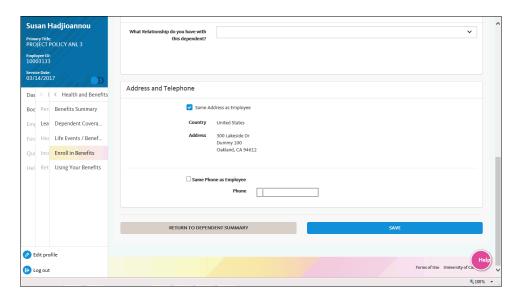


Step	Action
37.	Click in the First Name field.
38.	Enter the desired information into the First Name field. For this example, enter Cada .
39.	Click in the Last Name field.
40.	Enter the desired information into the Last Name field. For this example, enter Hadjioannou .
41.	Click in the Date of Birth field.
42.	Use the calendar to enter the dependent's date of birth. In this example, the date will be entered for you.
43.	Update the gender, if necessary. For this example, accept the default.
44.	Click the scroll bar.



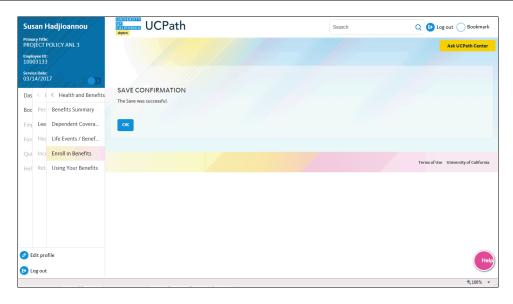


Step	Action
45.	Click in the SSN field.
46.	Enter the desired information into the SSN field. For this example, enter 137-97-3197 .
47.	Click the button to the right of the What Relationship do you have with this dependent? field.
48.	Select the dependent's relationship to you. Click the Child (Biological or Adopted) list item. Child (Biological or Adopted)



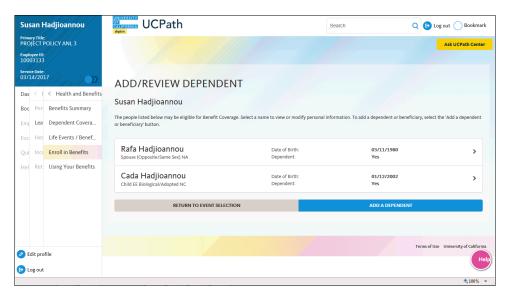


Step	Action
49.	Deselect the Same Address as Employee check box if you need to enter a different address for the dependent. For this example, accept the default address.
50.	Click in the Phone field.
51.	Enter the desired information into the Phone field. For this example, enter 5125551100 .
52.	Click the Save button.

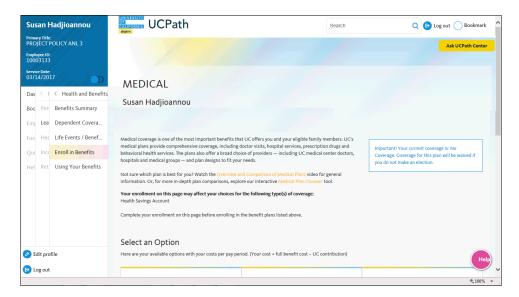


Step	Action
53.	A confirmation message appears.
	Click the OK button.
	OK



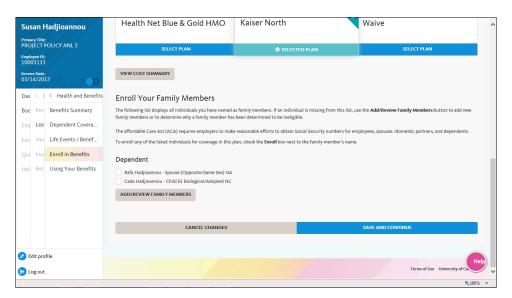


Step	Action
54.	Details for the newly added dependent appear in the list. Click the Add a Dependent button to add another dependent or return to the enrollment event to enroll the dependents in coverage.
	Click the Return to Event Selection button.

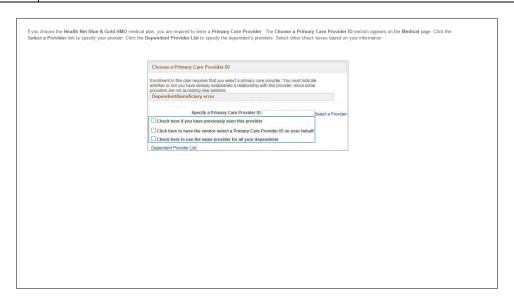


Step	Action
55.	The Medical page appears again.
	Click the scroll bar.



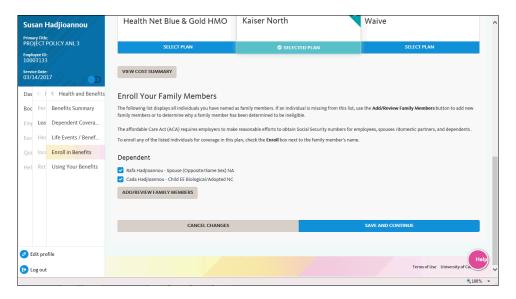


Step	Action
56.	The newly entered dependents appear in the Dependent list but are not yet enrolled in coverage. To enroll a dependent in this plan, click the check box next to the dependent's name.
	Click the Spouse (Opposite/Same Sex) NA option.
57.	Click the Child EE Biological/ Adopted NC option.

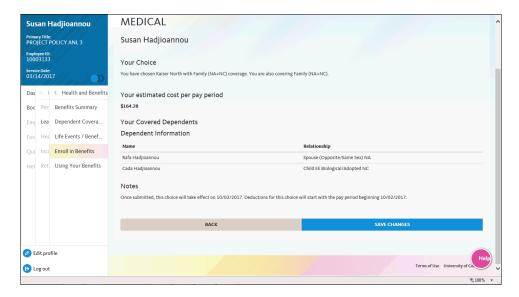




Step	Action
58.	Some medical plans require that you specify a primary care provider. This is an
	example of the Choose a Primary Care Provider ID section so that you can see
	the fields, but it is not required for this enrollment example.

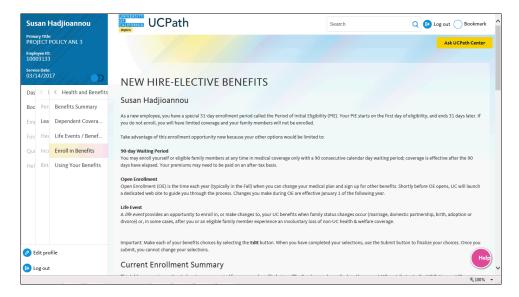


Step	Action
59.	After you complete all medical enrollments, click the Save and Continue button to submit your changes or click the Cancel Changes button to exit this page without saving your changes.
	Click the Save and Continue button.

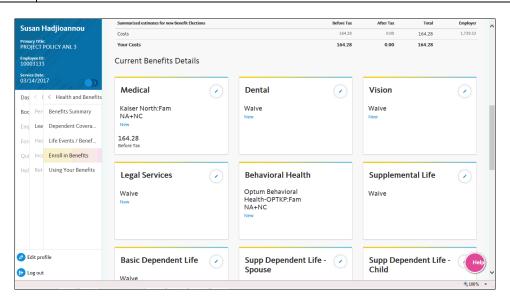




Step	Action
60.	UCPath displays the details for your election, including the plan, the estimated pay period cost for the benefit election and the covered dependents.
61.	Click the Save Changes button to submit your changes or click the Back button to make changes. Click the Save Changes button.

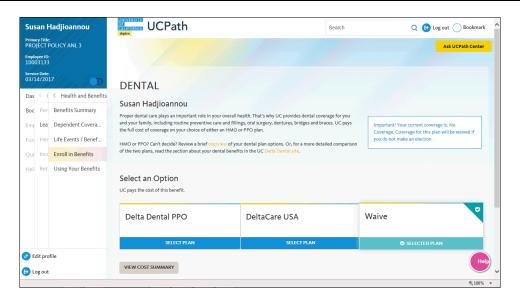


Step	Action
62.	Click the scroll bar.



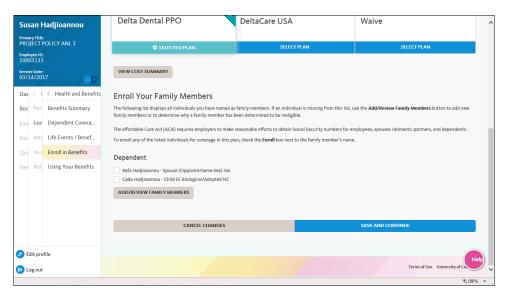


Step	Action
63.	The Current Enrollment Summary page appears again. The details for your medical election have been updated.
64.	To add Dental coverage, click the Edit button.

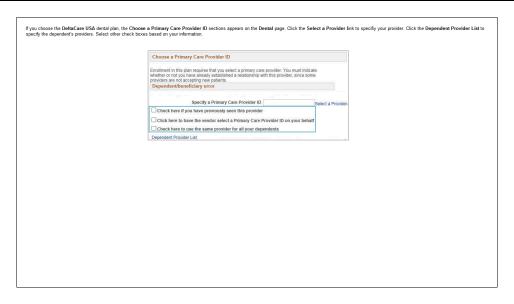


Step	Action
65.	If you need information about the dental plans before you make your selection, click the links to watch the overview video or review the UC Delta Dental site .
66.	In the Select an Option section, choose your dental plan or waive coverage. For this example select the Delta Dental PPO option. Click the Select Plan button.
	SEEE CITEM
67.	Click the scroll bar.



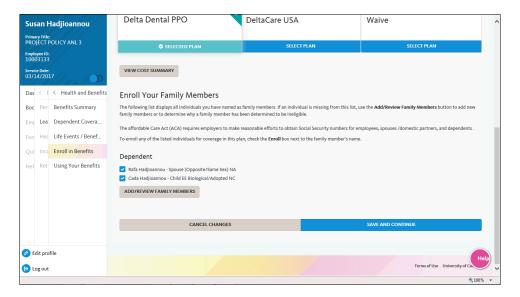


Step	Action
68.	Previously entered dependents appear in the Dependent list but are not yet enrolled in the plan. If necessary, click the Add/Review Family Members button to create or modify dependents. For this example, enroll both dependents. Click the Spouse (Opposite/Same Sex) NA option.
69.	Click the Child EE Biological/ Adopted NC option.

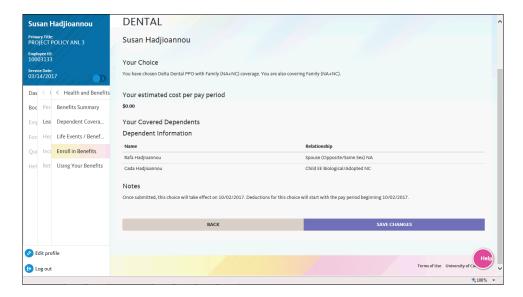




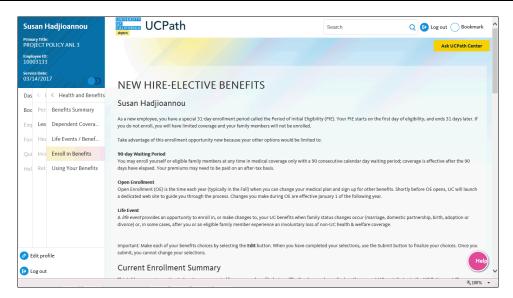
Step	Action
70.	Some dental plans require that you specify a primary care provider. This is an example of the Choose a Primary Care Provider ID section so that you can see the fields, but it is not required for this enrollment example.



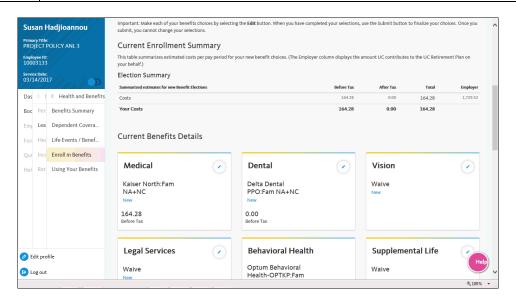
Step	Action
71.	After you complete all dental enrollments, click the Save and Continue button to submit your changes or click the Cancel Changes button to exit this page without saving your changes.
	Click the Save and Continue button.



Step	Action
72.	UCPath displays the details for your election, including the plan, the estimated pay period cost for the benefit election and the covered dependents.
	Click the Save Changes button to submit your changes or click the Back button to make changes.
	Click the Save Changes button.

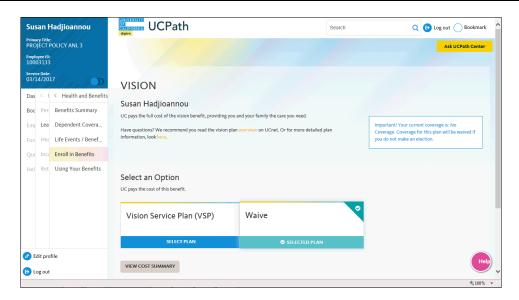


Step	Action
73.	Click the scroll bar.



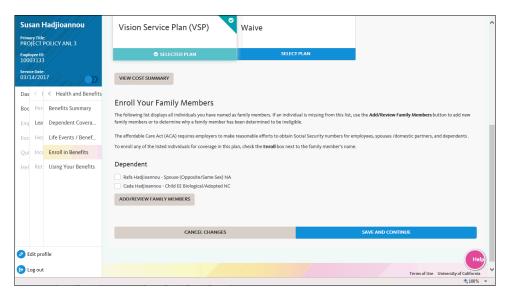


Step	Action
74.	The Current Enrollment Summary page appears again. The details for your dental election have been updated.
75.	To add Vision coverage, click the Edit button.



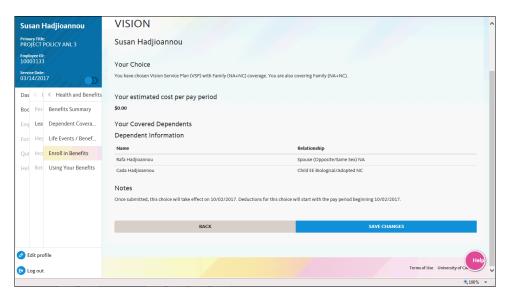
Step	Action
76.	If you need information about the vision plans before you make your selection, click the link to read the overview or, for more detailed plan information, click the here link.
77.	In the Select an Option section, choose your vision plan or waive coverage.
	For this example select the Vision Service Plan (VSP) option.
	Click the Select Plan button.
	SELECT PLAN
78.	Click the scroll bar.



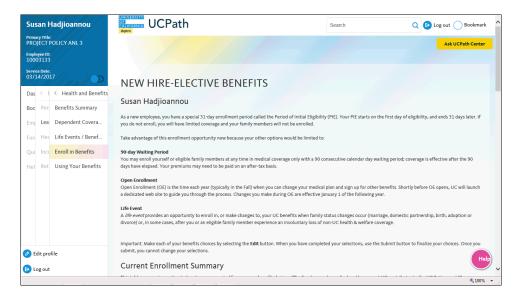


Step	Action
79.	Previously entered dependents appear in the Dependent list but are not yet enrolled in the plan. If necessary, click the Add/Review Dependents button to create or modify dependents. For this example, enroll both dependents. Click the Spouse (Opposite/Same Sex) NA option.
80.	Click the Child EE Biological/ Adopted NC option.
81.	After you complete all vision enrollments, click the Save and Continue button to submit your changes or click the Cancel Changes button to exit this page without saving your changes.
	Click the Save and Continue button.

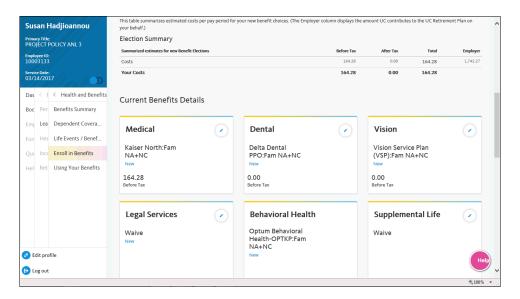




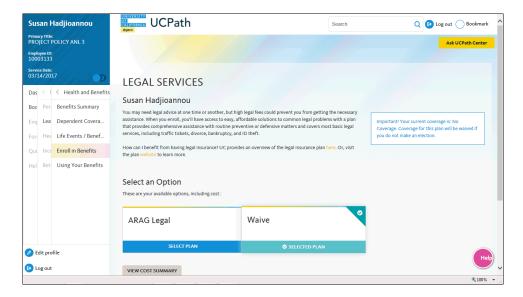
Step	Action
82.	UCPath displays the details for your election, including the plan, the estimated pay period cost for the benefit election and the covered dependents.
	Click the Save Changes button to submit your changes or click the Back button to make changes.
	Click the Save Changes button.



Step	Action
83.	Click the scroll bar.



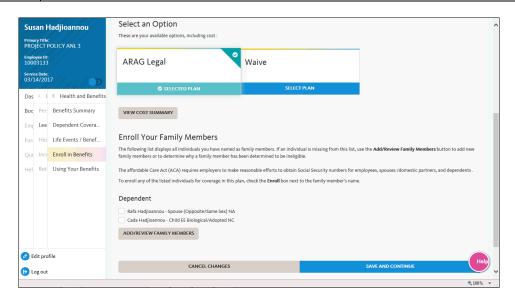
Step	Action
84.	The Current Enrollment Summary page appears again. The details for your vision election have been updated.
85.	To add Legal Services , click the Edit button.



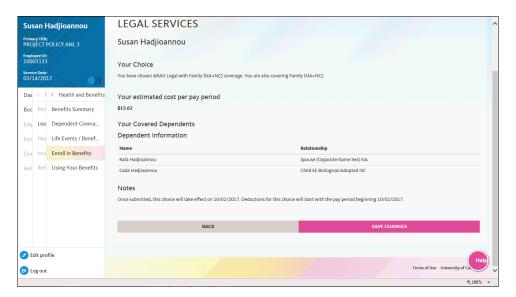
Step	Action
86.	If you need information about the legal services plan before you make your selection, click the here link to see an overview or click the plan website link.



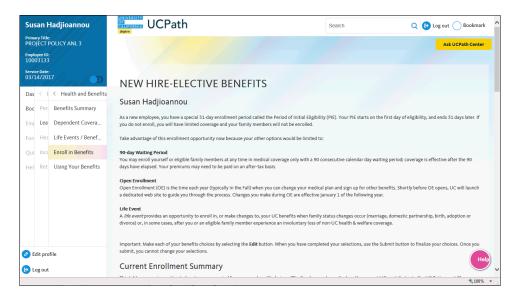
Step	Action
87.	In the Select an Option section, choose your legal services plan or waive coverage. For this example select the ARAG Legal option.
	Click the Select Plan button.
	SELECT PLAN
88.	Click the scroll bar.



Step	Action
89.	Previously entered dependents appear in the Dependent list but are not yet enrolled in the plan. If necessary, click the Add/Review Dependents button to create or modify dependents. For this example, enroll both dependents.
	Click the Spouse (Opposite/Same Sex) NA option.
90.	Click the Child EE Biological/ Adopted NC.
91.	After you complete all legal services enrollments, click the Save and Continue button to submit your changes or click the Cancel Changes button to exit this page without saving your changes.
	Click the Save and Continue button.

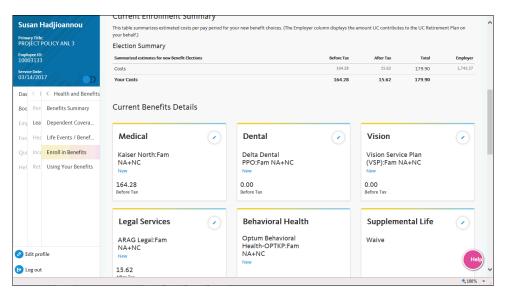


Step	Action
92.	UCPath displays the details for your election, including the plan, the estimated pay period cost for the benefit election and the covered dependents.
93.	Click the Save Changes button to submit your changes or click the Back button to make changes. Click the Save Changes button.

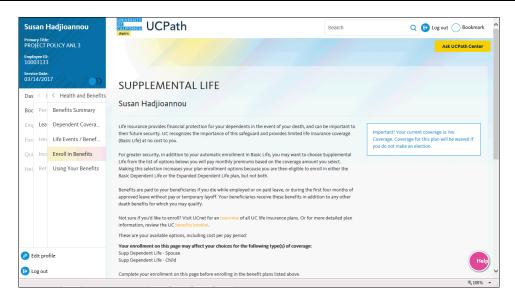


Step	Action
94.	Click the scroll bar.

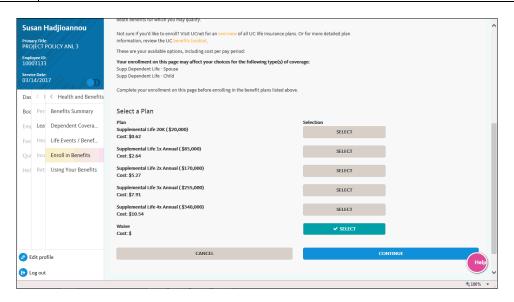




Step	Action
95.	The Current Enrollment Summary page appears again. The details for your legal services election have been updated.
	Notice that the system has also automatically enrolled you in the Optum Behavioral Health plan because you enrolled in a medical plan. The Edit button is not available for this plan type.
96.	To add Supplemental Life coverage, click the Edit button.

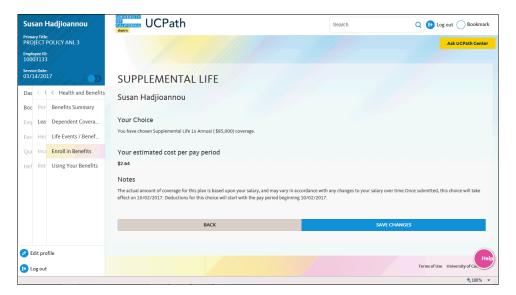


Step	Action
97.	If you need information about the supplemental life plans before you make your selection, click the links to see the overview on UCnet or review the UC benefits booklet .
98.	Click the scroll bar.

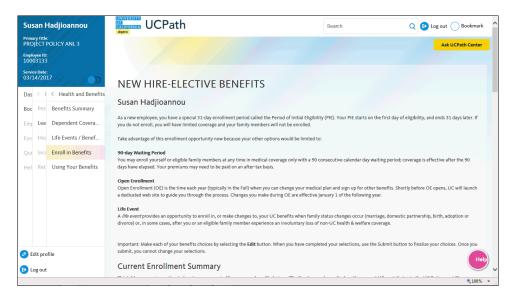


Step	Action
99.	In the Select a Plan section, choose your supplemental life plan or waive coverage.
	For this example click the Supplemental Life 1x Annual (85,000) button.
	SELECT
100.	Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes.
	Click the Continue button.

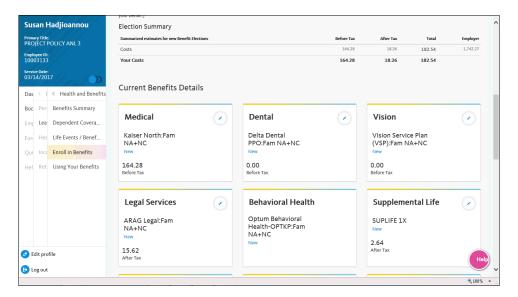




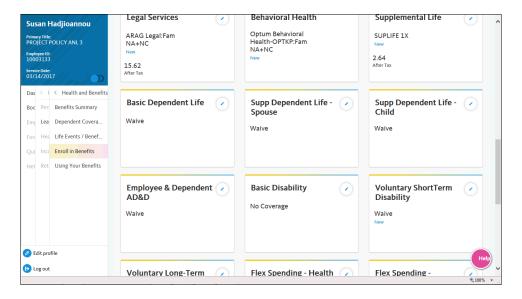
Step	Action	
101.	After you complete all supplemental life selections, click the Save Changes butto submit your changes or click the Back button to make changes.	
	Click the Save Changes button.	



Step	Action
102.	Click the scroll bar.

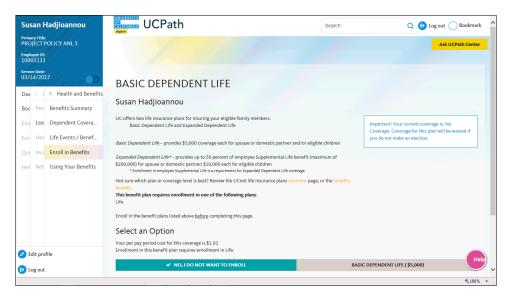


Step	Action
103.	The Current Enrollment Summary page appears again. The details for your supplemental life election have been updated.
104.	Click the scroll bar.

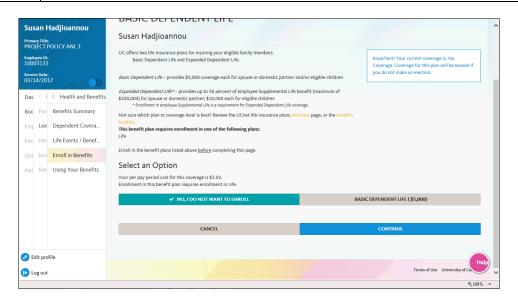


Step	Action
105.	To add Basic Dependent Life coverage, click the Edit button.

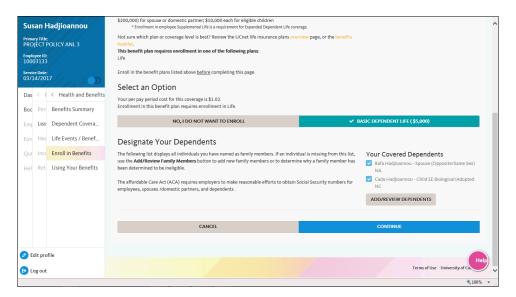




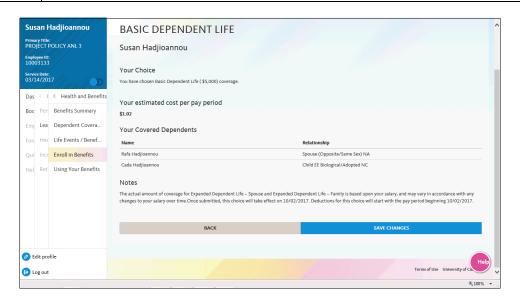
Step	Action
106.	If you need information about the dependent life plans before you make your selection, click the links to see the overview on UCnet or review the UC benefits booklet .
107.	Click the scroll bar.



Step	Action	
108.	In the Select an Option section, choose to enroll in the plan or accept the default option to not enroll in Basic Dependent Life .	
	Click the Basic Dependent Life (\$5,000) button.	

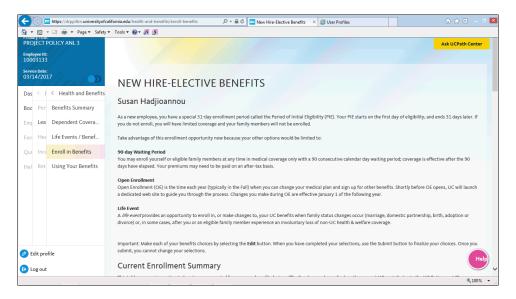


Step	Action	
109.	Your dependents appear in the Your Covered Dependents list. Notice that the Covered check box is selected for all eligible dependents. If necessary, clear the check box for one or more dependents or click the Add/Review Dependents button to create or modify dependents.	
110.	Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes. Click the Continue button.	

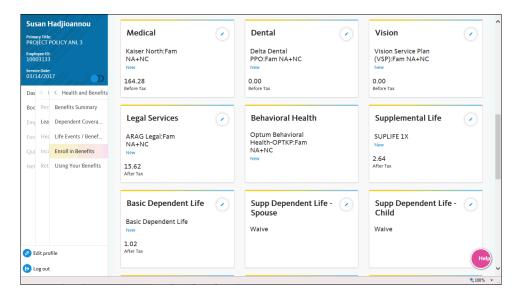




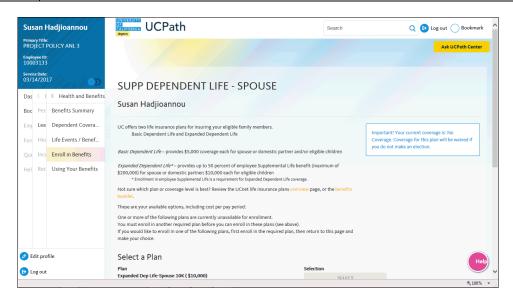
Step	Action
111.	UCPath displays the details for your election, including the plan, the estimated pay period cost for the benefit election and the covered dependents.
	Click the Save Changes button to submit your changes or click the Back button to make changes.
	Click the Save Changes button.



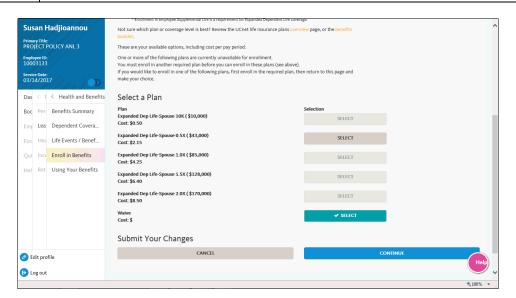
Step	Action
112.	Click the scroll bar.



Step	Action	
113.	To add Supp Dependent Life - Spouse coverage, click the Edit button.	
	Click the Edit button.	

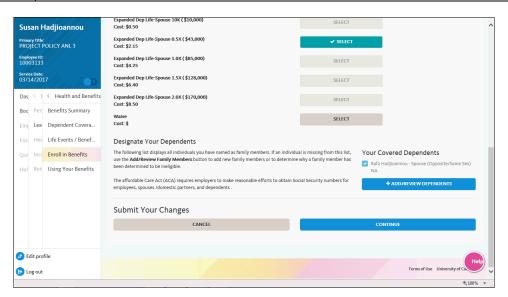


Step	Action
114.	If you need information about the supplemental dependent life - spouse plans before you make your selection, click the links to see the overview on UCnet or review the UC benefits booklet .
115.	Click the scroll bar.



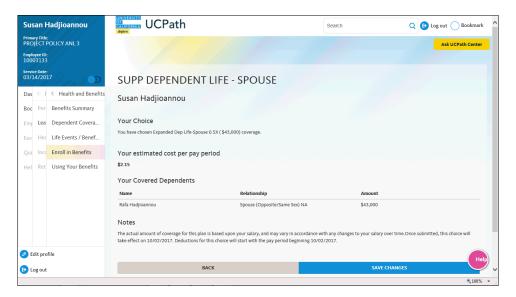


Step	Action	
116.	In the Select a Plan section, choose your dependent life plan or waive coverage.	
	For this example click the Expanded Dep Life-Spouse 0.5X (\$43,000) button.	
	SELECT	

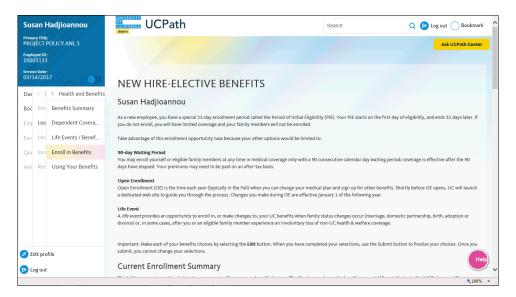


Step	Action
117.	Your dependents appear in the Your Covered Dependents list. Notice that the Covered check box is selected for eligible dependents. If necessary, clear the check box for one or more dependents or click the Add/Review Dependents button to create or modify dependents.
118.	Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes. Click the Continue button.





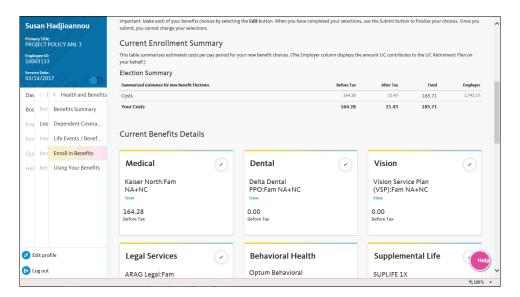
Step	Action
119.	UCPath displays the details for your election, including the plan and the estimated pay period cost for the benefit election.
120.	Click the Save Changes button to submit your changes or click the Back button to make changes. Click the Save Changes button.



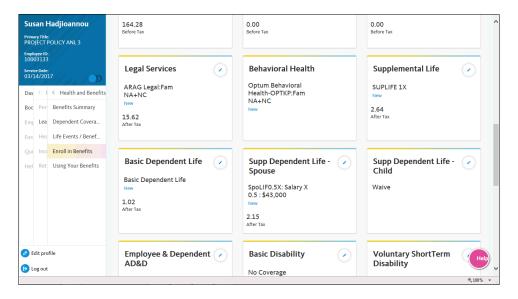
Step	Action
121.	Click the scroll bar.





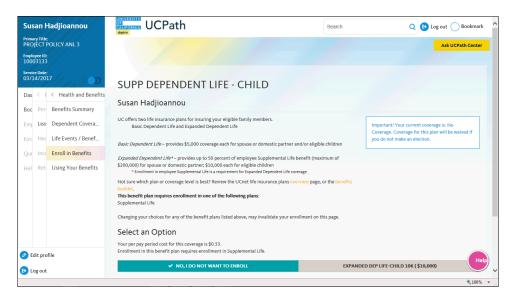


Step	Action
122.	The Current Enrollment Summary page appears again. The details for your supplemental dependent life -spouse election have been updated.
123.	Click the scroll bar.

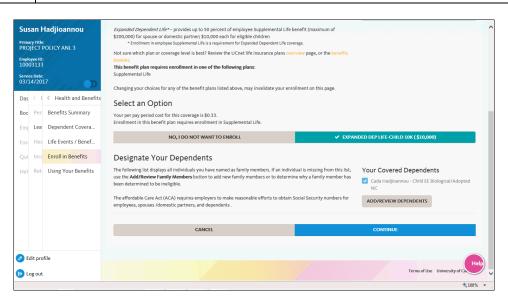


Step	Action
124.	To add Supp Dependent Life - Child coverage, click the Edit button.



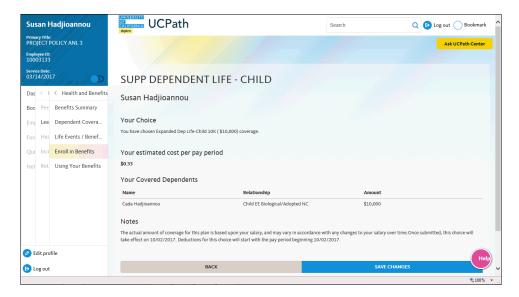


Step	Action
125.	If you need information about the supplemental dependent life - child plans before you make your selection, click the links to see the overview on UCnet or review the UC benefits booklet .
126.	In the Select an Option section, choose to enroll in the plan or accept the default option to not enroll in expanded dependent life. Click the Expanded Dep Life-Child 10K (\$10,000) button.
127	
127.	Click the scroll bar.



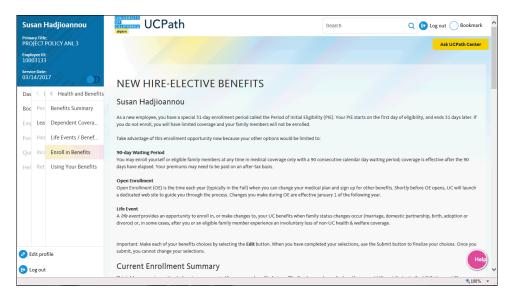


Step	Action
128.	Your dependents appear in the Your Covered Dependents list. Notice that the Covered check box is selected for eligible dependents. If necessary, clear the check box for one or more dependents or click the Add/Review Dependents button to create or modify dependents.
129.	Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes. Click the Continue button.

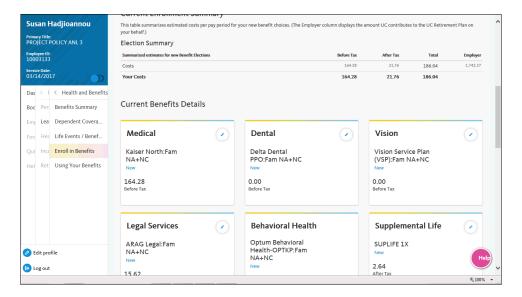


Step	Action
130.	UCPath displays the details for your election, including the plan, the estimated pay period cost for the benefit election and the covered dependents.
	Click the Save Changes button to submit your changes or click the Back button to make changes.
	Click the Save Changes button.





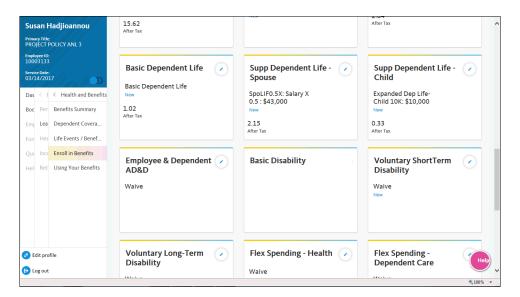
Step	Action
131.	Click the scroll bar.

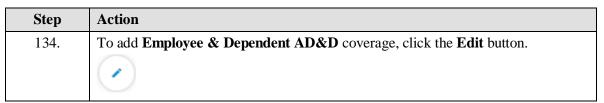


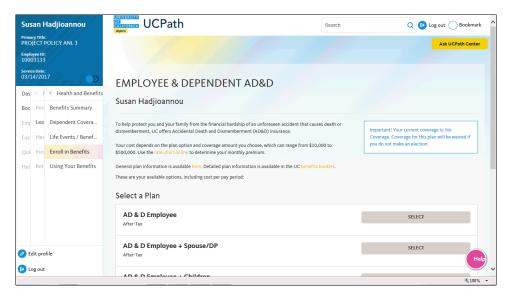
Step	Action
132.	The Current Enrollment Summary page appears again. The details for your supplemental dependent life - child election have been updated.
133.	Click the scroll bar.





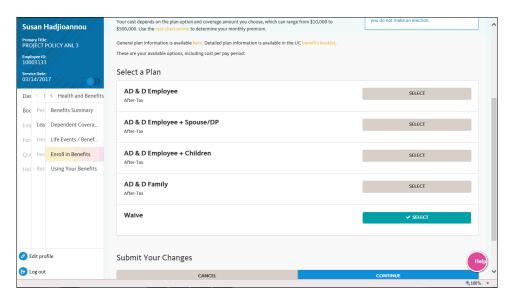


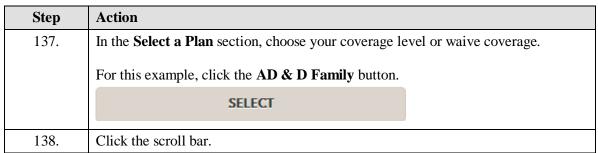


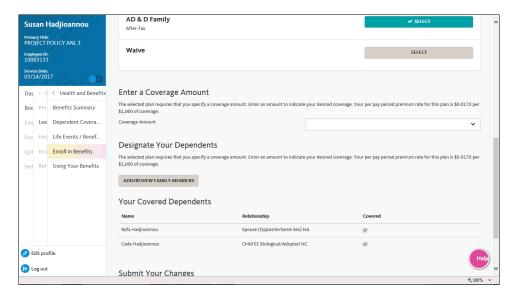


Step	Action
135.	If you need information about the employee and dependent accidental death and dismemberment plans before you make your selection, click the rate chart online link, click the here link for general plan information or click the link to review the UC benefits booklet .
136.	Click the scroll bar.





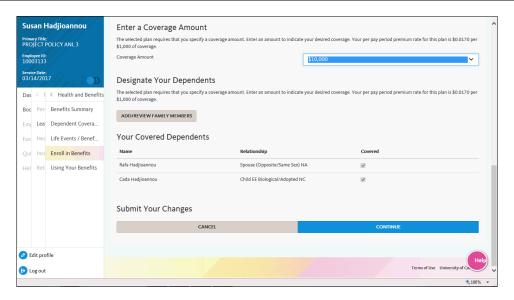




Step	Action
139.	Click the button to the right of the Coverage Amount field.
	~

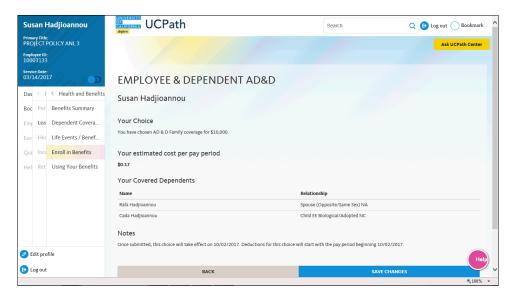


Step	Action
140.	Select your coverage amount. For this example, click the \$10,000 list item.
141.	Your dependents appear in the Your Covered Dependents list. Notice that the Covered check box is selected for all eligible dependents. If necessary, click the Add/Review Dependents button to create or modify dependents.
142.	Click the scroll bar.

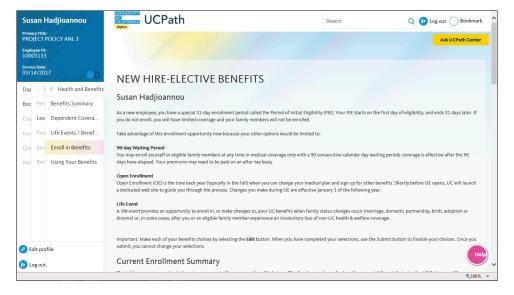


Step	Action
143.	Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes.
	Click the Continue button.





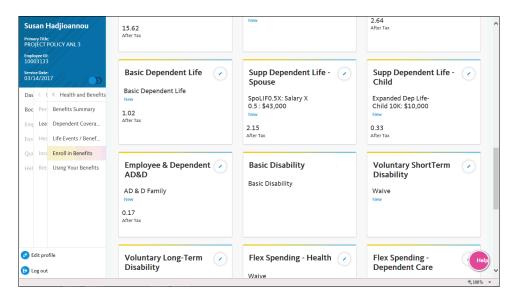
Step	Action
144.	Click the Save Changes button to submit your changes or click the Back button to make changes.
	Click the Save Changes button.



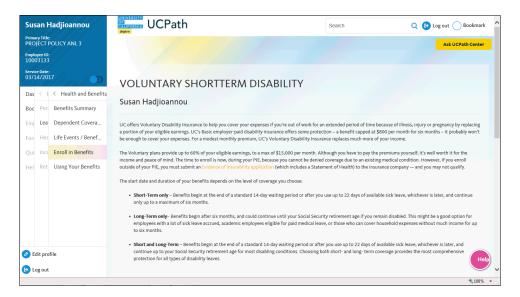
Step	Action
145.	Click the scroll bar.





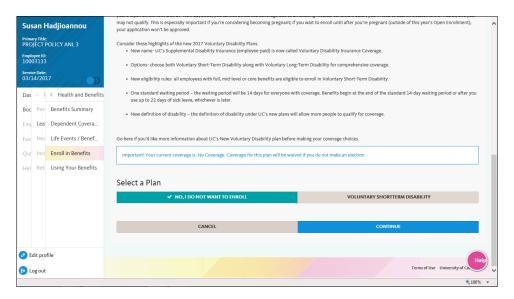


Step	Action
146.	You are automatically enrolled in Basic Disability coverage. The Edit button is not available for this plan.
147.	To add Voluntary ShortTerm Disability coverage, click the Edit button.

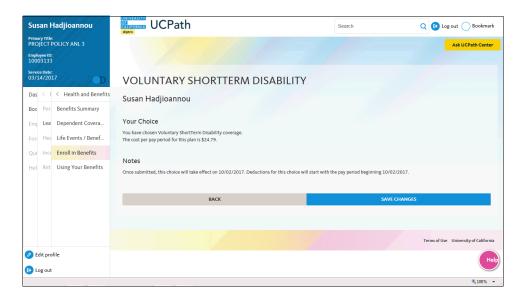


Step	Action
148.	Review the Voluntary ShortTerm Disability plan information before you make your selection.
	Click the scroll bar.



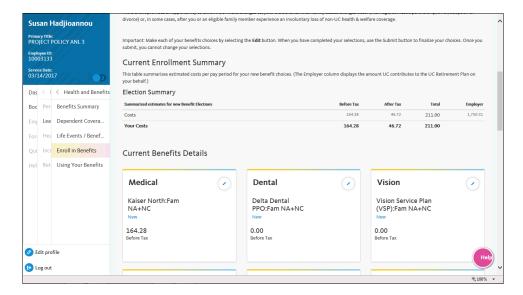


Step	Action
149.	In the Select a Plan section, choose to enroll in the plan or accept the default option to not enroll in Voluntary ShortTerm Disability .
	For this example, click the Voluntary Shortterm Disability button.
150.	Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes.
	Click the Continue button.



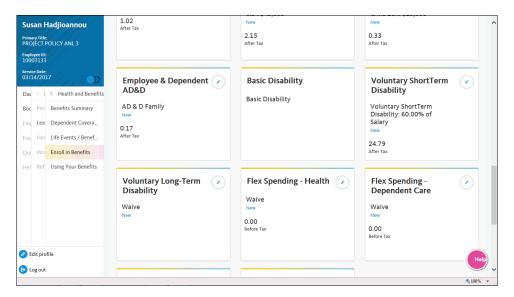


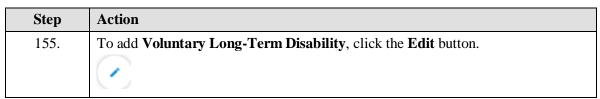
Step	Action
151.	UCPath displays the details for your election, including the plan and the estimated pay period cost for the benefit election.
	Click the Save Changes button to submit your changes or click the Back button to make changes.
	Click the Save Changes button.
152.	Click the scroll bar.

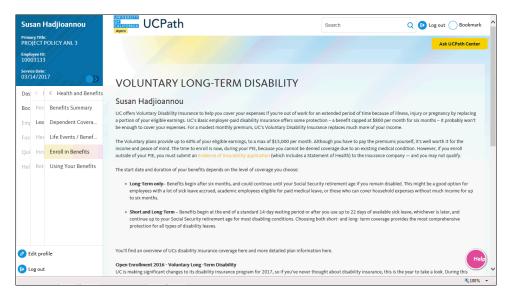


Step	Action
153.	The Current Enrollment Summary page appears. The details for your voluntary shortterm disability election have been updated.
154.	Click the scroll bar.



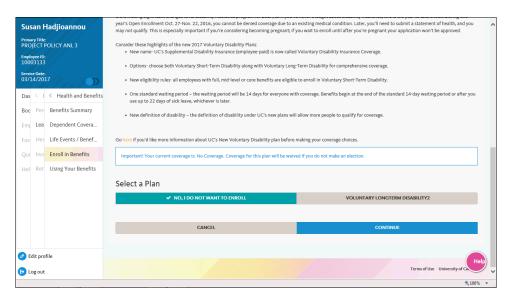




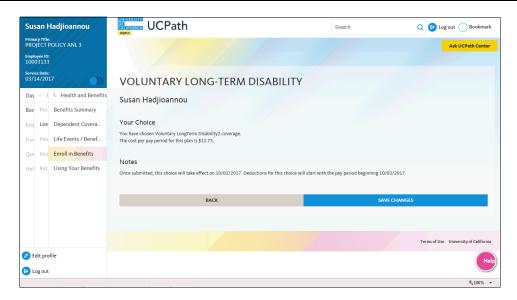


Step	Action
156.	Review the voluntary long-term disability plan information before you make your selection.
	Click the scroll bar.

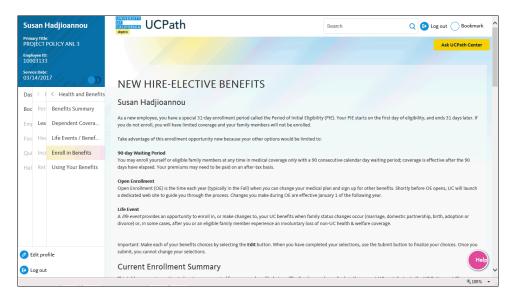




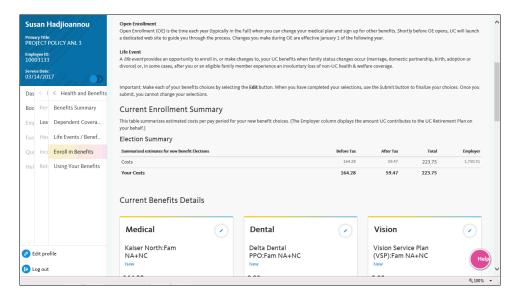
Step	Action
157.	In the Select a Plan section, choose to enroll in the plan or accept the default option to not enroll in Voluntary Long Term Disability2 .
	For this example, click the Voluntary LongTerm Disability2 button.
158.	Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes.
	Click the Continue button.



Step	Action
159.	UCPath displays the details for your elections, including the plan and the estimated pay period cost for the benefit election.
	Click the Save Changes button to submit your changes or click the Back button to make changes.
	Click the Save Changes button.

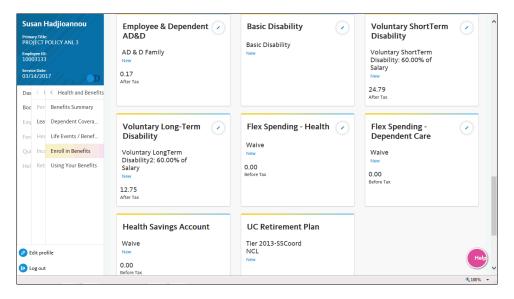


Step	Action
160.	Click the scroll bar.

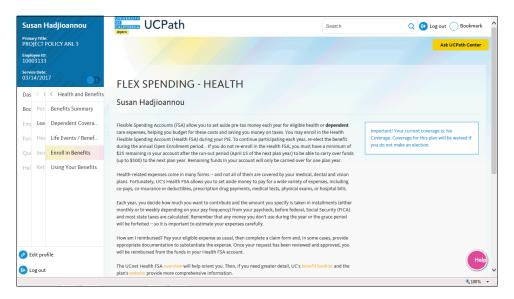




Step	Action
161.	The Current Enrollment Summary page appears. The details for your voluntary long term disability election have been updated.
162.	Click the scroll bar.

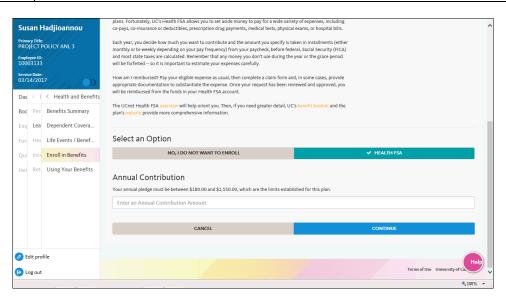


Step	Action
163.	To add Flex Spending - Health, click the Edit button.





Step	Action
164.	If you need information about the flex spending - health plans before you make your selection, click the UCnet health FSA overview , review the UC benefits booklet or the plan's website links.
165.	Click the scroll bar.

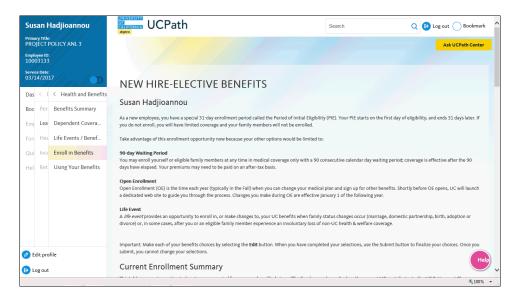


Step	Action
166.	In the Select an Option section, choose to enroll in the plan or accept the default option to not enroll in Health FSA .
	For this example, click the Health FSA button.
167.	Click in the Annual Contribution Amount field.
168.	Notice the minimum and maximum amounts listed above the field. Remember that the amount entered in this field is the annual amount, not the pay period amount. Enter the desired information into the Annual Contribution Amount field. For
	this example, enter 200.00.
169.	Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes.
	Click the Continue button.



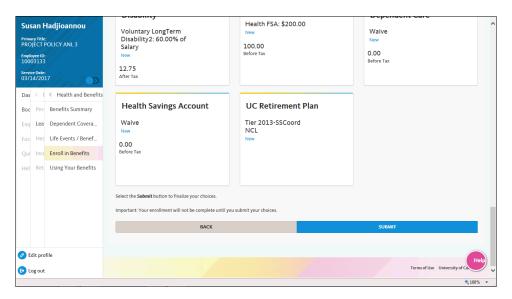


Step	Action
170.	UCPath displays the details for your election, including the estimated pay period cost and the date the election will take effect.
	Click the Save Changes button to submit your changes or click the Back button to make changes.
	Click the Save Changes button.



Step	Action
171.	Click the scroll bar.



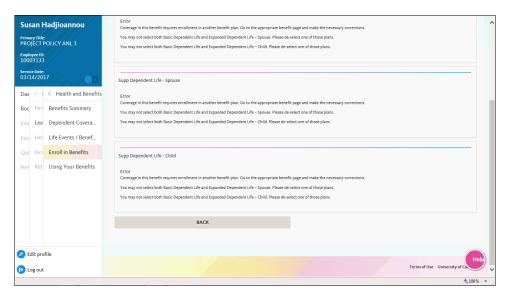


Step	Action
172.	After you complete all benefit selections, click the Submit button at the bottom of the Current Enrollment Summary section to finalize your choices. After you submit your choices, you cannot change your selections.
	Click the Submit button.

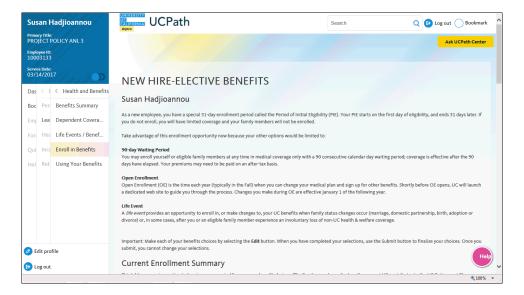


Step	Action
173.	If you receive any errors or warnings, review the message and correct your errors.
	In this example, there are conflicts with dependent life coverages.
174.	Return to the Current Enrollment Summary page and edit your benefits choices.
	Click the scroll bar.

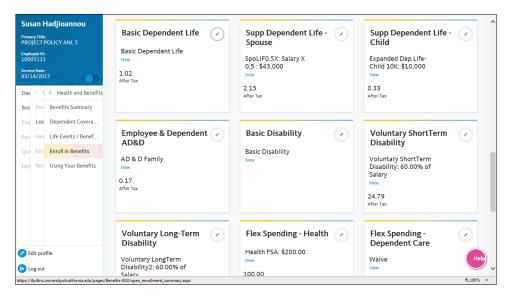


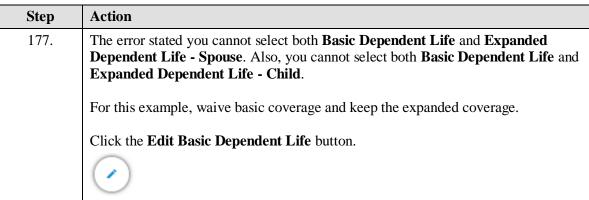


Step	Action
175.	Click the Back button.



Step	Action
176.	Click the scroll bar.

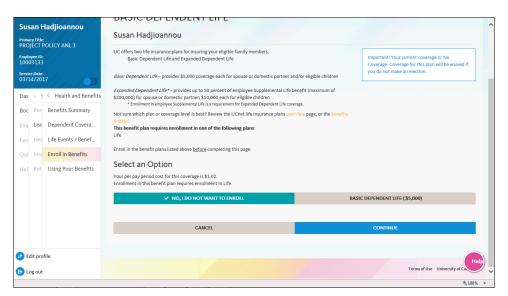




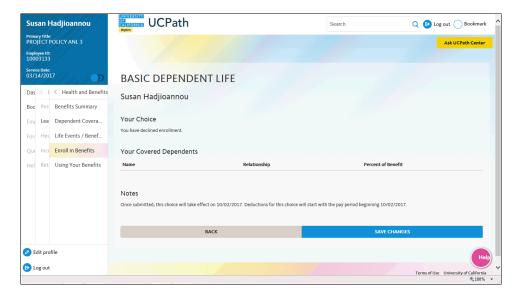


Step	Action
178.	Select the No, I do not want to enroll option to waive coverage.



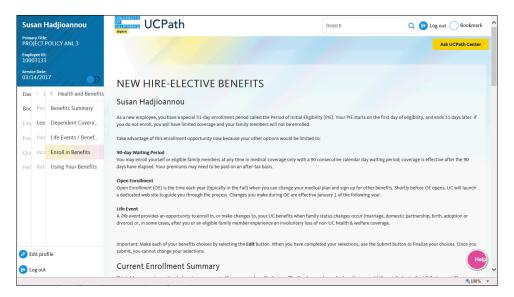


Step	Action
179.	Click the Continue button.

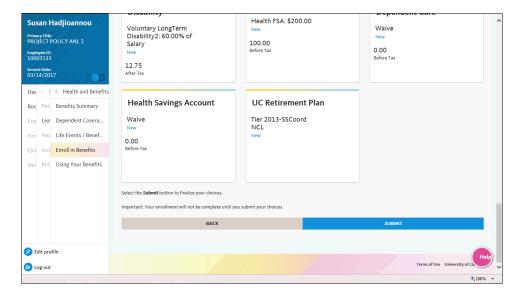


Step	Action
180.	Click the Save Changes button.





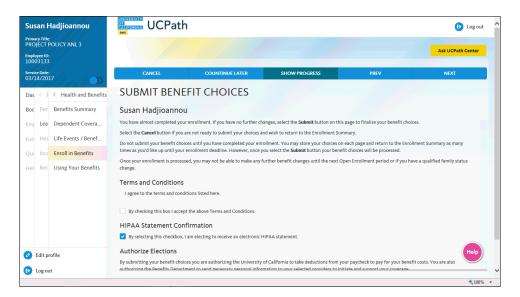
Step	Action
181.	Click the scroll bar.



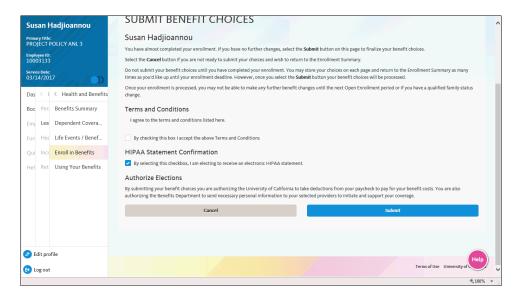
Step	Action
182.	Click the Submit button.







Step	Action
183.	The Submit Benefit Choices page appears. Review the Terms and Conditions, as well as the HIPAA Statement Confirmation.
	Click the scroll bar.

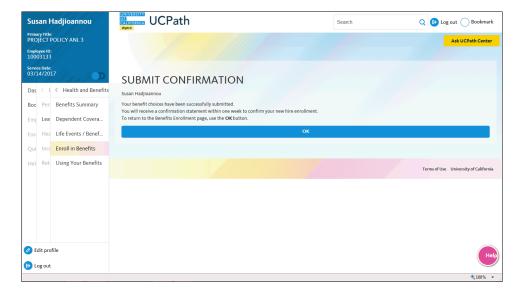


Step	Action
184.	Click the By checking this box I accept the above Terms and Conditions option.
	By checking this box I accept the above Terms and Conditions
185.	Click the Submit button.





Step	Action
186.	Click the OK button to submit your changes or click the Cancel button to exit this page without saving your changes.
	Click the OK button.

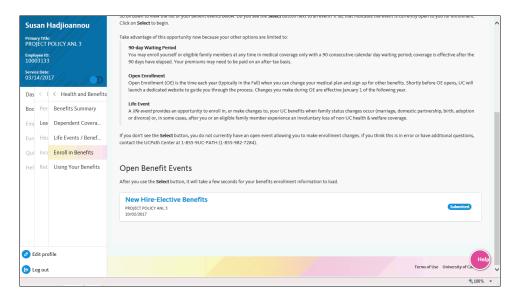


Step	Action
187.	A confirmation message appears.
	Click the OK button.





Step	Action
188.	Click the scroll bar.



Step	Action
189.	The New Hire-Elective Benefits event is submitted.
190.	You have enrolled in benefits. A confirmation email is sent to the primary email address on your account. You can identify your primary email address under Employee Actions > Personal Information > Personal Information Summary. End of Procedure.