

Use this task to submit a marriage 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.

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

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Bookmark

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Ask UCPath Center

SECURITY QUESTION

Please confirm your identity by answering the following security question.

Who is your childhood best friend?

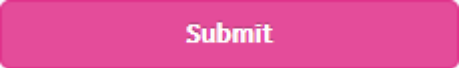
Submit

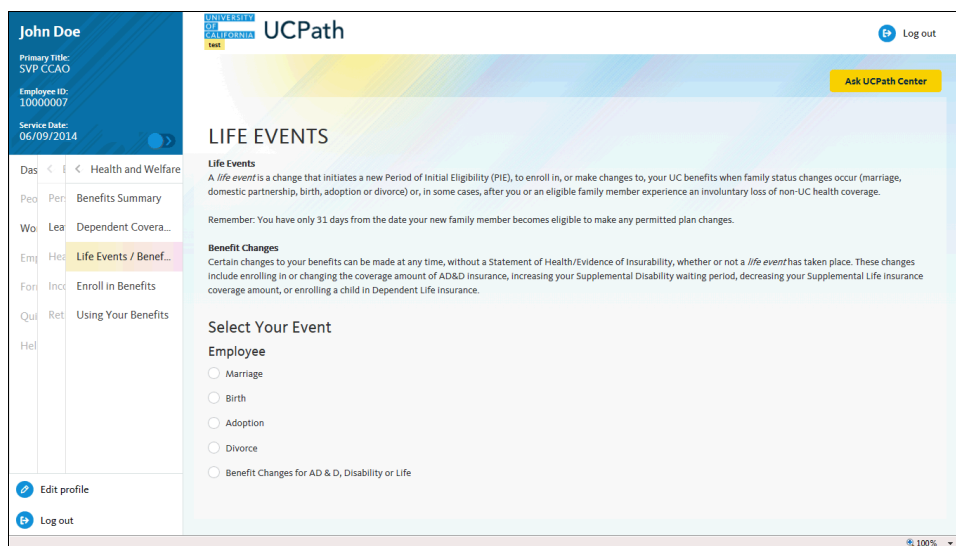
Edit profile

Log out

Help

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>

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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

Step	Action
5.	In this scenario, the employee recently got married. The employee must update emergency contact, tax and dependent information and update their benefit plan coverages for the new spouse/domestic partner.
6.	Use the Life Events page to enter benefits changes related to a marriage or domestic partnership. You have 31 days from the date of the event to make any permitted plan changes.
7.	Click the Marriage option.

John Doe
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Employee ID: 10000007
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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.

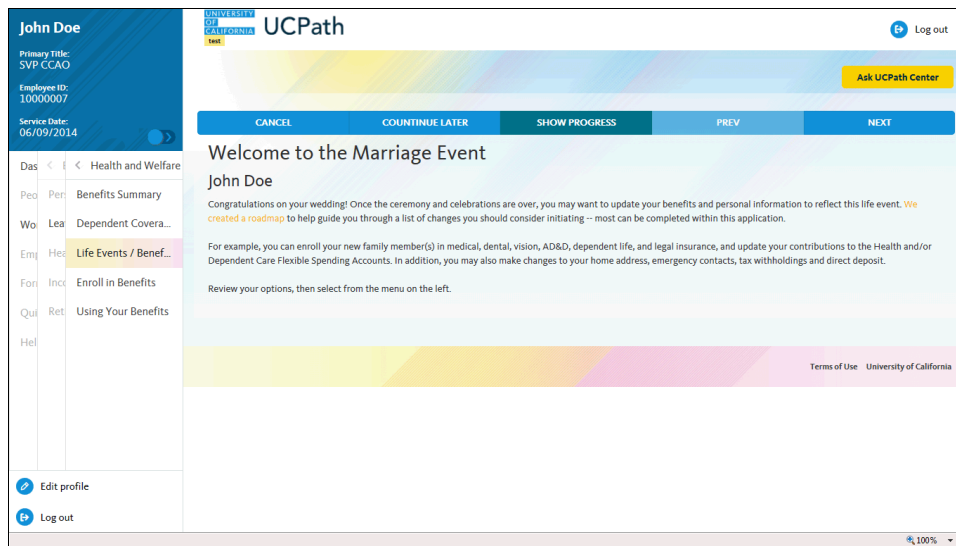
Remember: You have only 31 days from the event date to make any permitted plan changes.


Status Change Date

*Date Change Will Take Effect

CANCEL **OK**

Step	Action
8.	Click in the Date Change Will Take Effect field. 
9.	Use the calendar to enter the date of the marriage or domestic partnership. In this example, the date will be entered for you.
10.	Click the OK button.



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. 

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

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Ask UCPath Center

Step 1 Welcome

Step 2 Benefit Summary

Step 3 Dependent Coverage Summary

Step 4 Name

Step 5 Home and Mailing Address

Step 6 Phone

Step 7 Emergency Contact

Step 8 Direct Deposit

Step 9 W4 Tax Information

marriage Event

ceremony and celebrations are over, you may want to update your benefits and personal information to reflect this life event. We have a list of changes you should consider initiating -- most can be completed within this application.

member(s) in medical, dental, vision, AD&D, dependent life, and legal insurance, and update your contributions to the Health and/or Dependent Care Flexible Spending Accounts. In addition, you may also make changes to your home address, emergency contacts, tax withholdings and direct deposit.

Review your options, then select from the menu on the left.

Continue Later


Show Progress

Prev

Next

Edit profile

Log out

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> 

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

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CANCEL

COUNTINUE LATER

SHOW PROGRESS

PREV

NEXT

Welcome to the Marriage Event

John Doe

Congratulations on your wedding! Once the ceremony and celebrations are over, you may want to update your benefits and personal information to reflect this life event. We created a roadmap to help guide you through a list of changes you should consider initiating -- most can be completed within this application.

For example, you can enroll your new family member(s) in medical, dental, vision, AD&D, dependent life, and legal insurance, and update your contributions to the Health and/or Dependent Care Flexible Spending Accounts. In addition, you may also make changes to your home address, emergency contacts, tax withholdings and direct deposit.

Review your options, then select from the menu on the left.

Edit profile

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

Step	Action
16.	Click the Next button.

NEXT

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

NEXT

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

Step	Action
19.	<p>If you have legally changed your name as a result of the life event, use the Name Change page to update your name if you have not already done so in your Personal Information Summary. Click the Edit New Name button (pencil icon) to update your name and then submit the changes on this page.</p> <p>There is no name change for this example.</p> <p>Click the Next button.</p> <div>NEXT</div>

John Doe
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Service Date: 06/09/2014

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CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

ADDRESSES

John Doe

123 Main Street
Oakland, CA 94610
Current 02/19/2002

Home >

Address Type: Select an Option

ADD

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Step	Action
20.	<p>Use the Addresses page to review and update your address as necessary.</p> <p>Click the Next button.</p> <p>NEXT</p>

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
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CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

PHONE NUMBERS

John Doe

Enter your phone numbers.

510/987-9999
Business - Primary

510/846-9999
Mobile - Work

510/663-9999
Home

510/987-9999 ★
Work - Other Location

ADD PHONE


SAVE

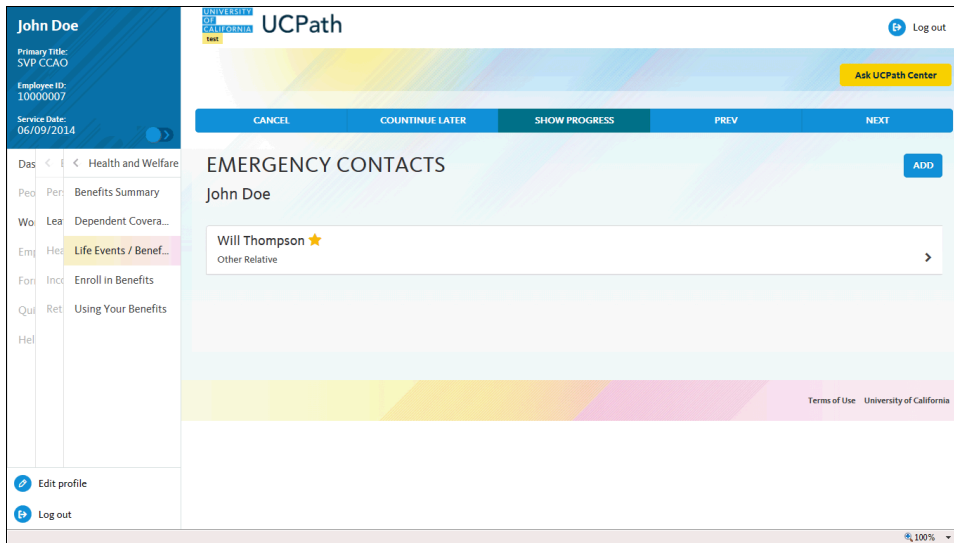
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Step	Action
21.	<p>Use the Phone Numbers page to review and update your phone numbers as necessary.</p> <p>To review your progress, click the Show Progress button.</p> <p>SHOW PROGRESS</p>

Step	Action
22.	You have completed five steps and are currently on Step 6 .
23.	<p>Click the Close button to hide the steps.</p> <p></p>

Step	Action
24.	Click the Next button. 



Step	Action
25.	Use the Emergency Contacts page to review and update your emergency contact information as necessary. In this example, add the spouse as the primary emergency contact. Click the Add button. 

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

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CANCEL CONTINUE LATER SHOW PROGRESS PREV NEXT

EMERGENCY CONTACT DETAIL

Contact

Contact Name *

Relationship to Employee *

Please Select Value

Primary Contact

☐ Set as my primary contact

Address

My Addresses

☐ Use Employee Address

EDIT ADDRESS




Country

United States

Address

Edit profile

Log out

Step	Action
26.	Click in the Contact Name field.
27.	Enter the desired information into the Contact Name field. For this example, enter Lily Doe .
28.	Click the button to the right of the Relationship to Employee field. 
29.	Click the Spouse list item.
30.	Click the Set as my primary contact option. 
31.	Click the Use Employee Address option to indicate the emergency contact has the same address as the employee.  Use Employee Address
32.	The address details appear. Click the scroll bar.

Step	Action
33.	Click in the Telephone field.
34.	Enter the desired information into the Telephone field. For this example, enter 9254209999 .
35.	Click the scroll bar.

Step	Action
36.	Click the Save button.

SAVE

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

Log out

Ask UCPath Center


CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

SAVE CONFIRMATION
The Save was successful.

OK

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Edit profile
Log out

Step	Action
37.	Click the OK button. 

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

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CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

EMERGENCY CONTACTS
John Doe


Will Thompson
Other Relative

Lily Doe ★
Spouse

ADD

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Step	Action
38.	The spouse is now the primary emergency contact. Click the Next button. 

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

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Log out

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CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

DIRECT DEPOSIT

John Doe

Review, add or update direct deposit information. You can add up to three direct deposit accounts. The total direct deposit must add to 100%. NOTE: If you cannot find your Routing Number through the look up prompt provided, please contact Payroll Services at 855/982-7284. None of your changes will be saved until you click the Save Button

Checking
Account: 9999999999 Routing: 121000158 | Balance of Net Pay

☐ I authorize the University of California to initiate credits and/or debits to my account. I acknowledge and confirm that the direct deposit information noted above is correct. Debits shall be initiated only to effect appropriate adjustments against a prior credit made for the same pay date. Debit transactions are limited to reductions for University salary overpayments and to respond to mandatory court orders.

Note: Employees can only edit their Direct Deposit account information once per day. UCPC ES will need to be contacted if you enter incorrect information and wish to update your account the same day. Any changes, additions or deletions to direct deposit information may take up to two pay periods to take effect, subject to banking and payroll deadlines. If you are cancelling your direct deposit entirely, once the cancellation is effective, all future payments will be made by paper check mailed to your home address. Please verify your address and other personal information using Employee Self-Service.

SAVE

Edit profile Log out

Step	Action
39.	<p>Use the Direct Deposit page to review and update your banking information as necessary.</p> <p>Click the Next button.</p> <p>NEXT</p>

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

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CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

FEDERAL W-4 TAX INFORMATION

John Doe
University of California

John Doe
SSN: 555-55-5555
Federal Worksheet

Home Address
123 Main Street
Oakland CA 94610

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 3

Enter Additional Amount, if any, you want withheld

Edit profile Log out

Step	Action
40.	<p>Use the Federal W-4 Tax Information page to reflect your marital status change and update other tax information as necessary.</p> <p>In this example, update the tax status.</p>

Step	Action
41.	Click the scroll bar.

Step	Action
42.	Click the Married button.
43.	Click the scroll bar.

Step	Action
44.	Click the Submit button.

Step	Action
45.	<p>A confirmation message appears. Changes may not appear on the next paycheck depending on timing of your changes.</p> <p>Click the OK button.</p>

Step	Action
46.	<p>Click the Next button.</p> <p>NEXT</p>

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

CA STATE W-4 TAX INFORMATION

John Doe
University of California
Social Security #: 555-55-5555

You must complete CA DE4 Form so the Payroll Department can calculate the correct amount of tax to withhold from your pay. CA State 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 CA State form 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.

Copy Federal W-4

☐ Check this box if you would like your marital status and allowances claimed (including any additional allowances) on the federal Form W-4 used to populate your CA state.

CA State W-4 Tax Data

Indicate Tax Status

SINGLE MARRIED HEAD OF HOUSEHOLD

Step	Action
47.	Use the CA State W-4 Tax Information page to reflect your marital status change and update other tax information as necessary. In this example, update the tax status and change the number of allowances.
48.	Click the scroll bar.

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

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CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

CA State W-4 Tax Data

Indicate Tax Status

SINGLE MARRIED HEAD OF HOUSEHOLD

Generally, you may claim "Head of Household" filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependents(s) or other qualifying individuals.

CA STATE WORKSHEET

Enter the total number of allowances being claimed: 1

Enter additional amount: (per pay period)

Enter additional allowances: 1 (CA Form DE 4 line 2)

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

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
2. 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

Step	Action
49.	Click the Married button. MARRIED

Step	Action
50.	Click in the Enter the total number of allowances being claimed field. 1
51.	Enter the desired information into the Enter the total number of allowances being claimed field. For this example, enter 2 .
52.	Click the Submit button.

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

Step	Action
54.	<p>Click the Next button.</p> <p>NEXT</p>

John Doe
Primary Title: SVP CCAO
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Service Date: 06/09/2014

UCPath

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CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

OTHER STATE W-4 TAX INFORMATION

John Doe
University of California
Social Security #: 555-55-5555

Employees living in the US but outside the state of California should submit their State Tax form to UCPC for case management. Employees living outside the US should contact UCPC to set up appropriate tax status and deductions.

OTHER STATE WORKSHEET

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Step	Action
55.	<p>If necessary, update your Other State W-4 Tax Information to reflect your marital status change.</p> <p>Click the Next button.</p> <p>NEXT</p>

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

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Benefit Enrollment

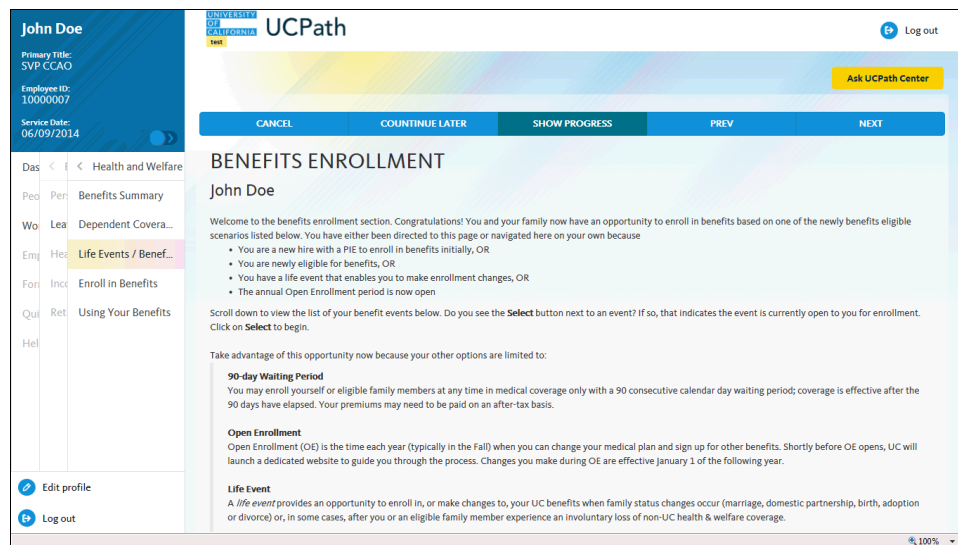
Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to see if there is any impact to your eligibility for benefits, and determine whether changes to your existing enrollments are allowed. Select the 'Start My Enrollment'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

START MY ENROLLMENT

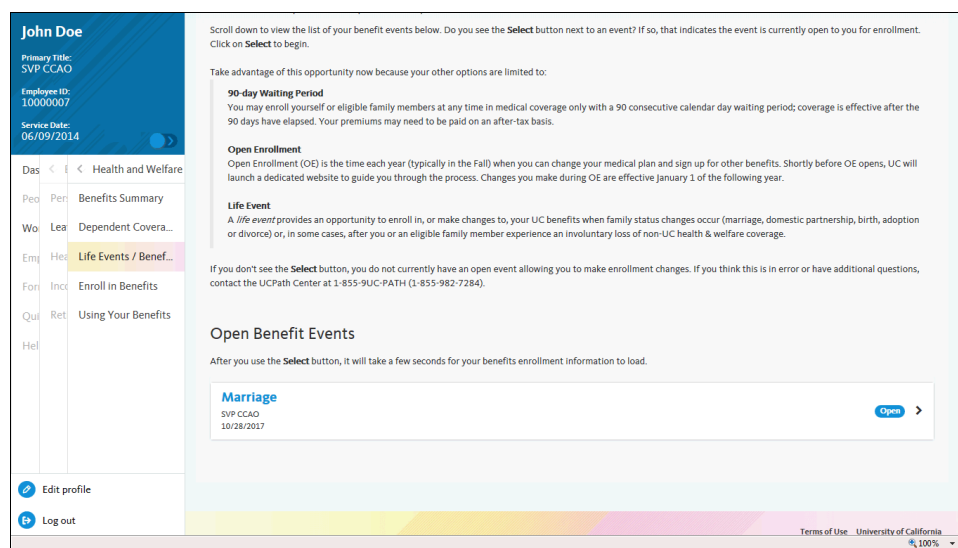
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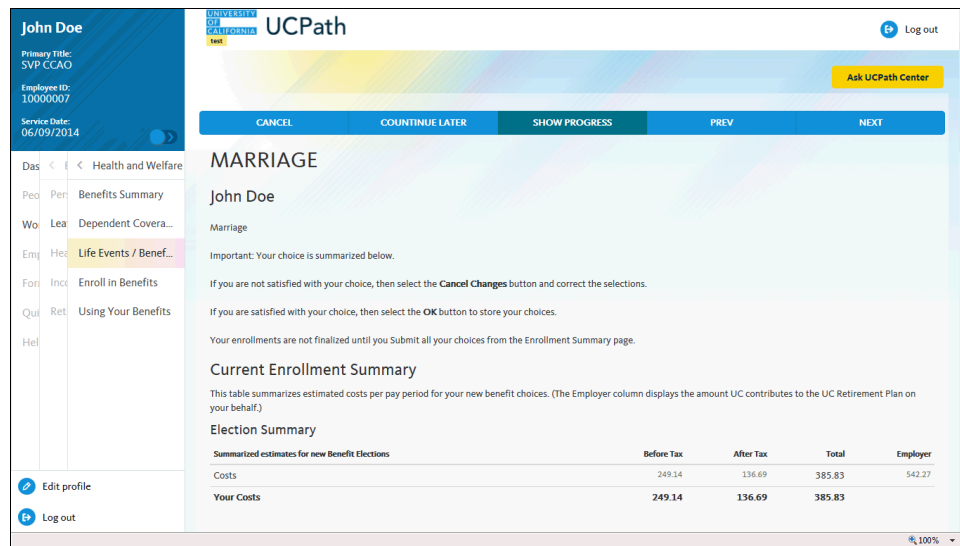
Step	Action
56.	<p>Change you benefit and coverage options as needed.</p> <p>Click the Start My Enrollment button.</p> <p>START MY ENROLLMENT</p>



Step	Action
57.	<p>The Benefits Enrollment page appears.</p> <p>Click the scroll bar.</p>



Step	Action
58.	<p>The available benefit events appear at the bottom of the page. In this example, the marriage event is open.</p> <p>Click the Open button.</p> 



John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

MARRIAGE

John Doe

Marriage

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	249.14	136.69	385.83	542.27
Your Costs	249.14	136.69	385.83	

Edit profile

Log out

Step	Action
59.	<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>

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

Costs: 249.14 136.69 385.83 542.27
Your Costs: 249.14 136.69 385.83

Current Benefits Details

- Medical**: Kaiser North:Self, 129.14 Before Tax
- Dental**: Delta Dental PPO:Self, 0.00 Before Tax
- Vision**: Vision Service Plan (VSP):Self, 0.00 Before Tax
- Legal Services**: Waive
- Behavioral Health**: Optum Behavioral Health-OPTKP:Self
- Life**: Basic Life
- Supplemental Life**
- Sr. Management Life**
- Basic Dependent Life**

Edit profile Log out

Step	Action
60.	To change Medical coverage, click the Edit button.

John Doe
Primary Title: SVP CCAO
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Service Date: 06/09/2014

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CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

MEDICAL

John Doe

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.

Important! Your current coverage is: Kaiser North with Self-Only coverage. You will continue with this coverage if you do not make a choice.

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

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Step	Action
61.	The Medical page appears. Click the scroll bar.

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

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Core Plan UC Health Savings Plan UC Care Plan

SELECT PLAN SELECT PLAN SELECT PLAN

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

ADD/REVIEW FAMILY MEMBERS

CANCEL CHANGES SAVE AND CONTINUE

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

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

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ADD/REVIEW DEPENDENT

John Doe


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.

No Dependents on Record


RETURN TO EVENT SELECTION ADD A DEPENDENT


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Step	Action
63.	<p>The Add/Review Dependent page displays dependents already covered by the plan. There are none in this example.</p> <p>Click the Add a Dependent button.</p>

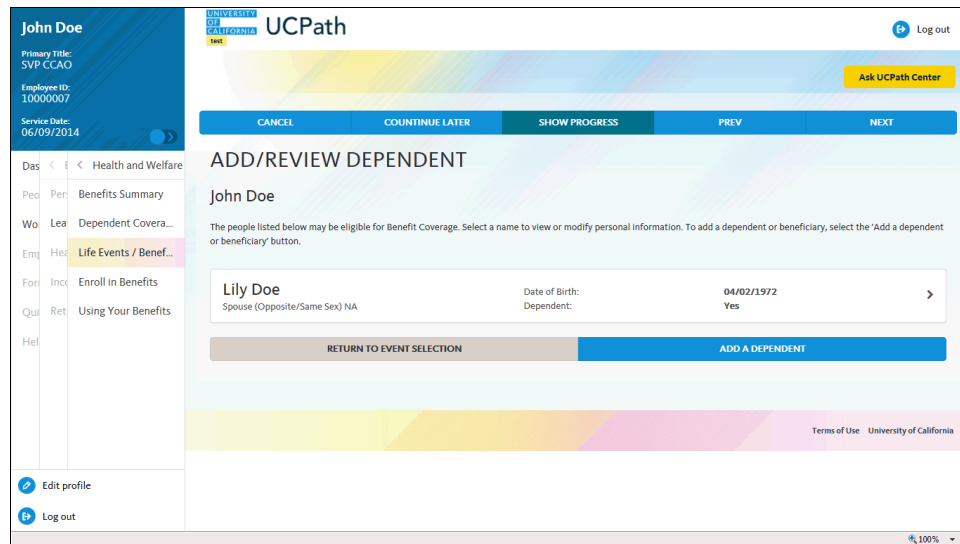
Step	Action
64.	The Dependent Personal Information page appears. Click in the First Name field.
65.	Enter the desired information into the First Name field. For this example, enter Lily .
66.	Click in the Last Name field.
67.	Enter the desired information into the Last Name field. For this example, enter Doe .
68.	Click in the Date of Birth field.
69.	Use the calendar to enter the date of birth. In this example, the date will be entered for you.
70.	Click the button to the right of the Gender field. 
71.	Click the Female list item.
72.	Click the scroll bar.

The screenshot shows the UCPath interface for John Doe, an SVP CCAO with Employee ID 10000007 and Service Date 06/09/2014. The left sidebar contains a navigation menu with options like 'Health and Welfare', 'Benefits Summary', 'Dependent Coverage', 'Life Events / Benef...', 'Enroll in Benefits', and 'Using Your Benefits'. The main content area is the 'Enter Marriage Life Event' form. It includes fields for Last Name (Doe), Name Prefix, Name Suffix, Date of Birth (04/02/1972), Gender (Female), SSN, and Relationship to Employee (Select an Option). Below these is a 'Relationship' section with a dropdown for 'What Relationship do you have with this dependent?'. At the bottom, there is an 'Address and Telephone' section with a checkbox for 'Same Address as Employee' and a 'Country' dropdown set to 'United States'.

Step	Action
73.	While the SSN field is not required, you should enter the dependent's Social Security number, if known. Click in the SSN field.
74.	Enter the desired information into the SSN field. For this example, enter 555-44-3333 .
75.	Click the button to the right of the What Relationship do you have with this dependent? field. 
76.	Select the appropriate relationship. For this example, click the Spouse list item.

Step	Action
77.	Review the address and phone information for the dependent. If necessary, make changes. Click the scroll bar.
78.	Click in the Phone field. 
79.	Enter the desired information into the Phone field. For this example, enter 9254201111 .
80.	Click the Save button.

Step	Action
81.	<p>A confirmation message appears.</p> <p>Click the OK button.</p> 



John Doe

Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

ADD/REVIEW DEPENDENT

John Doe

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.

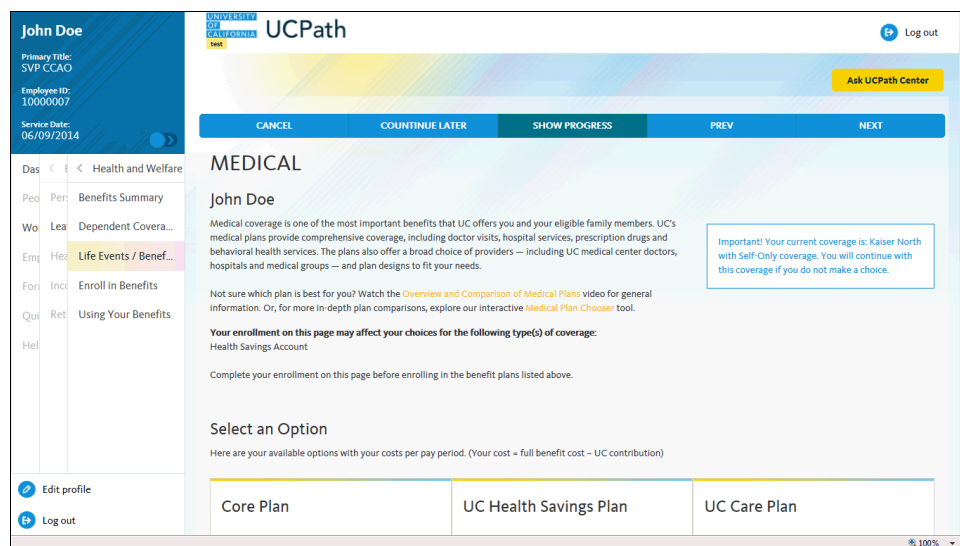
Lily Doe	Date of Birth: 04/02/1972
Spouse (Opposite/Same Sex) NA	Dependent: Yes

RETURN TO EVENT SELECTION ADD A DEPENDENT

Terms of Use University of California

Edit profile Log out

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



John Doe

Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

MEDICAL

John Doe

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
-----------	------------------------	--------------

Important! Your current coverage is Kaiser North with Self-Only coverage. You will continue with this coverage if you do not make a choice.

Edit profile Log out

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

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

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

☐ Lily Doe - Spouse (Opposite/Same Sex) NA

ADD/REVIEW FAMILY MEMBERS

CANCEL CHANGES | SAVE AND CONTINUE

Edit profile | Log out

Terms of Use | University of California

Step	Action
84.	<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 Spouse (Opposite/Same Sex) NA option.</p> <p><input type="checkbox"/></p>
85.	<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>

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

MEDICAL

John Doe

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

Your estimated cost per pay period
\$271.42

Your Covered Dependents

Dependent Information

Name	Relationship
Lily Doe	Spouse (Opposite/Same Sex) NA

Notes
Once submitted, this choice will take effect on 10/28/2017. Deductions for this choice will start with the pay period beginning 10/28/2017.

Edit profile
Log out

100%

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

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

MEDICAL

John Doe

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

Your estimated cost per pay period
\$271.42

Your Covered Dependents

Dependent Information

Name	Relationship
Lily Doe	Spouse (Opposite/Same Sex) NA

Notes
Once submitted, this choice will take effect on 10/28/2017. Deductions for this choice will start with the pay period beginning 10/28/2017.

BACK SAVE CHANGES

Edit profile
Log out

Terms of Use University of California

100%

Step	Action
87.	Click the Save Changes button.

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

MARRIAGE

John Doe

Marriage

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	391.42	136.69	528.11	1,063.87
Your Costs	391.42	136.69	528.11	

Step	Action
88.	<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>

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

Election Summary

Summarized estimates for new Benefit Elections	Before Tax	After Tax	Total	Employer
Costs	391.42	136.69	528.11	1,063.87
Your Costs	391.42	136.69	528.11	

Current Benefits Details

Medical

Kaiser North:Self+Ad NA
New
271.42
Before Tax

Dental

Delta Dental PPO:Self
0.00
Before Tax

Vision

Vision Service Plan (VSP):Self
0.00
Before Tax

Legal Services

Waive

Behavioral Health

Optum Behavioral Health-
OPTKP:Self+Ad NA
New

Life

Basic Life

Step	Action
89.	<p>To change Dental coverage, click the Edit button.</p>

The screenshot shows the UCPath interface for John Doe. On the left is a sidebar with navigation links: Dashboard, PeopleSoft Menu, Worklist, Employee Actions, Forms Library, Quicklinks, and Help / FAQ. Below these are links for 'Edit profile' and 'Log out'. The main content area is titled 'DENTAL' and 'John Doe'. It includes a progress bar with buttons: CANCEL, COUNTINUE LATER, SHOW PROGRESS (active), PREV, and NEXT. A yellow button 'Ask UCPath Center' is in the top right. The text explains that proper dental care is important and that UC provides coverage. It asks the user to 'Select an Option' from three choices: Delta Dental PPO (marked as 'SELECTED PLAN'), DeltaCare USA, and Waive. A 'VIEW COST SUMMARY' button is at the bottom.

Step	Action
90.	The Dental page appears. Click the scroll bar.

This screenshot shows the 'Enroll Your Family Members' section of the UCPath interface. It follows the plan selection step. The text explains that the list shows named individuals and that the 'Add/Review Family Members' button is used to add new members. It also mentions the Affordable Care Act (ACA) requirement for Social Security numbers. A 'Dependent' section shows a checkbox for 'Lily Doe - Spouse (Opposite/Same Sex) NA', which is currently unchecked. Below this is an 'ADD/REVIEW FAMILY MEMBERS' button. At the bottom are 'CANCEL CHANGES' and 'SAVE AND CONTINUE' buttons.

Step	Action
91.	The newly entered dependent(s) appears in the Dependent list but are not yet enrolled in the plan. You must enroll the dependent(s) in the plan. Click the Spouse (Opposite/Same Sex) NA option. <input type="checkbox"/>
92.	Click the Save and Continue button.

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

Step	Action
94.	Click the Save Changes button.

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

MARRIAGE

John Doe

Marriage

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	391.42	136.69	528.11	1,101.22
Your Costs	391.42	136.69	528.11	

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

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

Costs

	Before Tax	After Tax	Total	Employer
Costs	391.42	136.69	528.11	1,101.22
Your Costs	391.42	136.69	528.11	

Current Benefits Details

Medical

Kaiser North:Self+Ad NA
New
271.42
Before Tax

Dental

Delta Dental PPO:Self+Ad NA
New
0.00
Before Tax

Vision

Vision Service Plan (VSP):Self
0.00
Before Tax

Legal Services

Waive

Behavioral Health

Optum Behavioral Health- OPTKP:Self+Ad NA
New


Life

Basic Life

Supplemental Life

Sr. Management Life

Basic Dependent Life

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

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

Step	Action
98.	<p>The newly entered dependent(s) appears in the Dependent list but are not yet enrolled in the plan. You must enroll the dependent(s) in the plan.</p> <p>Click the Spouse (Opposite/Same Sex) NA option.</p> <p><input type="checkbox"/></p>
99.	Click the Save and Continue button.

The screenshot shows the UCPath interface for John Doe. On the left is a navigation menu with options like Dashboard, PeopleSoft Menu, Worklist, Employee Actions, Forms Library, Quicklinks, and Help / FAQ. The main content area is titled 'VISION' and 'John Doe'. It displays 'Your Choice' as Vision Service Plan (VSP) with Self + Adult (NA) coverage. Below this, it shows 'Your estimated cost per pay period' as \$0.00 and 'Your Covered Dependents' section. The dependent information table lists Lily Doe as the spouse. A 'Notes' section at the bottom states that the choice will take effect on 10/28/2017. At the top right, there are navigation buttons: CANCEL, COUNTINUE LATER, SHOW PROGRESS, PREV, and NEXT. A 'Log out' button is in the top right corner, and an 'Ask UCPath Center' button is in the top right area.

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

This screenshot is identical to the previous one, showing the UCPath VISION page for John Doe. The dependent information and cost details are the same. The key difference is that the 'Notes' section is expanded, and at the bottom of the main content area, there are two buttons: 'BACK' and 'SAVE CHANGES'. The 'SAVE CHANGES' button is highlighted in blue. The navigation menu and top buttons remain the same.

Step	Action
101.	Click the Save Changes button.

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

MARRIAGE
John Doe
Marriage
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	391.42	136.69	528.11	1,101.22
Your Costs	391.42	136.69	528.11	

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

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

Medical	Dental	Vision
Kaiser North:Self+Ad NA New 271.42 Before Tax	Delta Dental PPO:Self+Ad NA New 0.00 Before Tax	Vision Service Plan (VSP):Self+Ad NA New 0.00 Before Tax
Legal Services	Behavioral Health	Life
Waive	Optum Behavioral Health- OPTKP:Self+Ad NA New	Basic Life
Supplemental Life	Sr. Management Life	Basic Dependent Life
SUPLIFE 2X 30.45 After Tax	SMG Life	Waive

Step	Action
103.	<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 coverage for self and adult. The Edit button is not available for this plan type.</p> <p>Click the scroll bar.</p>

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

Dashboard
PeopleSoft Menu >
Worklist
Employee Actions >
Forms Library >
Quicklinks >
Help / FAQ >

Edit profile
Log out

Flex Spending - Health
Health FSA: \$800.00
120.00 Before Tax

Flex Spending - Dependent Care
Waive
0.00 Before Tax

Health Savings Account
Waive
0.00 Before Tax

UC Retirement Plan
Tier 1976-SSCoord NCL

Select the **Submit** button to finalize your choices.
Important: Your enrollment will not be complete until you submit your choices.

BACK SUBMIT

Terms of Use University of California

Step	Action
104.	<p>After all benefit plans have been updated for your life event, click the Submit button.</p> <p>Click the Submit button.</p>

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

Dashboard
PeopleSoft Menu >
Worklist
Employee Actions >
Forms Library >
Quicklinks >
Help / FAQ >

Edit profile
Log out

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

SUBMIT BENEFIT CHOICES

John Doe
You have almost completed your enrollment. If you have no further changes, select the **Submit** button on this page to finalize your benefit choices.
Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.
Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you select the **Submit** button your benefit choices will be processed.
Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change.

Terms and Conditions
I agree to the terms and conditions listed here.
☐ By checking this box I accept the above Terms and Conditions

HIPAA Statement Confirmation
☒ By selecting this checkbox, I am electing to receive an electronic HIPAA statement.

Authorize Elections
By submitting your benefit choices you are authorizing the University of California to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

Help

Step	Action
105.	<p>The Submit Benefit Choices page appears. Review the Terms and Conditions, as well as the HIPAA Statement Confirmation.</p> <p>Click the scroll bar.</p>

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

SUBMIT BENEFIT CHOICES

John Doe

You have almost completed your enrollment. If you have no further changes, select the **Submit** button on this page to finalize your benefit choices. Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you select the **Submit** button your benefit choices will be processed.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change.

Terms and Conditions

I agree to the terms and conditions listed here.

☐ By checking this box I accept the above Terms and Conditions

HIPAA Statement Confirmation

☒ By selecting this checkbox, I am electing to receive an electronic HIPAA statement.

Authorize Elections

By submitting your benefit choices you are authorizing the University of California to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

Cancel **Submit**

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

Terms of Use University of California

Step	Action
106.	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
107.	Click the Submit button.

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

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

ENROLLMENT SUBMIT CONFIRMATION

Once you select OK, your submission is FINAL. Any subsequent changes will require UCPath Center review and approval. If your elections are FINAL, click OK to proceed.

CANCEL **OK**

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

Terms of Use University of California

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

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

SUBMIT CONFIRMATION

John Doe

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
109.	The Submit Confirmation page appears. Click the OK button.

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

BENEFITS ENROLLMENT

John Doe

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
110.	The Benefits Enrollment page appears again. Click the scroll bar.

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

Dashboard
PeopleSoft Menu
Worklist
Employee Actions
Forms Library
Quicklinks
Help / FAQ

Edit profile
Log out

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.

If you don't see the **Select** button, you do not currently have an open event allowing you to make enrollment changes. If you think this is in error or have additional questions, contact the UCPath Center at 1-855-9UC-PATH (1-855-982-7284).

Open Benefit Events
After you use the **Select** button, it will take a few seconds for your benefits enrollment information to load.

Marriage
SVP CCAO
10/28/2017

Submitted

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Step	Action
111.	The Open Benefit Events section displays the Submitted status for the Marriage event.
112.	Return to the top of the page. Click the scroll bar.

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

Dashboard
PeopleSoft Menu
Worklist
Employee Actions
Forms Library
Quicklinks
Help / FAQ

Edit profile
Log out

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

BENEFITS ENROLLMENT
John Doe

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.

Step	Action
113.	Click the Next button. 

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

Log out

Ask UCPath Center

CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT

Event Completion and Exit

Congratulations!

You have completed your Marriage

You may need to update the following documentation if you are changing your name:


- Drivers License
- Social Security
- Passport
- Bank Accounts
- Credit Cards
- Voter Registration Card

If you are moving, you may want to update address with the Post Office.

Select the Complete pushbutton to end this event.

COMPLETE

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

John Doe
Primary Title: SVP CCAO
Employee ID: 10000007
Service Date: 06/09/2014

UCPath

Log out

Ask UCPath Center

COUNTINUE LATER SHOW PROGRESS PREV NEXT

Event Completion and Exit

Congratulations!

You have completed your Marriage

You may need to update the following documentation if you are changing your name:

- Drivers License
- Social Security
- Passport
- Bank Accounts
- Credit Cards
- Voter Registration Card

If you are moving, you may want to update address with the Post Office.

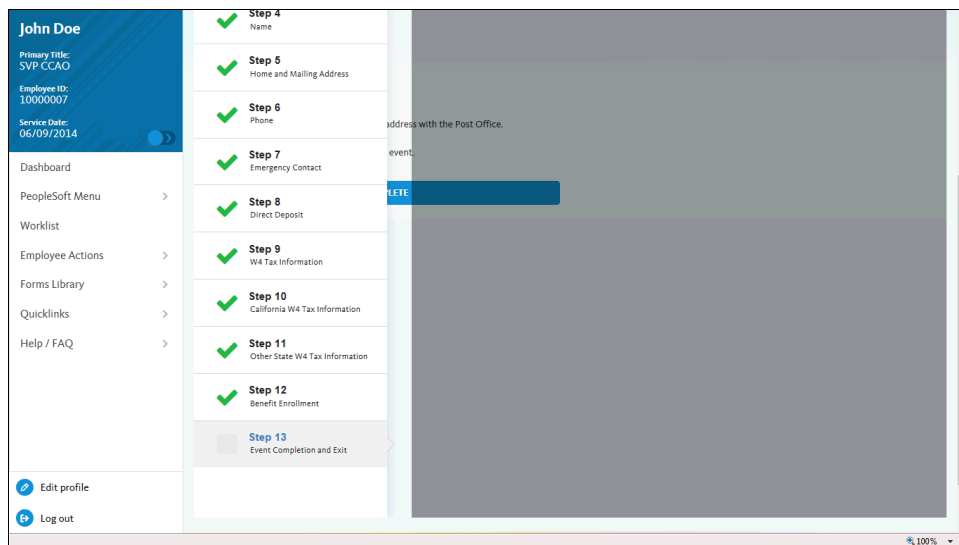
Select the Complete pushbutton to end this event.


COMPLETE

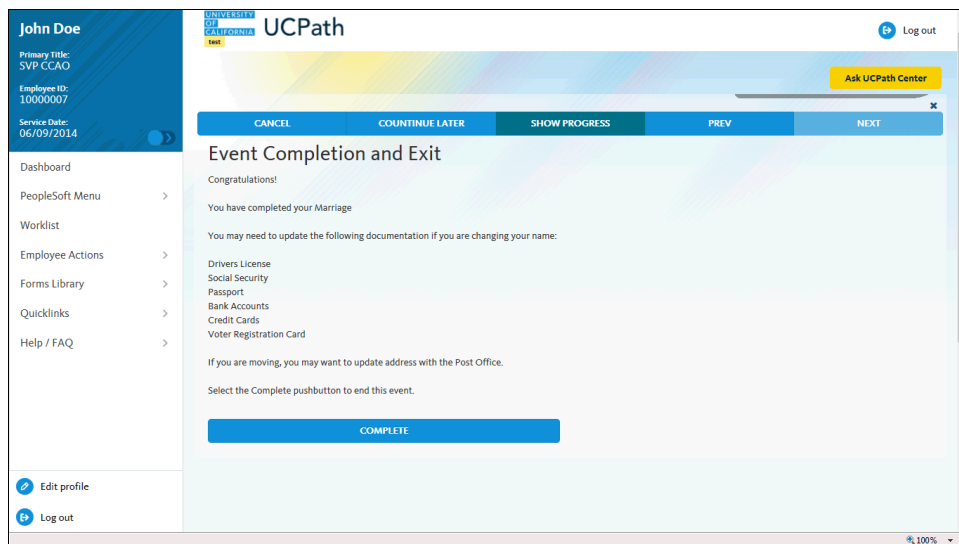
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- Step 1 Welcome
- Step 2 Benefit Summary
- Step 3 Dependent Coverage Summary
- Step 4 Name
- Step 5 Home and Mailing Address
- Step 6 Phone
- Step 7 Emergency Contact
- Step 8 Direct Deposit
- Step 9 W4 Tax Information

Step	Action
115.	Click the scroll bar.



Step	Action
116.	<p>You must complete one more step to close your life event.</p> <p>Return to the top of the page.</p> <p>Click the scroll bar.</p>
117.	<p>Click the Close button to hide the steps.</p> 



Step	Action
118.	<p>The Event Completion and Exit page appears.</p> <p>Click the Complete button.</p>

Step	Action
119.	<p>You have submitted your changes for the marriage event.</p> <p>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.</p> <p>End of Procedure.</p>