

Use this task to submit an adoption life event in UCPath.

Marriage, birth, adoption, divorce and benefit changes for AD&D, disability insurance or life insurance can be made by the employee via **Employee Actions** within designated time periods of the specific event. Benefit changes related to a loss or gain of outside coverage are not allowed in **eBenefits Employee Actions**. Employees must contact the UCPath Center for benefit changes related to loss or gain of outside coverage, such as with a spouse.

Dashboard Navigation:

Health and Welfare > **Life Events / Benefit Changes**

or

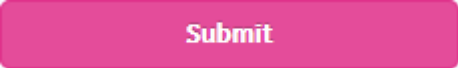
Menu Navigation:

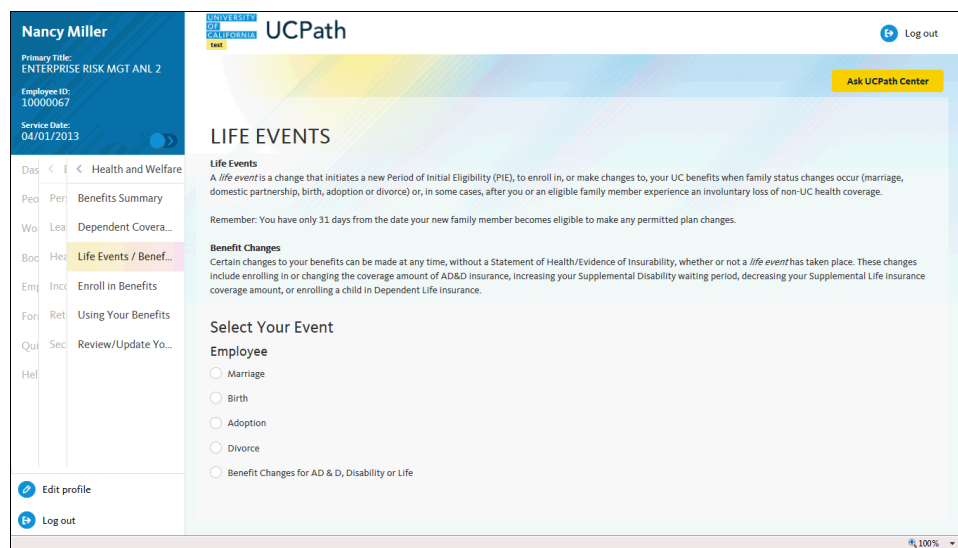
Employee Actions > Health and Welfare > **Life Events / Benefit Changes**

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.

The screenshot shows the UCPath interface for Nancy Miller. The main content area is titled 'SECURITY QUESTION' and asks 'Who is your childhood best friend?'. There is a text input field and a 'Submit' button. The left sidebar contains a navigation menu with 'Life Events / Benefit Changes' selected. The bottom of the screen shows a URL bar with a long, complex URL.

Step	Action
1.	<p>Before you enter a life event or benefits change, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the Security Question field.</p> <p>For this example click in the Who is your childhood best friend? field.</p>
2.	<p>Enter the desired information into the Security Question field.</p> <p>For this example, enter Molly.</p>

Step	Action
3.	<p>Your answer appears as a series of dots.</p> <p>Click the Submit button.</p> 



Step	Action
4.	<p>If you answer the question correctly, UCPath displays the Life Events page, and you can make your changes.</p> <p>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.</p>

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

LIFE EVENTS

Life Events
A *life event* is a change that initiates a new Period of Initial Eligibility (PIE), to enroll in, or make changes to, your UC benefits when family status changes occur (marriage, domestic partnership, birth, adoption or divorce) or, in some cases, after you or an eligible family member experience an involuntary loss of non-UC health coverage.

Remember: You have only 31 days from the date your new family member becomes eligible to make any permitted plan changes.

Benefit Changes
Certain changes to your benefits can be made at any time, without a Statement of Health/Evidence of Insurability, whether or not a *life event* has taken place. These changes include enrolling in or changing the coverage amount of AD&D insurance, increasing your Supplemental Disability waiting period, decreasing your Supplemental Life insurance coverage amount, or enrolling a child in Dependent Life insurance.

Select Your Event

Employee

☐ Marriage

☐ Birth



☐ Adoption

☐ Divorce

☐ Benefit Changes for AD & D, Disability or Life

Edit profile

Log out

Step	Action
5.	In this scenario, the employee has adopted their grandchild. The employee must update tax and dependent information and update their benefit plan coverages.
6.	Use the Life Events page to enter benefits changes related to the adoption of a child. You have 31 days from the date your new family members become eligible to make any permitted plan changes.
7.	Click the Adoption option. 
8.	Click in the Date Change Will Take Effect field. 
9.	Use the calendar to enter the date of the adoption. In this example, the date will be entered for you.

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

Change Status Date

To initiate this transaction, the application requires you first enter the Event Date that applies to this change:

- For marriage, enter your date of marriage
- For birth, enter your newborn's date of birth
- For adoption, enter the earlier of
 - the date the child was placed with you, or
 - the date you have the legal right to control the child's health care
- For divorce, enter the date your divorce was finalized
- If more than 60 days, contact the UCPath Service Center at 1-855-9UC-PATH (1-855-982-7284) for assistance
- For benefit changes to AD&D, Disability or Life, enter today's date

Enter the appropriate date, then click **OK** to continue.

Remember: You have only 31 days from the event date to make any permitted plan changes.

Status Change Date

*Date Change Will Take Effect

10/30/2017

CANCEL OK

Terms of Use University of California

Step	Action
10.	Click the OK button.

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL CONTINUE LATER SHOW PROGRESS PREV NEXT

Welcome to the Adoption Event

Nancy Miller

Congratulations! You adopted a child. We created a **roadmap** to help guide you through a list of changes relevant to adding a new member to your family -- most changes can be completed within this application.

For example, you may enroll your newly-adopted child in medical, dental, vision, AD&D, dependent life, legal insurance, or update your contributions to the Health and/or Dependent Care Flexible Spending Accounts, and change your tax withholdings.

Remember: You have only 31 days from the date your adopted child becomes eligible to make any permitted plan changes.

Terms of Use University of California

Step	Action
11.	Use the Cancel button to stop and delete the life event. Use the Continue Later button to save your entries and return later.
12.	Click the Show Progress button to see all the steps for this life event. SHOW PROGRESS

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

Step 1 Welcome
Step 2 Benefit Summary
Step 3 Dependent Coverage Summary
Step 4 W4 Tax Information
Step 5 California W4 Tax Information
Step 6 Other State W4 Tax Information
Step 7 Benefit Enrollment
Step 8 Event Completion and Exit


Continue Later | Show Progress | Prev | Next

Adoption Event

created a roadmap to help guide you through a list of changes relevant to adding a new member to your family -- most changes can be completed within this application.

For example, you may enroll your newly-adopted child in medical, dental, vision, AD&D, dependent life, legal insurance, or update your contributions to the Health and/or Dependent Care Flexible Spending Accounts, and change your tax withholdings.

Remember: You have only 31 days from the date your adopted child becomes eligible to make any permitted plan changes.

Step	Action
13.	<p>The Show Progress pane guides you through the life event process. Each step is outlined in the pane on the left side of the page. Each step must be completed, including the last step.</p> <p>A green checkmark indicates the step is complete. An empty gray box indicates the step is incomplete.</p>
14.	<p>Click the Close button to hide the steps.</p> 

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL | Continue Later | Show Progress | Prev | Next

Welcome to the Adoption Event

Nancy Miller

Congratulations! You adopted a child. We created a roadmap to help guide you through a list of changes relevant to adding a new member to your family -- most changes can be completed within this application.

For example, you may enroll your newly-adopted child in medical, dental, vision, AD&D, dependent life, legal insurance, or update your contributions to the Health and/or Dependent Care Flexible Spending Accounts, and change your tax withholdings.


Remember: You have only 31 days from the date your adopted child becomes eligible to make any permitted plan changes.

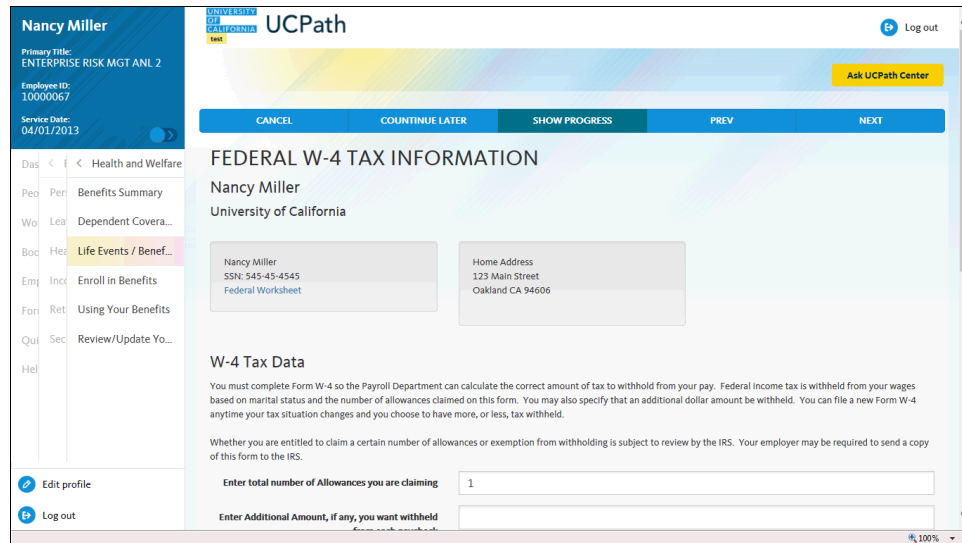
Step	Action
15.	Use the Previous and Next buttons to navigate through the transaction steps.

Step	Action
16.	Click the Next button.

Step	Action
17.	On the Benefits Summary page, review your current benefits elections. Click the Next button.

Type of Benefit	Description
Medical	Kaiser North
Dental	DeltaCare USA
Vision	Vision Service Plan (VSP)
Behavioral Health	Optum Behavioral Health-OPTKP
Employee & Dependent AD&D	AD & D Employee + Spouse/DP
Supp Dependent Life - Spouse	Expanded Dep Life-Spouse 2.0X

Step	Action
18.	<p>On the Dependent Coverage Summary page, review the current benefits coverage for each of your dependents.</p> <p>Click the Next button.</p> 



Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

FEDERAL W-4 TAX INFORMATION

Nancy Miller
University of California

Nancy Miller
SSN: 545-45-4545
Federal Worksheet

Home Address
123 Main Street
Oakland CA 94606



W-4 Tax Data

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Enter total number of Allowances you are claiming 1

Enter Additional Amount, if any, you want withheld

Step	Action
19.	<p>If necessary, update your Federal W-4 Tax Information to reflect your new dependent.</p> <p>In this example, the employee chooses to change their Federal withholding allowances.</p> <p>Click in the Enter total number of Allowances you are claiming field.</p> 
20.	<p>Click the Delete button.</p> 
21.	<p>Enter the desired information into the Enter total number of Allowances you are claiming field. For this example, enter 2.</p>
22.	<p>Click the scroll bar.</p>

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

Enter Additional Amount, if any, you want withheld from each paycheck
IRS regulation requires a dollar amount and not percent.

Indicate Tax Status: **SINGLE** (selected) MARRIED

☐ Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

☐ Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

Claim Exemption
I claim exemption from withholding for the year **2017** and I certify that I meet BOTH of the following conditions for exemption

- Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

☐ Check this box if you meet both conditions to claim exempt status.

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this online certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status. I declare that I have examined this online certificate and to the best of my knowledge and belief, it is true, correct, and complete.

SUBMIT

Edit profile Log out

Terms of Use University of California

Step	Action
23.	Click the Submit button.

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Ask UCPath Center

CANCEL CONTINUE LATER **SHOW PROGRESS** PREV NEXT

SUBMIT CONFIRMATION

✓ The Submit was successful.
However, due to timing, your change may not be reflected on the next paycheck.


OK

Edit profile Log out


Terms of Use University of California

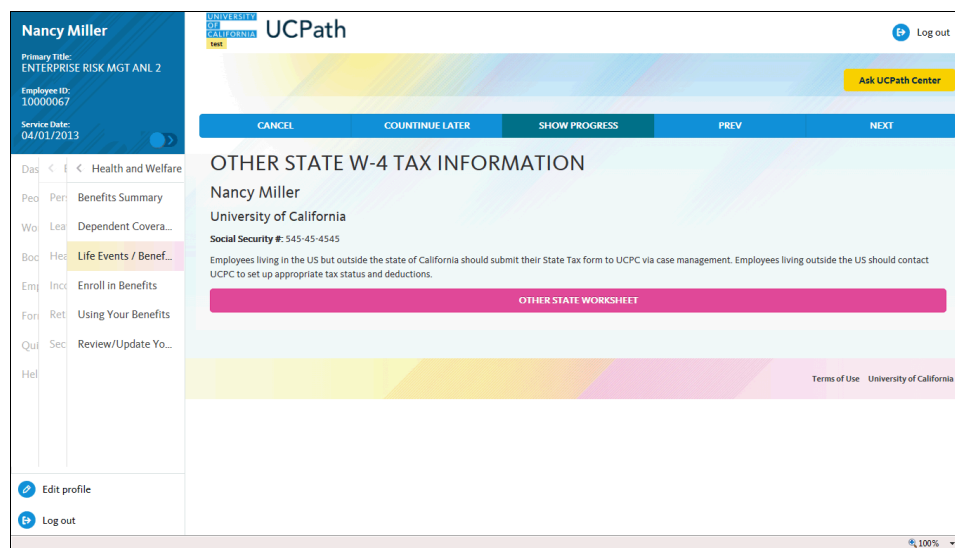
Step	Action
24.	A confirmation message appears. Changes may not appear on the next paycheck depending on timing of your changes. Click the OK button.

The screenshot shows the 'FEDERAL W-4 TAX INFORMATION' form in the UCPath system. On the left is a navigation menu for Nancy Miller, with 'Life Events / Benef...' highlighted. The main content area has a header with 'FEDERAL W-4 TAX INFORMATION' and 'Nancy Miller, University of California'. Below this are two boxes: one for personal information (Nancy Miller, SSN: 545-45-4545, Federal Worksheet) and one for home address (123 Main Street, Oakland CA 94606). The 'W-4 Tax Data' section includes a field for 'Enter total number of Allowances you are claiming' with the value '2', and a field for 'Enter Additional Amount, if any, you want withheld from each paycheck'. There are buttons for 'SINGLE' and 'MARRIED' under 'Indicate Tax Status', with 'SINGLE' selected. A checkbox at the bottom allows users to check if they are married but withholding at a single rate.


Step	Action
25.	Click the Next button. 

The screenshot shows the 'CA STATE W-4 TAX INFORMATION' form. The navigation menu on the left remains the same. The main content area has a header with 'CA STATE W-4 TAX INFORMATION' and 'Nancy Miller, University of California'. It includes the 'Social Security #' (545-45-4545) and a paragraph explaining the purpose of the form. A section titled 'Copy Federal W-4' contains a checkbox for users who want to use their federal W-4 information for the state form. Below this is the 'CA State W-4 Tax Data' section with 'Indicate Tax Status' buttons for 'SINGLE', 'MARRIED', and 'HEAD OF HOUSEHOLD', with 'SINGLE' selected.

Step	Action
26.	<p>If necessary, update your CA State W-4 Tax Information to reflect your new dependent.</p> <p>In this example, the employee chooses not to change their CA State W-4 withholding tax allowance.</p> <p>Click the Next button.</p> 



The screenshot shows the UCPath interface for Nancy Miller. On the left is a sidebar with a navigation menu. The top navigation bar includes buttons for 'CANCEL', 'CONTINUE LATER', 'SHOW PROGRESS', 'PREV', and 'NEXT'. The main content area is titled 'OTHER STATE W-4 TAX INFORMATION' and displays the employee's name, 'Nancy Miller', and 'University of California'. Below this, there is a section for 'Social Security #' and a note about submitting state tax forms. A prominent pink button labeled 'OTHER STATE WORKSHEET' is visible. At the bottom right, there is a 'Terms of Use' link for the University of California.

Step	Action
27.	<p>If necessary, update your Other State W-4 Tax Information to reflect your new dependent.</p> <p>Click the Next button.</p> 

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL CONTINUE LATER SHOW PROGRESS PREV NEXT

Benefit Enrollment

Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to see if there is any impact to your eligibility for benefits, and determine whether changes to your existing enrollments are allowed. Select the 'Start My Enrollment' pushbutton to begin your benefit enrollment.

START MY ENROLLMENT

Terms of Use University of California

Edit profile
Log out

Step	Action
28.	To review your progress, click the Show Progress button. 

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL CONTINUE LATER SHOW PROGRESS PREV NEXT

Benefit Enrollment

Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to see if there is any impact to your eligibility for benefits, and determine whether changes to your existing enrollments are allowed. Select the 'Start My Enrollment' pushbutton to begin your benefit enrollment.


START MY ENROLLMENT


Terms of Use University of California


Edit profile
Log out

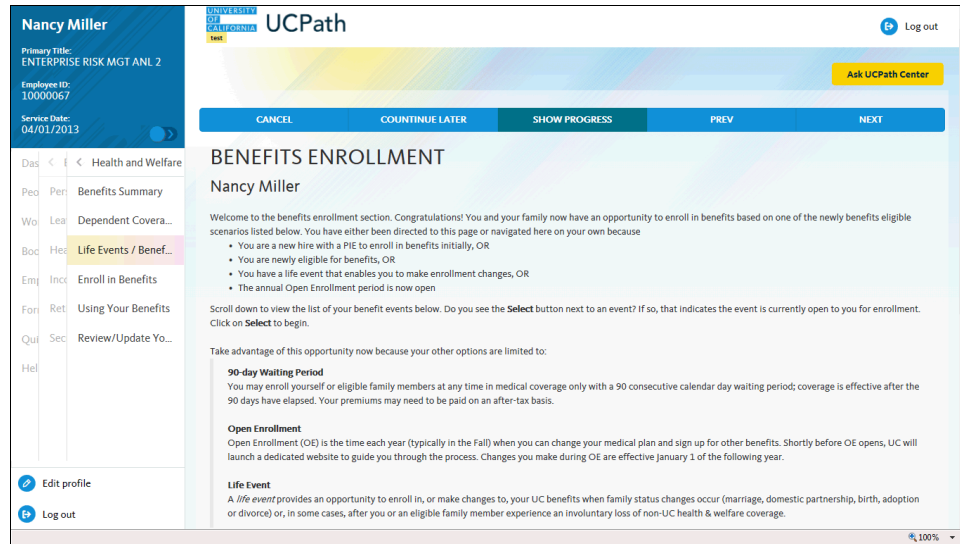
Step 1 Welcome
Step 2 Benefit Summary
Step 3 Dependent Coverage Summary
Step 4 W4 Tax Information
Step 5 Enroll in Benefits

Step	Action
29.	Click the scroll bar.

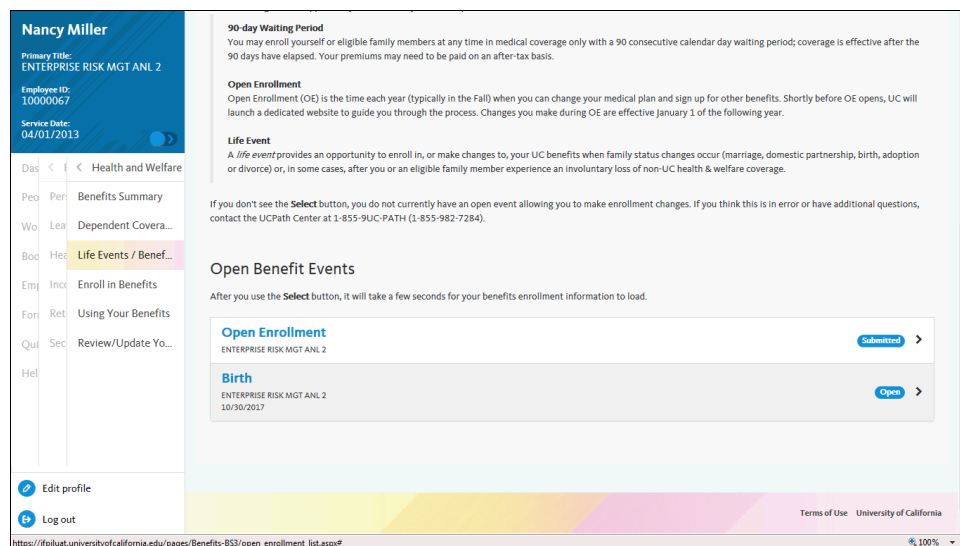
Step	Action
30.	You have completed six steps and are currently on Step 7 .
31.	Click the Close button to hide the steps. 


Step	Action
32.	Enroll your new family member(s) in the appropriate benefit plans. Click the Start My Enrollment button. 

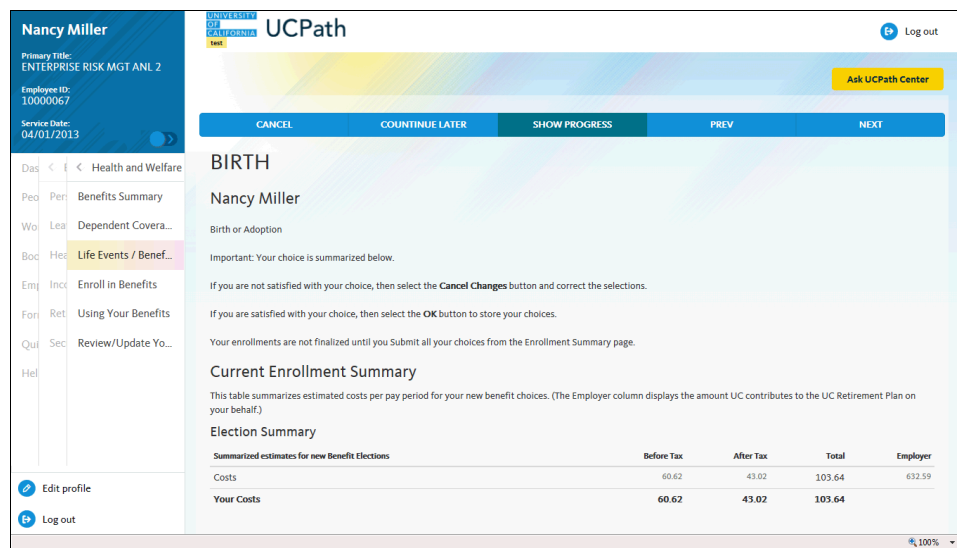
Step	Action
33.	Click the Next button. 



Step	Action
34.	The Benefits Enrollment page appears. Click the scroll bar.



Step	Action
35.	<p>The available benefit events appear at the bottom of the page. In this example, the birth event is open. The event is used for births and adoptions.</p> <p>Click the Open button.</p> 



Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000057
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

BIRTH

Nancy Miller

Birth or Adoption

Important: Your choice is summarized below.

If you are not satisfied with your choice, then select the **Cancel Changes** button and correct the selections.

If you are satisfied with your choice, then select the **OK** button to store your choices.

Your enrollments are not finalized until you Submit all your choices from the Enrollment Summary page.

Current Enrollment Summary

This table summarizes estimated costs per pay period for your new benefit choices. (The Employer column displays the amount UC contributes to the UC Retirement Plan on your behalf.)

Election Summary

Summarized estimates for new Benefit Elections	Before Tax	After Tax	Total	Employer
Costs	60.62	43.02	103.64	632.59
Your Costs	60.62	43.02	103.64	

Edit profile


Log out

Step	Action
36.	<p>The Current Enrollment Summary displays your current elections.</p> <p>Make changes by clicking the Edit button next to each plan. After you make all election changes, return to this page to submit your changes.</p> <p>Click the scroll bar.</p>

Summarized estimates for new Benefit Elections	Before Tax	After Tax	Total	Employer
Costs	60.62	43.02	103.64	632.59
Your Costs	60.62	43.02	103.64	

Current Benefits Details

Benefit Category	Current Plan	Cost (Before Tax)
Medical	Kaiser North:Self+Ad NA	60.62
Dental	DeltaCare USA:Self+Ad NA	0.00
Vision	Vision Service Plan (VSP):Self+Ad NA	0.00
Legal Services	Waive	
Behavioral Health	Optum Behavioral Health- OPTKP:Self+Ad NA	
Life	Basic Life	

Step	Action
37.	<p>In this example, the employee chooses to enroll their grandchild in Medical coverage.</p> <p>To change Medical coverage, click the Edit button.</p> 

MEDICAL

Nancy Miller

Medical coverage is one of the most important benefits that UC offers you and your eligible family members. UC's medical plans provide comprehensive coverage, including doctor visits, hospital services, prescription drugs and behavioral health services. The plans also offer a broad choice of providers — including UC medical center doctors, hospitals and medical groups — and plan designs to fit your needs.

Not sure which plan is best for you? Watch the [Overview and Comparison of Medical Plans](#) video for general information. Or, for more in-depth plan comparisons, explore our Interactive [Medical Plan Chooser](#) tool.

Important! Your current coverage is: Kaiser North with Self + Adult (NA) coverage. You will continue with this coverage if you do not make a choice.

Your enrollment on this page may affect your choices for the following type(s) of coverage:

Health Savings Account

Complete your enrollment on this page before enrolling in the benefit plans listed above.

Select an Option


Here are your available options with your costs per pay period. (Your cost = full benefit cost - UC contribution)



Option	Cost
Core Plan	
UC Health Savings Plan	
UC Care Plan	

Step	Action
38.	<p>The Medical page appears.</p> <p>Click the scroll bar.</p>

Step	Action
39.	<p>In this example, add your new dependent to the existing medical plan, Kaiser North.</p> <p>Click the Add/Review Family Members button.</p> <p>ADD/REVIEW FAMILY MEMBERS</p>

Step	Action
40.	<p>The Add/Review Dependent page displays dependents already covered by the plan.</p> <p>Click the Add a Dependent button.</p>

Step	Action
41.	The Dependent Personal Information page appears. Click in the First Name field.
42.	Enter the desired information into the First Name field. For this example, enter Ashley .
43.	Click in the Last Name field.
44.	Enter the desired information into the Last Name field. For this example, enter Davis .
45.	Click in the Date of Birth field.
46.	Use the calendar to enter the date of birth. In this example, the date will be entered for you.
47.	In this example the grandchild is female. Click the button to the right of the Gender field. 
48.	Click the Female list item.

Step	Action
49.	While the SSN field is not required, you should enter the dependent's Social Security number, if known. Click in the SSN field.
50.	Enter the desired information into the SSN field. For this example, enter 111-99-1919 .
51.	Click the button to the right of the What Relationship do you have with this dependent? field. 
52.	Select the appropriate relationship. For this example, click the Grand Child / Step Grand Child list item.
53.	Click the button to the right of the Is this dependent claimed on your or your spouse / domestic partner's tax return? field. 
54.	Select the appropriate tax return status. For this example, click the This is my tax dependent list item.
55.	Click the scroll bar.

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

Health and Welfare
Benefits Summary
Dependent Covera...
Life Events / Benef...
Enroll in Benefits
Using Your Benefits
Review/Update Yo...

Is this dependent claimed on your or your spouse / domestic partner's tax return?
This is my tax dependent

Address and Telephone

☒ Same Address as Employee

Country: United States
Address: 123 Main Street, Oakland, CA 94606

☐ Same Phone as Employee
Phone:

RETURN TO DEPENDENT SUMMARY SAVE

Edit profile
Log out

Terms of Use University of California

Step	Action
56.	Review the address and phone information for the dependent. If necessary, make changes.
57.	Click the Save button.

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center


CANCEL CONTINUE LATER SHOW PROGRESS PREV NEXT

SAVE CONFIRMATION
The Save was successful.

OK

Terms of Use University of California

Edit profile
Log out

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

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

ADD/REVIEW DEPENDENT
Nancy Miller

The people listed below may be eligible for Benefit Coverage. Select a name to view or modify personal information. To add a dependent or beneficiary, select the 'Add a dependent or beneficiary' button.

Lee Miller Spouse (Opposite/Same Sex) NA	Date of Birth: 02/25/1969 Dependent: Yes	>
Ashley Davis Grandchild EE/SP/DP;EE Tx/Dp NC	Date of Birth: 08/17/2012 Dependent: Yes	>

[RETURN TO EVENT SELECTION](#) [ADD A DEPENDENT](#)

[Edit profile](#) [Log out](#)

Terms of Use University of California

Step	Action
59.	<p>Your new dependent appears in the list.</p> <p>Click the Return to Event Selection button.</p>

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

MEDICAL
Nancy Miller

Medical coverage is one of the most important benefits that UC offers you and your eligible family members. UC's medical plans provide comprehensive coverage, including doctor visits, hospital services, prescription drugs and behavioral health services. The plans also offer a broad choice of providers — including UC medical center doctors, hospitals and medical groups — and plan designs to fit your needs.

Not sure which plan is best for you? Watch the [Overview and Comparison of Medical Plans](#) video for general information. Or, for more in-depth plan comparisons, explore our interactive [Medical Plan Chooser](#) tool.

Your enrollment on this page may affect your choices for the following type(s) of coverage:
Health Savings Account

Complete your enrollment on this page before enrolling in the benefit plans listed above.

Select an Option
Here are your available options with your costs per pay period. (Your cost = full benefit cost – UC contribution)

Core Plan	UC Health Savings Plan	UC Care Plan
-----------	------------------------	--------------

[Edit profile](#) [Log out](#)

Step	Action
60.	<p>The Medical page appears again and you must enroll the newly entered dependent(s).</p> <p>Click the scroll bar.</p>

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

Health Net Blue & Gold HMO Kaiser North Waive

SELECT PLAN **SELECTED PLAN** SELECT PLAN

VIEW COST SUMMARY

Enroll Your Family Members

The following list displays all individuals you have named as family members. If an individual is missing from this list, use the **Add/Review Family Members** button to add new family members or to determine why a family member has been determined to be ineligible.

The affordable Care Act (ACA) requires employers to make reasonable efforts to obtain Social Security numbers for employees, spouses /domestic partners, and dependents . To enroll any of the listed individuals for coverage in this plan, check the **Enroll** box next to the family member's name.

Dependent

☒ Lee H Miller - Spouse (Opposite/Same Sex) NA
☐ Ashley Davis - Grandchild EE/SP/DP;EE TxDP NC

ADD/REVIEW FAMILY MEMBERS

CANCEL CHANGES SAVE AND CONTINUE

Step	Action
61.	<p>The newly entered dependent(s) appear in the Dependent list but are not yet enrolled in the plan. You must enroll the dependent(s).</p> <p>Click the Grandchild EE/SP/DP;EE TxDP NC option.</p> <p><input type="checkbox"/></p>
62.	<p>Use the Save and Continue button to submit your changes or use the Cancel Changes button to exit this page without saving your changes.</p> <p>Click the Save and Continue button.</p>

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER **SHOW PROGRESS** PREV NEXT

MEDICAL

Nancy Miller

Your Choice

You have chosen Kaiser North with Family (NA+NC) coverage. You are also covering Family (NA+NC).

Your estimated cost per pay period

\$82.14

Your Covered Dependents

Dependent Information

Name	Relationship
Lee H Miller	Spouse (Opposite/Same Sex) NA
Ashley Davis	Grandchild EE/SP/DP;EE TxDP NC

Notes

Once submitted, this choice will take effect on 10/30/2017. Deductions for this choice will start with the pay period beginning 10/30/2017.

Step	Action
63.	<p>UCPath displays your estimated pay period cost for the benefit election and covered dependents.</p> <p>Click the scroll bar.</p>

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

MEDICAL
Nancy Miller

Your Choice
You have chosen Kaiser North with Family (NA+NC) coverage. You are also covering Family (NA+NC).

Your estimated cost per pay period
\$82.14

Your Covered Dependents

Name	Relationship
Lee H Miller	Spouse (Opposite/Same Sex) NA
Ashley Davis	Grandchild EE/SP/DPEE TxDP NC

Notes
Once submitted, this choice will take effect on 10/30/2017. Deductions for this choice will start with the pay period beginning 10/30/2017.

[BACK](#) [SAVE CHANGES](#)

[Edit profile](#) [Log out](#)

Terms of Use University of California

Step	Action
64.	Click the Save Changes button.

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

[Log out](#) [Ask UCPath Center](#)

[CANCEL](#) [COUNTINUE LATER](#) [SHOW PROGRESS](#) [PREV](#) [NEXT](#)

BIRTH
Nancy Miller

Birth or Adoption

Important: Your choice is summarized below.

If you are not satisfied with your choice, then select the **Cancel Changes** button and correct the selections.

If you are satisfied with your choice, then select the **OK** button to store your choices.

Your enrollments are not finalized until you Submit all your choices from the Enrollment Summary page.

Current Enrollment Summary
This table summarizes estimated costs per pay period for your new benefit choices. (The Employer column displays the amount UC contributes to the UC Retirement Plan on your behalf.)

Election Summary		Before Tax	After Tax	Total	Employer
Summarized estimates for new Benefit Elections					
Costs		82.14	43.02	125.16	852.48
Your Costs		82.14	43.02	125.16	

[Edit profile](#) [Log out](#)

Step	Action
65.	<p>The Current Enrollment Summary page appears again. The details for your medical election have been updated.</p> <p>For each benefit plan enrollment you want to update for your new dependent, click the Edit button.</p> <p>Click the scroll bar.</p>

	Before Tax	After Tax	Total	Employer
Costs	82.14	43.02	125.16	852.48
Your Costs	82.14	43.02	125.16	

Current Benefits Details

Medical
Kaiser North:Fam
NA+NC
82.14
Before Tax
[Edit]


Dental
DeltaCare
USA:Self+Ad NA
0.00
Before Tax
[Edit]

Vision
Vision Service Plan
(VSP):Self+Ad NA
0.00
Before Tax
[Edit]

Legal Services
Waive
[Edit]

Behavioral Health
Optum Behavioral
Health-OPTKP:Fam
NA+NC
New
[Edit]

Life
Basic Life
[Edit]

Step	Action
66.	<p>In this example, the employee chooses to enroll their grandchild in Dental coverage.</p> <p>To change Dental coverage, click the Edit button.</p> 

Step	Action
67.	<p>The Dental page appears.</p> <p>Click the scroll bar.</p>

Step	Action
68.	<p>The newly entered dependent(s) appear in the Dependent list but are not yet enrolled in the plan. You must enroll the dependent(s).</p> <p>Click the Grandchild EE/SP/DP;EE TxDp NC option.</p> <p><input type="checkbox"/></p>

Step	Action
69.	Some dental plans require you to specify a primary care provider for each dependent.
70.	Click the Dependent Provider List button. <div>DEPENDENT PROVIDER LIST</div>

Step	Action
71.	In this example, the spouse already has a primary care provider. You must add a provider for the grandchild. Click in the Health Provider ID field for Ashley Davis. <div></div>
72.	Enter the desired information into the Health Provider ID field. For this example, enter 123456 .
73.	If the dependent is already a patient of the health provider, click the Previously Seen option. For this example, click the Previously Seen option. <div></div>
74.	Click the Save button.

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

DENTAL

Nancy Miller

Your Choice
You have chosen DeltaCare USA with Family (NA+NC) coverage. You are also covering Family (NA+NC).

Your estimated cost per pay period
\$0.00

Your Covered Dependents
Dependent Information

Name	Relationship	Select a Provider	Previously Seen	Default Health Provider ID for this Dependent
Lee H Miller	Spouse (Opposite/Same Sex) NA	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ashley Davis	Grandchild EE/SP/DP;EE TxDp NC	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notes

Edit profile Log out

Step	Action
75.	<p>UCPath displays your estimated pay period cost for the benefit election and covered dependents.</p> <p>Click the scroll bar.</p>

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

DENTAL

Nancy Miller

Your Choice
You have chosen DeltaCare USA with Family (NA+NC) coverage. You are also covering Family (NA+NC).

Your estimated cost per pay period
\$0.00

Your Covered Dependents
Dependent Information

Name	Relationship	Select a Provider	Previously Seen	Default Health Provider ID for this Dependent
Lee H Miller	Spouse (Opposite/Same Sex) NA	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ashley Davis	Grandchild EE/SP/DP;EE TxDp NC	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notes
Once submitted, this choice will take effect on 10/30/2017. Deductions for this choice will start with the pay period beginning 10/30/2017.

BACK SAVE CHANGES

Edit profile Log out

Terms of Use University of California

Step	Action
76.	Click the Save Changes button.

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

BIRTH

Nancy Miller

Birth or Adoption

Important: Your choice is summarized below.

If you are not satisfied with your choice, then select the **Cancel Changes** button and correct the selections.

If you are satisfied with your choice, then select the **OK** button to store your choices.

Your enrollments are not finalized until you Submit all your choices from the Enrollment Summary page.

Current Enrollment Summary

This table summarizes estimated costs per pay period for your new benefit choices. (The Employer column displays the amount UC contributes to the UC Retirement Plan on your behalf.)

Election Summary				
Summarized estimates for new Benefit Elections	Before Tax	After Tax	Total	Employer
Costs	82.14	43.02	125.16	867.38
Your Costs	82.14	43.02	125.16	

Edit profile Log out

Step	Action
77.	<p>The Current Enrollment Summary page appears again. The details for your dental election have been updated.</p> <p>Click the scroll bar.</p>

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

Current Benefits Details

Medical Kaiser North:Fam NA+NC New \$82.14 Before Tax	Dental DeltaCare USA:Fam NA+NC New \$0.00 Before Tax	Vision Vision Service Plan (VSP):Self+Ad NA \$0.00 Before Tax
Legal Services Waive	Behavioral Health Optum Behavioral Health-OPTKP:Fam NA+NC New	Life Basic Life

Edit profile Log out

Step	Action
78.	<p>To change Vision coverage for this example, click the Edit button.</p>

Step	Action
79.	<p>The Vision page appears.</p> <p>Click the scroll bar.</p>

Step	Action
80.	<p>The newly entered dependent(s) appear in the Dependent list but are not yet enrolled in the plan. You must enroll the dependent(s).</p> <p>Click the Grandchild EE/SP/DP;EE TxDP NC option.</p> <p><input type="checkbox"/></p>
81.	Click the Save and Continue button.

Step	Action
82.	UCPath displays your estimated pay period cost for the benefit election and covered dependents. Click the scroll bar.

Step	Action
83.	Click the Save Changes button.

BIRTH
Nancy Miller

Birth or Adoption

Important: Your choice is summarized below.

If you are not satisfied with your choice, then select the **Cancel Changes** button and correct the selections.

If you are satisfied with your choice, then select the **OK** button to store your choices.

Your enrollments are not finalized until you Submit all your choices from the Enrollment Summary page.

Current Enrollment Summary

This table summarizes estimated costs per pay period for your new benefit choices. (The Employer column displays the amount UC contributes to the UC Retirement Plan on your behalf.)

Election Summary

Summarized estimates for new Benefit Elections	Before Tax	After Tax	Total	Employer
Costs	82.14	43.02	125.16	867.38
Your Costs	82.14	43.02	125.16	

Step	Action
84.	<p>The Current Enrollment Summary page appears again. The details for your vision election have been updated.</p> <p>Click the scroll bar.</p>

Medical

Kaiser North:Fam NA+NC
New
82.14 Before Tax

Dental

DeltaCare USA:Fam NA+NC
New
0.00 Before Tax

Vision

Vision Service Plan (VSP):Fam NA+NC
New
0.00 Before Tax

Legal Services

Waive

Behavioral Health

Optum Behavioral Health-OPTKP:Fam NA+NC
New

Life

Basic Life

Supplemental Life

SUPLIFE 4X
10.21 After Tax

Basic Dependent Life

Waive

Supp Dependent Life - Spouse

SpoLIF2.0X: Salary X 2 : \$116,000
11.08

Step	Action
85.	<p>Continue election and coverage updates for all other available benefit options.</p> <p>Notice the Behavioral Health plan has automatically updated the Optum Behavioral Health plan to family coverage because you and your dependents are enrolled in Medical. The Edit button is not available for this plan type.</p> <p>Click the scroll bar.</p>

Step	Action
86.	After all benefit plans have been updated for your life event, click the Submit button.

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

Step	Action
88.	Click the By checking this box I accept the above Terms and Conditions option. <input type="checkbox"/> By checking this box I accept the above Terms and Conditions
89.	Click the Submit button.

Step	Action
90.	The Enrollment Submit Confirmation page appears. Click the OK button.

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

SUBMIT CONFIRMATION

Nancy Miller

Your benefit choices have been successfully submitted.
You will receive a final confirmation statement within 24 hours.
To return to the Benefits Enrollment page, use the **OK** button.

OK

Terms of Use University of California

Edit profile
Log out

Step	Action
91.	The Submit Confirmation page appears. Click the OK button.

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

BENEFITS ENROLLMENT

Nancy Miller

Welcome to the benefits enrollment section. Congratulations! You and your family now have an opportunity to enroll in benefits based on one of the newly benefits eligible scenarios listed below. You have either been directed to this page or navigated here on your own because

- You are a new hire with a PIE to enroll in benefits initially, OR
- You are newly eligible for benefits, OR
- You have a life event that enables you to make enrollment changes, OR
- The annual Open Enrollment period is now open

Scroll down to view the list of your benefit events below. Do you see the **Select** button next to an event? If so, that indicates the event is currently open to you for enrollment. Click on **Select** to begin.

Take advantage of this opportunity now because your other options are limited to:

90-day Waiting Period
You may enroll yourself or eligible family members at any time in medical coverage only with a 90 consecutive calendar day waiting period; coverage is effective after the 90 days have elapsed. Your premiums may need to be paid on an after-tax basis.

Open Enrollment
Open Enrollment (OE) is the time each year (typically in the Fall) when you can change your medical plan and sign up for other benefits. Shortly before OE opens, UC will launch a dedicated website to guide you through the process. Changes you make during OE are effective January 1 of the following year.

Life Event
A life event provides an opportunity to enroll in, or make changes to, your UC benefits when family status changes occur (marriage, domestic partnership, birth, adoption or divorce) or, in some cases, after you or an eligible family member experience an involuntary loss of non-UC health & welfare coverage.

Edit profile
Log out

Step	Action
92.	The Benefits Enrollment page appears again. Click the scroll bar.

Step	Action
93.	The Open Benefit Events section displays the Submitted status for the Birth event.
94.	Return to the top of the page. Click the scroll bar.

Step	Action
95.	To review your progress, click the Show Progress button. SHOW PROGRESS

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

Step 1 Welcome
Step 2 Benefit Summary
Step 3 Dependent Coverage Summary
Step 4 W4 Tax Information
Step 5 California W4 Tax Information
Step 6 Other State W4 Tax Information
Step 7 Benefit Enrollment
Step 8 Event Completion and Exit

CONTINUE LATER SHOW PROGRESS PREV NEXT

BENEFITS ENROLLMENT

Congratulations! You and your family now have an opportunity to enroll in benefits based on one of the newly benefits eligible scenarios listed below. You have either been directed to this page or navigated here on your own because

- You are a new hire with a PIE to enroll in benefits initially, OR
- You are newly eligible for benefits, OR
- You have a life event that enables you to make enrollment changes, OR
- The annual Open Enrollment period is now open

Scroll down to view the list of your benefit events below. Do you see the **Select** button next to an event? If so, that indicates the event is currently open to you for enrollment. Click on **Select** to begin.


Take advantage of this opportunity now because your other options are limited to:

90-day Waiting Period
You may enroll yourself or eligible family members at any time in medical coverage only with a 90 consecutive calendar day waiting period; coverage is effective after the 90 days have elapsed. Your premiums may need to be paid on an after-tax basis.

Open Enrollment
Open Enrollment (OE) is the time each year (typically in the Fall) when you can change your medical plan and sign up for other benefits. Shortly before OE opens, UC will launch a dedicated website to guide you through the process. Changes you make during OE are effective January 1 of the following year.

Life Event
A *life event* provides an opportunity to enroll in, or make changes to, your UC benefits when family status changes occur (marriage, domestic partnership, birth, adoption or divorce) or, in some cases, after you or an eligible family member experience an involuntary loss of non-UC health & welfare coverage.

Edit profile
Log out

Step	Action
96.	After you click the Next button to finish Step 7, Benefit Enrollment , you have one more step to close your life event. You must complete this step.
97.	Click the Close button to hide the steps. 

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL CONTINUE LATER SHOW PROGRESS PREV NEXT

BENEFITS ENROLLMENT

Nancy Miller

Welcome to the benefits enrollment section. Congratulations! You and your family now have an opportunity to enroll in benefits based on one of the newly benefits eligible scenarios listed below. You have either been directed to this page or navigated here on your own because

- You are a new hire with a PIE to enroll in benefits initially, OR
- You are newly eligible for benefits, OR
- You have a life event that enables you to make enrollment changes, OR
- The annual Open Enrollment period is now open

Scroll down to view the list of your benefit events below. Do you see the **Select** button next to an event? If so, that indicates the event is currently open to you for enrollment. Click on **Select** to begin.


Take advantage of this opportunity now because your other options are limited to:

90-day Waiting Period
You may enroll yourself or eligible family members at any time in medical coverage only with a 90 consecutive calendar day waiting period; coverage is effective after the 90 days have elapsed. Your premiums may need to be paid on an after-tax basis.

Open Enrollment
Open Enrollment (OE) is the time each year (typically in the Fall) when you can change your medical plan and sign up for other benefits. Shortly before OE opens, UC will launch a dedicated website to guide you through the process. Changes you make during OE are effective January 1 of the following year.

Life Event
A *life event* provides an opportunity to enroll in, or make changes to, your UC benefits when family status changes occur (marriage, domestic partnership, birth, adoption or divorce) or, in some cases, after you or an eligible family member experience an involuntary loss of non-UC health & welfare coverage.

Edit profile
Log out

Step	Action
98.	Click the Next button. 

Nancy Miller
Primary Title: ENTERPRISE RISK MGT ANL 2
Employee ID: 10000067
Service Date: 04/01/2013

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

Event Completion and Exit

Congratulations!

You have completed your Adoption

Here is a list of things to keep in mind now that you have a new child:

- Find out if your medical plan offers discounts on infant care equipment, home nurse visits, and postnatal classes.
- Evaluate day care centers and/or local schools.
- Evaluate our Dependent Care Spending Account plan to assist with day care expenses.
- Schedule your child's visit with the pediatrician.
- Order a Social Security or Social Insurance card for your baby.

Select the Complete pushbutton to end this event.

COMPLETE

Terms of Use University of California

Edit profile

Log out

Step	Action
99.	The Event Completion and Exit page appears. Click the Complete button.
100.	You have submitted your changes for the adoption life event. 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.