

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		Search	Q 😡 Bookmark 🚯 Log out 🔺
Primary Title: SVP CCAO			
Employee ID: 10000007			Ask UCPath Center
Service Date: 06/09/2014			
Das 🗧 🗧 < Health and Welfare	SECURITY QUESTION Please confirm your identity by answering the following security question.		
Peo Per: Benefits Summary			
Wo Lea Dependent Covera	Who is your childhood best friend?		
Emj Hea Life Events / Benef			
For Inco Enroll in Benefits			
Qui Ret Using Your Benefits	Submit		
Hel			
Ø Edit profile			Help
Log out	curityOuestions-BS3/security-challenge.aspx?referringTarget=%2fIF%2fSUCS8J%2fInFlightViewer1%	270% MariainalPassate 20icalad an e	

Step	Action
1.	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 <b>Security Question</b> field.
	For this example click in the <b>Who is your childhood best friend?</b> field.
2.	Enter the desired information into the <b>Security Question</b> field.
	For this example, enter Molly.



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

John Doe	UCPath (3 Logout
Primary Title: SVP CCAO	
Employee ID: 10000007	Ask UCPath Center
Service Date: 06/09/2014	LIFE EVENTS
Das < E < Health and Welfare Peo Per: Benefits Summary	Life Events A <i>life event</i> 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.
Wo Lea Dependent Covera	Remember: You have only 31 days from the date your new family member becomes eligible to make any permitted plan changes.
Emp Hea <mark>Life Events / Benef</mark> For Inco Enroll in Benefits	Benefit Changes Certain changes Certain changes to your benefits can be made at any time, without a Statement of Health/Evidence of Insurability, whether or not a <i>life event</i> 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 coverages amount, or enrolling a child in Dependent Life insurance.
Qui Ret Using Your Benefits	Select Your Event
Hel	Employee
	O Marriage
	O Birth
	Adoption
	O Divorce
	Benefit Changes for AD & D, Disability or Life
Ø Edit profile	
😝 Log out	<b>€</b> 100% ▼

Step	Action
4.	If you answer the question correctly, UCPath displays the <b>Life Events</b> page, and you can make your changes.
	If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the <b>Security Questions Setup</b> 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.



John Doe		
rimary Title: VP CCAO mployee ID: .0000007	Ask UCPath Center	
ervice Date: 16/09/2014	LIFE EVENTS	
Das 🗧 E < Health and Wel	Fare A 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,	
Peo Per: Benefits Summary	demontic partnership bith adentice or diverse) or in some cases often you or an eligible family member experience an involuntary loss of pany UC health coverage	
No Lea Dependent Covera	Remember: You have only 31 days from the date your new family member becomes eligible to make any permitted plan changes.	
imj Hea <mark>Life Events / Benef</mark>	Certain changes to your benefits can be made at any time, without a Statement of Health/Evidence of Insurability, whether or not a <i>life event</i> has taken place. These changes	
ori Inco Enroll in Benefits	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.	
Qui Ret Using Your Benefit	s Select Your Event	
lel	Employee	
	O Marriage	
	Birth	
	Adoption	
	O Divorce	
	Benefit Changes for AD & D, Disability or Life	
Edit profile		
Log out		
	\$,100%	-

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 <b>Life Events</b> 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 <b>Marriage</b> option.

John Doe		😥 Log out
Primary Title: SVP CCAO Employee ID:		Ask UCPath Center
10000007 Service Date: 06/09/2014	Change Status Date To initiate this transaction, the application requires you first enter the Event Date that applies to this change:	
Das 🦿 🗧 🗧 Health and Welfare	For marriage, enter your date of marriage     For birth, enter your newborn's date of birth	
Peo Per Benefits Summary	For adoption, enter the earlier of     the date the child was placed with you, or	
Wo Lea Dependent Covera	<ul> <li>the date you have the legal right to control the child's health care</li> <li>For divorce, enter the date your divorce was finalized</li> </ul>	
Emp Hea Life Events / Benef	<ul> <li>If more than 60 days, contact the UCPath Service Center at 1-855-9UC-PATH (1-855-982-7284) for assistance</li> <li>For benefit changes to AD&amp;D, Disability or Life, enter today's date</li> </ul>	
For Inco Enroll in Benefits	Enter the appropriate date, then click <b>OK</b> to continue.	
Qui Ret Using Your Benefits	Remember: You have only 31 days from the event date to make any permitted plan changes.	
Hel	Status Change Date	
	*Date Change Will Take Effect	
	<b>₩</b>	
	CANCEL	
🖉 Edit profile		
😥 Log out		Terms of Use University of California



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 <b>OK</b> button.

John Doe	GALIFORNIA UCPath	ı			🕒 Log out
Primary Title: SVP CCAO					Ask UCPath Center
Employee ID: 10000007					
Service Date: 06/09/2014	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das     < t     < Health and Welfare       Peo     Per     Benefits Summary       Wo     Lea     Dependent Covera       Emit     Her     Life Events / Benefits       For     Incc     Enroll in Benefits       Qui     Ret     Using Your Benefits	John Doe Congratulations on your weddir created a roadmap to help guide For example, you can enroll you	e Marriage Event gl Once the ceremony and celebration you through a list of changes you show rew family member(s) in medical, den ng Accounts. In addition, you may also from the menu on the left.	ld consider initiating most can be co tal, vision, AD&D, dependent life, and	expleted within this application.	contributions to the Health and/or
2 Edit profile					Terms of Use University of California
😥 Log out					€,100% -

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



John Doe	CALIFORNIA UCPath				🕒 Log out
Primary Title: SVP CCAO Employee ID:					Ask UCPath Center
10000007 Service Date: 06/09/2014	Step 1 Welcome	JUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das < E < Health and Welfare	Step 2 Benefit Summary	ria <mark>ge</mark> Event			
Peo Per: Benefits Summary Wo Lea Dependent Covera	Step 3 Dependent Coverage Summary		are over, you may want to update y d consider initiating most can be	our benefits and personal informatic completed within this application.	n to reflect this life event. We
Emi Hea <mark>Life Events / Benef</mark>	Step 4 Name			d legal insurance, and update your o , emergency contacts, tax withholdir	
Form         Inco         Enroll in Benefits           Qui         Ret         Using Your Benefits	Step 5 Home and Mailing Address	ienu on the left.			
Hel	Step 6 Phone				
	Step 7 Emergency Contact				
	Step 8 Direct Deposit				
Ø Edit profile	Step 9 W4 Tax Information				
🔁 Log out					<b>€</b> ,100% ▼

Step	Action
13.	The <b>Show Progress</b> 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.
	A green checkmark indicates the step is complete. An empty gray box indicates the step is incomplete.
14.	Click the <b>Close</b> button to hide the steps.

John Doe		ו			🕒 Log out
Primary Title: SVP CCAO Employee ID: 10000007					Ask UCPath Center
Service Date: 06/09/2014	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das     <     K     Health and Welfare       Peo     Per     Benefits Summary       Wo     Lea     Dependent Covera       Em     Hez     Life Events / Benefits       Qui     Ret     Using Your Benefits       Hel     Image: Second Sec	John Doe Congratulations on your weddin created a roadmap to help guide For example, you can enroll you	e Marriage Event gloce the ceremony and celebrator you through a list of changes you she new family member(s) in medical, de ng Accounts. In addition, you may abs from the menu on the left.	uld consider initiating most can be ntal, vision, AD&D, dependent life, an	completed within this application. d legal insurance, and update your	contributions to the Health and/or
🔁 Log out					€ 100%

Step	Action
15.	Use the <b>Previous</b> and <b>Next</b> buttons to navigate through the transaction steps.



16. Click the <b>Next</b> button.	Step	Action
NEXT	16.	Click the <b>Next</b> button.
		NEXT

John Doe	CALIFORNIA UCPath			😥 Log out
rimary Title: VP CCAO				
Employee ID: 10000007				Ask UCPath Center
Service Date: 06/09/2014	CANCEL COUNTINUE	LATER SHOW PROGRESS	PREV	NEXT
Das 🗧 🗧 < Health and Welfare	BENEFITS SUMMARY			
Peo Per: Benefits Summary	John Doe			
Wo Lea Dependent Covera	To view your benefits as of another date, enter the date	and apply the change		
Emj Hea Life Events / Benef	To view your benefits as of another date, enter the date	and apply the change		
For Inco Enroll in Benefits	10/28/2017	<b>≝</b> GO		
Qui Ret Using Your Benefits	Medical Kaiser North	Dental Delta Dental PPO	Vision Vision Service Plan (VSP)	
	Self-Only	Self-Only	Self-Only	
	View Details >	View Details >		View Details >
Zedit profile	Legal Services	Behavioral Health Optum Behavioral Health-OPTKP	<b>Life</b> Basic Life Anl Salary to \$50K	
Edit profile     Log out		Behavioral Health		View Details >

Step	Action
17.	On the <b>Benefits Summary</b> page, review your current benefits elections.
	Click the <b>Next</b> button.
	NEXT

John Doe		I			🕒 Log out
Primary Title: SVP CCAO Employee ID: 10000007					Ask UCPath Center
Service Date: 06/09/2014	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das < 🛙 < Health and Welfare	DEPENDENT C	COVERAGE SUM	MARY		
Peo Per: Benefits Summary	John Doe				
Wo Lea Dependent Covera	To view your benefits as of anoth	er date, enter the date and select Go.			
Emp Hea Life Events / Benef	10/28/2017		∰ GO		
For Inco Enroll in Benefits	You have no benefit enrollment	s as of the date entered.			
Qui Ret Using Your Benefits					
Hel					
					Terms of Use University of California
Ø Edit profile					
😝 Log out					€,100% -



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

ohn Doe	UCPath				➡ Log out
rrimary Title: SVP CCAO					Ask UCPath Center
mployee ID: 10000007					
ervice Date: 06/09/2014	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das < E < Health and Welfare	NAME CHANGE				
Peo Per: Benefits Summary	Enter your new name and select Submi Note: You may be required to send proc	of of the name change to Huma			
Vo Lea Dependent Covera	US Employees: All name changes must	match the name provided on y	our social security card.		
mj Hea Life Events / Benef	Current Nam	e John Doe			
on Inco Enroll in Benefits	New Nam	e John Doe 🖋			
Qui Ret Using Your Benefits	Change As O	f 11/02/2017	<b>#</b>	(example: 12/31/2000)	
Hel	Name Forma	t English			~
			SUBMIT		
Edit profile					
Log out					Terms of Use University of California

Step	Action
19.	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. There is no name change for this example. Click the Next button.



John Doe	GALLIORNIA INT UCPath			😝 Log out
Primary Title: SVP CCAO Employee ID: 10000007				Ask UCPath Center
Service Date: 06/09/2014	CANCEL COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das 🦿 🗧 < Health and Welf	ADDRESSES			
Peo Per: Benefits Summary	John Doe			
Wo Lea Dependent Covera.	125 Main Street			
Emj Hea Life Events / Benef.	Oakland, CA 94610 Current 02/19/2002			Home
For Inco Enroll in Benefits	Address Type Select an Option	~	ADD	
Qui Ret Using Your Benefit:	Select an option		NUU	
Hel				
				Terms of Use University of California
Edit profile				
E Log out				
-				€_100% <del>-</del>

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

ohn Doe	UCPath			🕒 Log out
imary Title: /P CCAO iployee ID: )000007				Ask UCPath Center
rvice Date: 5/09/2014	CANCEL COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
as 🗧 🗧 < Health and Welfare	PHONE NUMBERS			ADD PHONE
Per: Benefits Summary	John Doe Enter your phone numbers.			
Hea Life Events / Benef	510/987-9999 Business - Primary			>
n Inco Enroll in Benefits	510/846-9999 Mobile - Work			>
21	<b>510/663-9999</b> Home			>
	510/987-9999 🜟 Work - Other Location			>
	SAVE			
Edit profile				
Log out				€,100%



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

John Doe					🕒 Log ou
Primary Title: SVP CCAO Employee ID: 10000007					Ask UCPath Center
Service Date: 06/09/2014	Velcome	DUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das < E < Health and Welfare	Step 2 Benefit Summary				ADD PHONE
Peo Per: Benefits Summary Wo Lea Dependent Covera	Step 3 Dependent Coverage Summary				
Emj Hea Life Events / Benef	Step 4				>
For Inco Enroll in Benefits Qui Ret Using Your Benefits	Step 5 Home and Mailing Address				>
Hel	Step 6 Phone	>			>
	Step 7 Emergency Contact				>
	Step 8 Direct Deposit				
🖉 Edit profile	Step 9 W4 Tax Information				
🔁 Log out					<b>3</b> 100

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

John Doe		UNIVERSITY OF CALIFORNIA UCPat	h			😝 Log out
Primary Title: SVP CCAO Employee ID: 10000007						Ask UCPath Center
Service Date: 06/09/2014		CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das < E < He	ealth and Welfare	PHONE NUM	BERS			ADD PHONE
Peo Per Benef	fits Summary	John Doe				
No Lea Deper	ndent Covera	Enter your phone numbers.				
	vents / Benef	510/987-9999 Business - Primary				>
	l in Benefits	510/846-9999				>
Qui Ret Using	y Your Benefits	Mobile - Work				
Hel		510/663-9999 Home				>
		510/987-9999 ★				>
		Work - Other Location				
		SAVE				
Edit profile						
Log out						
						€,100% <del>-</del>



Step	Action
24.	Click the <b>Next</b> button.
	NEXT

ohn Doe				🕞 Log out
rimary Title: VP CCAO				Ask UCPath Center
mployee ID: 0000007				
ervice Date: 6/09/2014	CANCEL COUNTINU	JE LATER SHOW PROGRESS	PREV	NEXT
Das 🦿 🗧 🗧 Health and Welfare	EMERGENCY CONTACT	ſS		ADD
eo Per: Benefits Summary	John Doe			
Vo Lea Dependent Covera				
mj Hea Life Events / Benef	Will Thompson 🚖 Other Relative			>
on Inco Enroll in Benefits				
ul Ret Using Your Benefits				
				Terms of Use University of Californ
Edit profile				
Log out				
				<b>a</b> 100%

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



🕒 Log out
UCPath Center
IEXT
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€ 100% ·

Step	Action
26.	Click in the <b>Contact Name</b> field.
27.	Enter the desired information into the <b>Contact Name</b> field. For this example, enter <b>Lily Doe</b> .
28.	Click the button to the right of the <b>Relationship to Employee</b> field.
29.	Click the <b>Spouse</b> list item.
30.	Click the <b>Set as my primary contact</b> 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.



John Doe	Contact Name *	Lily Doe	
Primary Title: SVP CCAO	Relationship to Employee *	Spouse 🗸	
Employee ID: 10000007	Primary Contact	Set as my primary contact	
Service Date: 06/09/2014	Address		
Das 🤄 E < Health and Welfare			
Peo Per: Benefits Summary	My Addresses	Use Employee Address	
Wo Lea Dependent Covera	Address Type	Home	
Emp Hea Life Events / Benef	Country	United States	
For Inco Enroll in Benefits	Address	123 Main Street Oakland, CA 94610	
Qui Ret Using Your Benefits		Camano, CA 24010	
Hel	Phone		
	My Numbers	Use Employee Phone Number	
	Telephone	Extension	
Edit profile	Alternate Phone Numbers		
😥 Log out			- •
		<b>%</b> 1	.00% 👻

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

	n D		Address Type	Home	~
Primary Title: SVP CCAO Employee ID: 10000007 Service Date: 06/09/2014		D: 17	Country Address	United States 123 Main Street Oakland, CA 94610	
Das		Health and Welfare	Phone		
<sup>v</sup> eo		Benefits Summary Dependent Covera	My Numbers	Use Employee Phone Number	
Emp			Telephone	9254209999 x Extension	
Qui			Alternate Phone Numbers		
Hel				ADD NUMBER	
			SAVE	CANCEL	
2	Edit	profile			
Ð	Log	put		Terms of Use Universit	y of Californi

Step	Action	
36.	Click the <b>Save</b> button.	
	SAVE	



John [		OF GALIFORNIA UCPath				😝 Log out
Primary Ti SVP CCA Employee 1000000	ID:					Ask UCPath Center
Service Da 06/09/2	te: 2014	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das <	E < Health and Welfare	SAVE CONFIRMATION				
Peo Pe	Benefits Summary	The Save was successful.				
Wo Le	a Dependent Covera					
Emp He	ea Life Events / Benef	ок				
Fori In	C Enroll in Benefits					
Qui Re	Using Your Benefits					Terms of Use University of California
Hel						
🖉 Edit	profile					
🕒 Log						
						🔍 100% 👻

Step	Action
37.	Click the <b>OK</b> button.

ohn Doe	UNIVERSITY GALFORNIA Vest				😝 Log ou
imary Title: /P CCAO iployee ID: 1000007					Ask UCPath Center
rvice Date: 5/09/2014	CANCEL COUN	NTINUE LATER	SHOW PROGRESS	PREV	NEXT
as < E < Health and Welfare	EMERGENCY CONTA	ACTS			ADD
<ul> <li>Per: Benefits Summary</li> <li>Lea Dependent Covera</li> </ul>	John Doe				
Hea Life Events / Benef	Will Thompson Other Relative				>
n Inco Enroll in Benefits	Lily Doe 🔶 Spouse				>
e					
					Terms of Use University of Californ
Edit profile					
Log out					

Step	Action	
38.	The spouse is now the primary emerge	ncy contact.
	Click the <b>Next</b> button.	
	NEXT	



John Doe		😝 Log out
Primary Title: SVP CCAO (mployee ID: L0000007		Ask UCPath Center
iervice Date: D6/09/2014	CANCEL COUNTINUE LATER SHOW PROGRESS PREV	NEXT
Das 🗧 🗧 🗲 Health and Welfare	DIRECT DEPOSIT	ADD ACCOUNT
eo Per: Benefits Summary	John Doe	
/o Lea Dependent Covera	Review, add or update direct deposit information. You can add up to three direct deposit accounts. The total direct deposit must add to Routing Number through the look up prompt provided, please contact Payroll Services at 855/982-7284. None of your changes will save	
mj Hea Life Events / Benef	999 Checking	
on Inco Enroll in Benefits	Account: 99999999999 Routing: 121000358   Balance of Net Pay	
Qui Ret Using Your Benefits	I authorize the University of California to initiate credits and/or debits to my account. I acknowledge and confirm that the direct correct. Debits shall be initiated only to effect appropriate adjustments against a prior credit made for the same pay date. Debit to for University salary overpayments and to respond to mandatory court orders.	
tel	correct. Debits shall be initiated only to effect appropriate adjustments against a prior credit made for the same pay date. Debit to	ransactions are limited to reductions incorrect information and wish to to take effect, subject to banking and
	correct. Debits shall be initiated only to effect appropriate adjustments against a prior credit made for the same pay date. Debit t 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 update your account the same day. Any changes, additions or deletions to direct deposit information may take up to two pay periods payroil deadlines. If you are cancelling your direct deposit entirely, once the cancellation is deficient, all future payments will be made	ransactions are limited to reductions incorrect information and wish to to take effect, subject to banking and

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

ohn Doe	GALLORNIA UCPath			🕞 Log out
rimary Title: VP CCAO				
mployee ID: 0000007				Ask UCPath Center
ervice Date: 6/09/2014	CANCEL COUT	NTINUE LATER SHOW PROGRESS	PREV	NEXT
as < E < Health and Welfare	FEDERAL W-4 TAX IN	FORMATION		
eo Per: Benefits Summary	John Doe			
/o Lea Dependent Covera	University of California			
mj Hea Life Events / Benef	John Doe	Home Address		
on Inco Enroll in Benefits	SSN: 555-55-5555 Federal Worksheet	123 Main Street Oakland CA 94610		
ui Ret Using Your Benefits				
tel		partment can calculate the correct amount of tax to with vances claimed on this form. You may also specify that a ose to have more, or less, tax withheld.		
	Whether you are entitled to claim a certain num of this form to the IRS.	ber of allowances or exemption from withholding is sub	ject to review by the IRS. Your employe	r may be required to send a copy
Edit profile	Enter total number of Allowances you are o	laiming 3		
Log out	Enter Additional Amount, if any, you want v			

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



Step	Action
41.	Click the scroll bar.

John Doe		anytime your tax situation changes and you choose to have more, or less, tax withheld.		
rimary Title: SVP CCAO		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.		
Employee ID: 10000007 Service Date: 06/09/2014		Enter total number of Allowances you are claiming 3		
		Enter Additional Amount, if any, you want withheld from each paycheck IRS regulation requires a dollar amount and not percent.		
Das < E <	Health and Welfare			
Peo Per E	Benefits Summary	Indicate Tax Status SINGLE MARRIED		
No Lea [	Dependent Covera	Check here and select Single status if married but withholding at single rate. Note: if married, but legally separated; or spoore is a nonresident alies, select Single' status.		
imj Hea <b>L</b>	ife Events / Benef			
on Inco E	nroll in Benefits	Check here if your last name differs from that shown on your social security card. You must cal 1-800-772-1213 for a new card.		
Qui Ret <b>l</b>	Jsing Your Benefits			
Hel		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.		
Ø Edit profi	le	Under the penalities 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		
Log out		bellef, it is true, correct, and complete.		

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

	Enter Additional Amount, it any, you want withheld
John Doe	from each paycheck IRS regulation requires a dollar amount and not percent.
Primary Title: SVP.CCAO Employee ID: 100000007 Service Date: 06/09/2014	Indicate Tax Status SINGLE MAARABLD Check here and select Single status if married but withholding at single rate. Note: If married, but legally separated, or spouse is a nonresident allen, select Single' status.
Das 🗧 🤇 Health and Welfare	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.
Peo Per Benefits Summary	
Wo Lea Dependent Covera	Claim Exemption
Emj Hea Life Events / Benef	I claim exemption from withholding for the year 2017 and I certify that I meet BOTH of the following conditions for exemption
For Inco Enroll in Benefits Out Ret Using Your Benefits	Least year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.     This year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.     This year I had a right to a refund ALL Federal income tax withheld because I expect to have NO tax liability.
Hel	Check this box if you meet both conditions to claim exempt status.
nei	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
Zedit profile	
Dog out	Terms of Use University of California

Step	Action
44.	Click the <b>Submit</b> button.



Joh	in Do	pe	GALIFORNIA UCPath	ı			😝 Log out
SVP Emple	oyee ID: 00007						Ask UCPath Center
	ce Date: )9/201		CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das	< 1	< Health and Welfare	SUBMIT CON	FIRMATION			
Peo	Per	Benefits Summary					
Wo	Lea	Dependent Covera	The Submit was successful However, due to timing, your	I. change may not be reflected on the ne	vt navcheck		
Emj	Hea	Life Events / Benef	There is a contract of the second sec	enange may not be reneeted on the ne	ne poyencole		
For	Inco	Enroll in Benefits			ок		
Qui	Ret	Using Your Benefits					
Hel							Terms of Use University of California
Ø	Edit pr	rofile					
€	Log ou	ıt					
							🔍 100% 🔻

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

John Doe	GALLGERMIA UCPath			😝 Log out	^
Primary Title: SVP CCAO Employee ID: 10000007				Ask UCPath Center	
Service Date: 06/09/2014	CANCEL COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT	
Das 🗧 🔍 Health and Welfare	FEDERAL W-4 TAX INFORM	ATION			
Peo Per: Benefits Summary	John Doe				
Wo Lea Dependent Covera	University of California				
Emp Hea Life Events / Benef		Home Address			
For Inco Enroll in Benefits		123 Main Street Oakland CA 94610			
Qui Ret Using Your Benefits					
Hel	W-4 Tax Data				
	Enter total number of Allowances you are claiming	3			
	Enter Additional Amount, if any, you want withheld from each paycheck				
	Inoil each paycheck	regulation requires a dollar amount and not percent.			
🧭 Edit profile	Indicate Tax Status	SINGLE MARRIED			
😥 Log out	Check here and select Single status if married but withholdi	ng at single rate.			~

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



John Do	oe		h			🕒 Log out
Primary Title SVP CCAC Employee ID: 10000007						Ask UCPath Center
Service Date: 06/09/201		CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das < I	< Health and Welfare	CA STATE W-	4 TAX INFORMA	TION		
Peo Per:	Benefits Summary	John Doe				
Wo Lea	Dependent Covera	University of Californi Social Security #: 555-555-5555				
Emj Hea	Life Events / Benef			ulate the correct amount of tax to withho		
For Inco	Enroll in Benefits		and the number of allowances claimed uation changes and you choose to hav	on this form. You may also specify that a e more, or less, tax withheld.	in additional dollar amount be w	ithheld. You can file a new CA
Qui Ret Hel	Using Your Benefits	Whether you are entitled to cla of this form to the IRS.	im a certain number of allowances or	exemption from withholding is subject to	review by the IRS. Your employ	er may be required to send a copy
		Copy Federal W-4				
		Check this box if you wo state.	uld like your marital status and allowa	nces claimed (including any additional al	lowances) on the federal Form W	V-4 used to populate your CA
🤌 Edit pr	rofile	CA State W-4 Tax	Data			
😥 Log ou	ut	Indicate Tax Status				
		SINGLE MARRIED	HEAD OF HOUSEHOLD			<b>100%</b>

Step	Action
47.	Use the <b>CA State W-4 Tax Information</b> 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.

ohn D	oe 👘	CA State W-4 Tax Data	
imary Title		Indicate Tax Status	
VP ĆCAC		SINGLE MARRIED HEAD OF HOUSEHOLD	
mployee ID 0000007		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.	
rvice Date 6/09/20		CA STATE WORKSHEET	
as < I	< Health and Welfare	Enter the total number of allowances being claimed:	
Peo Pen	Benefits Summary	Enter additional amount:	
Wo Lea	Dependent Covera	(per pay period)	
imj Hea	Life Events / Benef	Enter additional allowances: 1	
on Inco	Enroll in Benefits	(CA Form DE 4 line 2)	
Qui Ret	Using Your Benefits	I claim exemption from withholding for the year 2017 and I certify that I meet BOTH of the following conditions for exemption	
lel		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	
🤌 Edit p	rofile		
Log or	ut		
		%,100%	

Step	Action
49.	Click the <b>Married</b> 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 <b>Enter the total number of allowances being claimed</b> field. For this example, enter <b>2</b> .
52.	Click the <b>Submit</b> button.

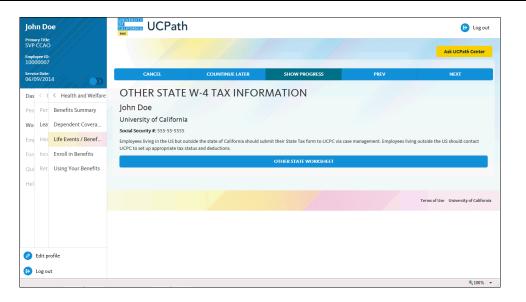
John Doe	OF CALIFORNIA UCPath				😝 Log out
Primary Title: SVP CCAO Employee ID: 10000007					Ask UCPath Center
Service Date: 06/09/2014	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das 🤄 E < Health and Welfare	SUBMIT CONFIRM	ATION			
Peo Per: Benefits Summary					
Wo Lea Dependent Covera	<ul> <li>The Submit was successful.</li> <li>However, due to timing, your change management</li> </ul>	ay not be reflected on the next	paycheck		
Emj Hea Life Events / Benef		,			
For Inco Enroll in Benefits			ок		
Qui Ret Using Your Benefits					
Hel					Terms of Use University of California
Edit profile					
Log out					
					🔍 100% 🔻

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

John Doe	CONVERSES UCPath	-
Primary Title: SVP CCAO Employee ID: 10000007	Ask UCPath Center	
Service Date: 06/09/2014	CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT	
Das 🗧 🗧 < Health and Welfare	CA STATE W-4 TAX INFORMATION	
Peo Per: Benefits Summary	John Doe	
Wo Lea Dependent Covera	University of California Social Security #:555-5555	
Emp Hea Life Events / Benef	social security #: 555-55-555	
For Ince Enroll in Benefits	Copy Federal W-4	
Qui Ret Using Your Benefits Hel	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	
	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.	
Ø Edit profile		
🚯 Log out	M GASHATE WORKSHEET	
	\$,100%	-



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



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

John Doe	GALICORNIA GALICORNIA Test	ו			😥 Log out
Primary Title: SVP CCAO Employee ID: 10000007					Ask UCPath Center
Service Date: 06/09/2014	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das < E < Health and Welfare Peo Per: Benefits Summary Wo Lea Dependent Covera	Now we're ready to prepare you eligibility for benefits, and deter	Tent r benefit options, based upon the Life E mine whether changes to your existing			
Emi Hei Life Events / Benef For Inco Enroll in Benefits	START MY ENROLLMENT				
Qui Ret Using Your Benefits Hel					Terms of Use University of California
<ul> <li>Edit profile</li> <li>Log out</li> </ul>					
					🔍 100% 👻



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

John D	oe		h			🕒 Log out	ıt	
Primary Title: SVP CCAO Employee ID: 10000007								
ervice Date 6/09/20		CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT		
Das < 1	< Health and Welfare	BENEFITS EN	ROLLMENT					
eo Per	Benefits Summary	John Doe	Doe					
Vo Lea	Dependent Covera		ment section. Congratulations! You and e either been directed to this page or n	I your family now have an opportunity t	o enroll in benefits based on one	e of the newly benefits eligible		
m Hea	Life Events / Benef		a PIE to enroll in benefits initially, OR	avigated here on your own because				
For Inco	Enroll in Benefits		at enables you to make enrollment char	ges, OR				
Qui Ret	Using Your Benefits	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.				ntly open to you for enrollment.		
Hel		90-day Waiting Period You may enroll yourself or	inity now because your other options ar eligible family members at any time in r premiums may need to be paid on an a	medical coverage only with a 90 consec	ıtive calendar day waiting perio	d; coverage is effective after the		
				vhen you can change your medical plan nges you make during OE are effective j		hortly before OE opens, UC will		
Edit p Log o				to, your UC benefits when family status er experience an involuntary loss of non		stic partnership, birth, adoption		

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

John Doe Primay Title: SVP CCAO Employee ID: 10000007 Service Date: 06/09/2014	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 yoursaff 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	
Das     < I        Heath and Welfare       Peo     Per:     Benefits Summary       Wo     Lea     Dependent Covera       Em     Her     Life Events / Benefit       For     Incc     Enroll in Benefits       Qui     Ret     Using Your Benefits       Hel	Open Exrollment (OE) is the time each year (typically in the Fall When you can change your medical plan and yign 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. <b>UF Event</b> A <i>life event</i> provides no apportunity 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. Hy ou don't see the <b>Select</b> 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). <b>Open Benefit Events</b> After you use the <b>Select</b> button, it will take a few seconds for your benefits enrollment information to load. <b>Marriage</b> Supe Case Supe Case Su	
<ul> <li>Edit profile</li> <li>Log out</li> </ul>	Terms of Use University of Colifornia # 1005.	



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

John Doe	OF CALIFORNIA UCPath					😥 Log out	t	
Primary Title: SVP CCAO								
Employee ID: 10000007					Ask	Ask UCPath Center		
Service Date: 06/09/2014	CANCEL COUNTINUE LATER SHOW PROGRESS PR			PREV	N	NEXT		
Das 🕤 E < Health and Welfare	MARRIAGE							
Peo Per: Benefits Summary	John Doe							
Wo Lea Dependent Covera	Marriage							
Emj Hea Life Events / Benef	Important: Your choice is summarized be	elow.						
For Inco Enroll in Benefits	If you are not satisfied with your choice, then select the Cancel Changes button and correct the selections.							
Qui Ret Using Your Benefits	If you are satisfied with your choice, then select the <b>OK</b> button to store your choices.							
Hel	Your enrollments are not finalized until y	you Submit all your choices from	the Enrollment Summary page.					
	Current Enrollment Sum	nmary						
	This table summarizes estimated costs pe your behalf.)	er pay period for your new bene	fit choices. (The Employer column displa	ys the amount UC contribut	es to the UC Retiren	nent Plan on		
	Election Summary							
	Summarized estimates for new Benefit Electi	ions	Before	Tax After Tax	Total	Employer		
Edit profile	Costs		249	.14 136.69	385.83	542.27		
<ul> <li>Log out</li> </ul>	Your Costs 249.14 136.69			385.83				
- cog out						<b>%</b> 100%		

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



ohn Doe	Costs		249.	14 136.69	385.83	542.27
	Your Costs		249.1	4 136.69	385.83	
imary Title: /P CCAO						
nployee ID: )0000007	Current Benefits Detai	ls				
rvice Date: 5/09/2014						
as 🔄 E < Health and Welfare	Medical	$\mathbf{O}$	Dental 🗸	Vision		$\mathbf{O}$
Per: Benefits Summary	Kaiser North:Self		Delta Dental PPO:Self	Vision Servi (VSP):Self	ce Plan	
D Lea Dependent Covera	129.14 Before Tax		0.00 Before Tax	0.00		
Hea Life Events / Benef				Before Tax		
Inco Enroll in Benefits						
Ret Using Your Benefits		_				
1	Legal Services		Behavioral Health	Life		
	Waive		Optum Behavioral Health-OPTKP:Self	Basic Life		
Edit profile						
Log out	Supplemental Life	0	Sr. Management Life	Pasia Dar	oendent Life	

Step	Action
60.	To change <b>Medical</b> coverage, click the <b>Edit</b> button.

John Doe	CALIFORNIA UCPath	۱			😝 Log out
Primary Title: SVP CCAO Employee ID: 10000007					Ask UCPath Center
Service Date: D6/09/2014	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das 🔨 I 🦿 Health and Welfare	MEDICAL				
Peo Per: Benefits Summary	John Doe				
Wo     Lea     Dependent Covera       Em     Het     Life Events / Benef       For     Inc     Enroll In Benefits       Qui     Ret     Using Your Benefits	Medical coverage is one of the n medical plans provide comprehe behavioral health services. The p hospitals and medical groups – Not sure which plan is best for y information. Or, for more in-dep Your enrollment on this page in Health Savings Account Complete your enrollment on th Select an Option		nt coverage II: Kälser North ye. You will continue with not make a choice.		
	Here are your available options	with your costs per pay period. (Your	cost = full benefit cost – UC contribution)		
<ul> <li>Edit profile</li> <li>Log out</li> </ul>	Core Plan	UCI	Health Savings Plan	UC Care Plan	
-					€ 100% -

Step	Action
61.	The <b>Medical</b> page appears.
	Click the scroll bar.



John Doe Primary Title: SVP CCAO				
		Core Plan	UC Health Savings Plan	UC Care Plan
Employee II 1000000		SELECT PLAN	SELECT PLAN	SELECT PLAN
Service Dat 06/09/20	014	Health Net Blue & Gold HMO	Kaiser North	Waive
Das <	E < Health and Welfare			
Peo Pe	Benefits Summary	SELECT PLAN	SELECTED PLAN	SELECT PLAN
Wo Lea	a Dependent Covera			
Emį He	Life Events / Benef	VIEW COST SUMMARY		
Fon Inc	Enroll in Benefits			
Qui Re	t Using Your Benefits	family members or to determine why a family member ha	s been determined to be ineligible. e reasonable efforts to obtain Social Security nu	m this list, use the <b>Add/Review Family Members</b> button to add new mbers for employees, spouses /domestic partners, and dependents . mber's name.
		Dependent		
🧷 Edit	profile	ADD/REVIEW FAMILY MEMBERS		
<ul> <li>Edit</li> <li>Log of</li> </ul>		ADD/REVIEW FAMILY MEMBERS		SAVE AND CONTINUE

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

Joh	n De	oe	CALIFORNIA UCPat	h			😥 Log out
SVP Emple	oyee ID:						Ask UCPath Center
	e Date )9/20		CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das	< 1	< Health and Welfare	ADD/REVIEW	DEPENDENT			
Peo	Per	Benefits Summary	John Doe				
Wo	Lea	Dependent Covera		eligible for Benefit Coverage. Select a n	ame to view or modify perso	nal information. To add a dependent or	beneficiary, select the 'Add a dependent
Emp	Hea	Life Events / Benef	or beneficiary' button.				
For	Inco	Enroll in Benefits	No Dependents on R	ecord			
Qui	Ret	Using Your Benefits	RE	TURN TO EVENT SELECTION		ADD A DEPEN	IDENT
Hel							
							Terms of Use University of California
0	Edit pi	rofile					
6	Log ou	ut					
							🔍 100% 👻

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



John D	oe	GALLFORNIA UCPath				🕒 Log out
Primary Titl SVP CCA Employee II 1000000	O );					Ask UCPath Center
Service Dat 06/09/20		CANCEL O	OUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das <	E < Health and Welfare	DEPENDENT PERS	ONAL INFO	RMATION		
Peo Per Woi Lea		Select Save once you have added your Depe	ndent personal informatio	n. This information will go into effect as	; of Oct 28, 2017.	
Emį He	Life Events / Benef	Personal Information				
Fori Inc	Enroll in Benefits	* First Name				
Qui Ret	Using Your Benefits	Middle Name				
		* Last Name				
		Name Prefix				٩
		Name Suffix				٩
o estas	profile	* Date of Birth				<b>#</b>
🖉 Edit (		* Gender	Male			~
- cog c						€,100% ▼

Step	Action
64.	The <b>Dependent Personal Information</b> page appears.
	Click in the First Name field.
65.	Enter the desired information into the <b>First Name</b> field. For this example, enter <b>Lily</b> .
66.	Click in the Last Name field.
67.	Enter the desired information into the <b>Last Name</b> field. For this example, enter <b>Doe</b> .
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 <b>Gender</b> field.
	~
71.	Click the <b>Female</b> list item.
72.	Click the scroll bar.



Jol	hn D	oe	* Last Name	Doe	1					
Prim SVE	ary Title	5								
Emp	lovee ID		Name Prefix	٩						
	000007 ice Date		Name Suffix	٩						
06/	09/20	14	* Date of Birth	04/02/1972						
Das	< 1	< Health and Welfare	* Gender	Female V						
Pec	Per	Benefits Summary								
Wo	Lea	Dependent Covera	SSN							
Em	Hea	Life Events / Benef	* Relationship to Employee	Select an Option 🗸						
For	Inco	Enroll in Benefits								
Qui	Ret	Using Your Benefits	Relationship	Relationship						
Hel			What Relationship do you have with	Select an Option 🗸						
			this dependent?							
			Address and Telephone							
0	Edit p	rofile	Same Add	Iress as Employee						
€	Log o	ut	Country	United States	~					
				هر 2001	* -					

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



John Doe Primay Title: SVP CCAC too000007 server lote: ofc/09/2014 Das < < Keath and Welfare	Relationship       What Relationship do you have with this dependent?	~
Peo Per Benefits Summary	Address and Telephone	
Wo Lea Dependent Covera	Same Address as Employee	
For Inc Enroll in Benefits Qui Ret Using Your Benefits	Country United States Address 123 Main Street Oakland, CA 94610	Ì
Hel	Same Phone as Employee	
	RETURN TO DEPENDENT SUMMARY SAVE	
Edit profile     Log out	₹100% <del>-</del>	~

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

John Doe	OI GALLEORNIA Teat				🕞 Log out
Primary Title: SVP CCAO					
Employee ID: 10000007					Ask UCPath Center
Service Date: 06/09/2014	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das 🔄 🔍 Health and Welfare	SAVE CONFIRMATION				
Peo Per: Benefits Summary	The Save was successful.				
Wo Lea Dependent Covera					
Emp Hea Life Events / Benef	ок				
For Inco Enroll in Benefits					
Qui Ret Using Your Benefits					Terms of Use University of California
Hel					
🧭 Edit profile					
😝 Log out					
					€ <b>100%</b> ▼



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

John Doe	UCPath				😝 Log out
Primary Title: SVP CCAO Employee ID: 10000007					Ask UCPath Center
Service Date: 06/09/2014	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das 🦿 E < Health and Welfare	ADD/REVIEW [	DEPENDENT			
Peo Per: Benefits Summary	John Doe				
Wo Lea Dependent Covera		gible for Benefit Coverage. Select a nam	e to view or modify personal infor	mation. To add a dependent or benefici	ary, select the 'Add a dependent
Emp Hea Life Events / Benef	or beneficiary' button.				
For Inco Enroll in Benefits	Lily Doe		Date of Birth:	04/02/1972	>
Qui Ret Using Your Benefits	Spouse (Opposite/Same Sex) N	A.	Dependent:	Yes	
Hel	RETU	RN TO EVENT SELECTION		ADD A DEPENDENT	
					Ferms of Use University of California
Edit profile					
Log out					
- coB out					€ 100% ×

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

John I	Doe	GAUFORNIA UCPath			Ð	Log out
Primary Ti SVP CCA Employee 1000000	AO 10: 07	CANCEL	COUNTINUE LATER	SHOW PROGRESS	Ask UCPath C	Center
Das < Peo Pe	E C Health and Welfare Benefits Summary	MEDICAL John Doe		SHOW PROGRESS	PREV NDA1	
Wo Le Emi Hi Fori In Qui Re Hel	Exercise Life Events / Benef	medical plans provide comprehensiv behavioral health services. The plan hospitals and medical groups — and Not sure which plan is best for you?	ve coverage, including doctor vis s also offer a broad choice of pro- plan designs to fit your needs. Watch the Overview and Comp plan comparisons, explore our in affect your choices for the folk	sits, hospital services, prescription drugs and widers — including UC medical center doctors, arison of Medical Plans video for general iteractive Medical Plan Chooser tool. owing type(s) of coverage:	Important! Your current coverage is: Kaiser N with Self-Only coverage. You will continue wit this coverage if you do not make a choice.	
<ul><li>Edit</li><li>Log</li></ul>	profile	Select an Option Here are your available options with Core Plan		ir cost - full benefit cost - UC contribution) Health Savings Plan	UC Care Plan	
					1	€ 100% -



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

John Doe Primary Title: SVP CCAO	Health Net Blue & Gold HMO	Kaiser North	Waive
Employee ID: 10000007	SELECT PLAN	SELECTED PLAN	SELECT PLAN
Service Date: 06/09/2014	VIEW COST SUMMARY		
	Enroll Your Family Members		
Peo Per: Benefits Summary Wo Lea Dependent Covera.	The following list displays all individuals you have named family members or to determine why a family member ha		this list, use the Add/Review Family Members button to add new
Emp Hea Life Events / Benef.	The affordable Care Act (ACA) requires employers to make	ke reasonable efforts to obtain Social Security nur	bers for employees, spouses /domestic partners, and dependents .
For Inco Enroll in Benefits	To enroll any of the listed individuals for coverage in this	plan, check the Enroll box next to the family mem	ber's name.
Qui Ret Using Your Benefits	Dependent		
Hel	Lily Doe - Spouse (Opposite/Same Sex) NA		
	ADD/REVIEW FAMILY MEMBERS		
	CANCEL CHANGES		SAVE AND CONTINUE
Ø Edit profile			
€ Log out			Terms of Use University of Califor
			R 100

Step	Action
84.	The newly entered dependent(s) appear in the <b>Dependent</b> list but are not yet enrolled in the plan. You must enroll the dependent(s). Click the <b>Spouse (Opposite/Same Sex) NA</b> option.
85.	Use the <b>Save and Continue</b> button to submit your changes or use the <b>Cancel</b> <b>Changes</b> button to exit this page without saving your changes. Click the <b>Save and Continue</b> button.



John Doe					🕒 Log out
Primary Title: SVP CCAO Employee ID: 10000007					Ask UCPath Center
Service Date: 06/09/2014	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Das 🦿 K Health and Welfare	MEDICAL				
Peo Per: Benefits Summary	John Doe				
Wo Lea Dependent Covera	Your Choice				
Emj Hea Life Events / Benef		th Self + Adult (NA) coverage. You an	also covering Self + Adult (NA).		
For Inco Enroll in Benefits					
Qui Ret Using Your Benefits	Your estimated cost pe \$271_42	r pay period			
Hel	Your Covered Depende	ents			
	Dependent Information	n			
	Name		Relationship		
	Lily Doe		Spouse (Opposite/Sa	me Sex) NA	
	Notes				
🖉 Edit profile	Once submitted, this choice will t	take effect on 10/28/2017. Deduction	is for this choice will start with the pay p	eriod beginning 10/28/2017.	
😝 Log out					

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

John Doe	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT	
Primary Title: SVP CCAO	MEDICAL					
Employee ID: 10000007	John Doe					
Service Date: 06/09/2014	Your Choice					
Das 🦿 🗧 < Health and Welfare	You have chosen Kaiser North w	ith Self + Adult (NA) coverage. You are	e also covering Self + Adult (NA).			
Peo Per: Benefits Summary	Your estimated cost pe	r pay period				
Wo Lea Dependent Covera	\$271.42					
Emp Hea Life Events / Benef	Your Covered Depende					
For Inco Enroll in Benefits	Dependent Informatio	n	Relationship			
Qui Ret Using Your Benefits	Lily Doe		Spouse (Opposite)	'Same Sex) NA		
Hel	Notes Once submitted, this choice will	take effect on 10/28/2017. Deduction	ns for this choice will start with the pa	y period beginning 10/28/2017.		
		ВАСК		SAVE CHANGES	:	
Edit profile						
B Log out					Terms of Use University of California	3

Step	Action
87.	Click the Save Changes button.



John	Doe						🕒 Log out	
Primary T SVP CC Employee 100000	AO ID:							
Service D 06/09/		CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	N	БХТ	
Das <	E < Health and Welfare	MARRIAGE						
Peo P	en Benefits Summary	John Doe						
Wo L	ea Dependent Covera	Marriage						
Emį H	Life Events / Benef	Important: Your choice is summari	Important: Your choice is summarized below.					
For I	Enroll in Benefits	If you are not satisfied with your c	noice, then select the Cancel Chang	es button and correct the selections.				
Qui R	et Using Your Benefits	If you are satisfied with your choic	e, then select the <b>OK</b> button to stor	e your choices.				
Hel		Your enrollments are not finalized	until you Submit all your choices fro	m the Enrollment Summary page.				
		Current Enrollment	Summary					
		This table summarizes estimated o your behalf.)	osts per pay period for your new ber	efit choices. (The Employer column disp	lays the amount UC contribu	tes to the UC Retirem	ient Plan on	
		Election Summary						
		Summarized estimates for new Benefi	t Elections	Befo	re Tax After Tax	Total	Employer	
🔗 Edi	t profile	Costs		3	91.42 136.69	528.11	1,063.87	
-		Your Costs		39	1.42 136.69	528.11		
🕒 Log	out							

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

John Doe	your behalf.) Election Summary							
Primary Title: SVP CCAO	Summarized estimates for new Benefit Ele	ctions		Before Tax	After Tax	Total	Employer	
Employee ID:	Costs			391.42	136.69	528.11	1,063.87	
10000007 Service Date:	Your Costs			391.42	136.69	528.11		
06/09/2014								
Dashboard	Current Benefits Detai	ls						
PeopleSoft Menu >								
Worklist	Medical		Dental	$\mathbf{O}$	Vision		$\overline{\mathbf{O}}$	
Employee Actions	Kaiser North:Self+Ad		Delta Dental PPO:Self		Vision Servi	ce Plan		
Forms Library	NA		0.00		(VSP):Self			
Quicklinks	271.42		Before Tax		0.00 Before Tax			
-	271.42 Before Tax				Before Tax			
Help / FAQ >								
				_				
	Legal Services	$\mathbf{O}$	<b>Behavioral Health</b>		Life			
	Waive		Optum Behavioral		Basic Life			
	waive		Health-					
Ø Edit profile			OPTKP:Self+Ad NA					
Dog out								

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



John Doe						🕒 Log out	
Primary Title: SVP CCAO						Ask UCPath Center	
Employee ID: 10000007							
Service Date: 06/09/2014		CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT	
Dashboard		DENTAL					
PeopleSoft Menu	>	John Doe					
Worklist				at's why UC provides dental coverage for you urgery, dentures, bridges and braces. UC pays			
Employee Actions	>	the full cost of coverage on your c	PPO with Self-Only of	Important! Your current coverage is: Delta Dental PPO with Self-Only coverage. You will continue			
Forms Library	>	HMO or PPO? Can't decide? Revie of the two plans, read the section		plan options. Or, for a more detailed comparison JC Delta Dental site.	with this coverage if	with this coverage if you do not make a choice.	
Quicklinks	>						
Help / FAQ	>	Select an Option					
		UC pays the cost of this benefit.					
		Delta Dental PPO	Del	taCare USA	Waive		
Ø Edit profile		SELECTED	PLAN	SELECT PLAN	SELI	ECT PLAN	
Log out		VIEW COST SUMMARY					

Step	Action
90.	The <b>Dental</b> page appears.
	Click the scroll bar.

John Doe Primary Title: SVP CCAO Employee ID:	Select an Option UC pays the cost of this benefit.		
10000007 Service Date: 06/09/2014	Delta Dental PPO	DeltaCare USA	Waive
Dashboard	SELECTED PLAN	SELECT PLAN	SELECT PLAN
PeopleSoft Menu >			
Worklist	VIEW COST SUMMARY		
Employee Actions	Enroll Your Family Members		
Forms Library	The following list displays all individuals you have named		issing from this list, use the Add/Review Family Members button to add new
Quicklinks >	family members or to determine why a family member ha	s been determined to be ineligible.	
Help / FAQ >	The affordable Care Act (ACA) requires employers to mak To enroll any of the listed individuals for coverage in this		curity numbers for employees, spouses /domestic partners, and dependents . amily member's name.
	Dependent		
	Lily Doe - Spouse (Opposite/Same Sex) NA		
	ADD/REVIEW FAMILY MEMBERS		
Edit profile			
😥 Log out	CANCEL CHANGES		SAVE AND CONTINUE
			€,100%

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



John Doe		🕒 Log out
Primary Title: SVP CCAO		Ask UCPath Center
Employee ID: 10000007		Ask OCPath Center
Service Date: 06/09/2014	CANCEL COUNTINUE LATER SHOW PROGRESS PREV	NEXT
Dashboard	DENTAL	
PeopleSoft Menu	John Doe	
Worklist	Your Choice	
Employee Actions	You have chosen Delta Dental PPO with Self + Adult (NA) coverage. You are also covering Self + Adult (NA).	
Forms Library		
Quicklinks	Your estimated cost per pay period \$0.00	
Help / FAQ		
	Name Relationship	
	Lily Doe Spouse (Opposite/Same Sex) NA	
	Notes	
🖉 Edit profile	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.	
😥 Log out		~
		€,100% -

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

John Doe	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT	,
Primary Title: SVP CCAO	DENTAL					
Employee ID: 10000007	John Doe					
Service Date: 06/09/2014	Your Choice You have chosen Delta Dental	PPO with Self + Adult (NA) coverage. Y	ou are also covering Self + Adult (NA).			
PeopleSoft Menu > Worklist	Your estimated cost p \$0.00					
Employee Actions > Forms Library >	Your Covered Dependent Information		Relationship			
Quicklinks > Help / FAQ >	Lily Doe <b>Notes</b> Once submitted, this choice wi	il take effect on 10/28/2017. Deductio	Spouse (Opposite/S			
		BACK		SAVE CHANGES		
🧭 Edit profile						
😥 Log out					Terms of Use University of California	

Step	Action
94.	Click the Save Changes button.



Primary Title: SVP CCAO Employee 1D: 10000007 Service Date: 06/09/2014 Dashboard PeopleSoft Menu >>		COUNTINUE LATER	SHOW PROGRESS	PREV	Ask U NE	JCPath Center	
10000007 Service Date: 06/09/2014 Dashboard		COUNTINUE LATER	SHOW PROGRESS	PREV			
06/09/2014		COUNTINUE LATER	SHOW PROGRESS	PREV	NE	хт	1
Dashboard							
PeopleSoft Menu							
	John Doe						
Worklist	Marriage						
Employee Actions	Important: Your choice is summ	narized below.					
Forms Library	If you are not satisfied with you	r choice, then select the Cancel Change	s button and correct the selections.				
Quicklinks >	If you are satisfied with your ch	oice, then select the <b>OK</b> button to store	your choices.				
Help / FAQ	Your enrollments are not finaliz	ed until you Submit all your choices fro	n the Enrollment Summary page.				
	Current Enrollmen	t Summary					
	This table summarizes estimate your behalf.)	d costs per pay period for your new ben	efit choices. (The Employer column display	s the amount UC contribute	25 to the UC Retireme	ent Plan on	
	Election Summary						
	Summarized estimates for new Ber	nefit Elections	Before T	ax After Tax	Total	Employer	
Edit profile	Costs		391.	42 136.69	528.11	1,101.22	
	Your Costs		391.4	136.69	528.11		

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

John Doe	Costs	391.42	136.69	528.11	1,101.22
	Your Costs	391.42	136.69	528.11	
Primary Title: SVP CCAO					
Employee ID: 10000007	Current Benefits Details				
Service Date: 06/09/2014					_
06/09/2014	Medical 🕢	Dental 🕢	Vision		
PeopleSoft Menu >	Kaiser North:Self+Ad NA	Delta Dental PPO:Self+Ad NA	Vision Servic (VSP):Self	e Plan	
Worklist	New	New	0.00		
Employee Actions	271.42 Before Tax	0.00 Before Tax	Before Tax		
Forms Library >					
Quicklinks >					_
Help / FAQ >	Legal Services	Behavioral Health	Life		
	Waive	Optum Behavioral Health- OPTKP:Self+Ad NA New	Basic Life		
Edit profile					
😝 Log out	Supplemental Life	Sr. Management Life	Basic Dep	endent Life	₹,100% ×

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



John Doe		OF CALIFORNIA Test	ו			😝 Log out
Primary Title: SVP CCAO Employee ID: 10000007						Ask UCPath Center
Service Date: 06/09/2014		CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Dashboard		VISION				
PeopleSoft Menu	>	John Doe				
Worklist		UC pays the full cost of the visio	on benefit, providing you and your	family the care you need.		
Employee Actions	>	Have questions? We recomment information, look here.	d you read the vision plan overvier	w on UCnet. Or for more detailed plan	Service Plan (VSP)	rrent coverage is: Vision with Self-Only coverage. You his coverage if you do not
Forms Library	>				make a choice.	
Quicklinks	>					
Help / FAQ	>	Select an Option UC pays the cost of this benefit.				
		Vision Service Pla	an (VSP)	aive		
🖉 Edit profile		SELECTEI	D PLAN	SELECT PLAN		
😥 Log out						

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

John Doe		Vision Service Plan (VSP)	Waive	
Primary Title: SVP CCAO				
Employee ID: 10000007		SELECTED PLAN	SELECT PLAN	
Service Date: 06/09/2014	// >>	VIEW COST SUMMARY		
Dashboard PeopleSoft Menu	>			ist, use the <b>Add/Review Family Members</b> button to add new
Worklist Employee Actions Forms Library	>	family members or to determine why a family member has b The affordable Care Act (ACA) requires employers to make r To enroll any of the listed individuals for coverage in this pla	easonable efforts to obtain Social Security numbers f	
Quicklinks	3	Dependent		
Help / FAQ	>	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
98.	The newly entered dependent(s) appears in the <b>Dependent</b> list but are not yet enrolled in the plan. You must enroll the dependent(s) in the plan. Click the <b>Spouse (Opposite/Same Sex) NA</b> option.
99.	Click the Save and Continue button.



John Doe		CALIFORNIA UCPat	h			🕒 Log out
rimary Title: VP CCAO						
Employee ID: 10000007						Ask UCPath Center
Service Date: 06/09/2014	<b>// DD</b>	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Dashboard		VISION				
PeopleSoft Menu	>	John Doe				
Worklist		Your Choice				
Employee Actions	>		e Plan (VSP) with Self + Adult (NA) cove	rage. You are also covering Self + Adult	(NA).	
Forms Library	>					
Quicklinks	>	Your estimated cost p \$0.00	per pay period			
Help / FAQ	>	Your Covered Depend	dents			
		Dependent Informati	ion			
		Name		Relationship		
		Lily Doe		Spouse (Opposite/S	ame Sex) NA	
		Notes				
🖉 Edit profile		Once submitted, this choice w	rill take effect on 10/28/2017. Deductio	ns for this choice will start with the pay	period beginning 10/28/2017.	
😥 Log out						
						€ <b>100%</b> ·

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

John Doe	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT	
Primary Title: SVP CCAO	VISION					
Employee ID: 10000007	John Doe					
//////////////////////////////////////	Your Choice You have chosen Vision Service	Plan (VSP) with Self + Adult (NA) cove	rage. You are also covering Self + Adul	t (NA).		
Dashboard						
PeopleSoft Menu	Your estimated cost p	er pay period				
Worklist	\$0.00					
Employee Actions	Your Covered Depend					
Forms Library	> Dependent Information	on	Relationship			
Quicklinks	> Lily Doe		Spouse (Opposite/S	Same Sex) NA		
Help / FAQ	> Notes Once submitted, this choice wi	ll take effect on 10/28/2017. Deductio	ns for this choice will start with the pay	period beginning 10/28/2017.		
		BACK		SAVE CHANGES		
Edit profile						
cut prome						
😥 Log out					Terms of Use University of California	3

Step	Action
101.	Click the Save Changes button.



John Doe		OF CALIFORNIA UCPat	h				🕒 Log out
Primary Title: SVP CCAO		test					
Employee ID: 10000007						Ask	UCPath Center
Service Date: 06/09/2014	<b>%</b>	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	N	IEXT
Dashboard		MARRIAGE					
PeopleSoft Menu	>	John Doe					
Worklist		Marriage					
Employee Actions	>	Important: Your choice is sumr	marized below.				
Forms Library	>	If you are not satisfied with you	ur choice, then select the Cancel Chang	es button and correct the selections.			
Quicklinks	>	If you are satisfied with your ch	hoice, then select the <b>OK</b> button to stor	e your choices.			
Help / FAQ	>	Your enrollments are not finali	ized until you Submit all your choices fr	om the Enrollment Summary page.			
		Current Enrollmer	nt Summary				
		This table summarizes estimate your behalf.)	ed costs per pay period for your new be	nefit choices. (The Employer column dis	plays the amount UC cont	ributes to the UC Retirer	nent Plan on
		Election Summary					
		Summarized estimates for new Be	enefit Elections	Befo	re Tax After Ta	x Total	Employer
Edit profile		Costs			391.42 136.6	510.11	1,101.22
-		Your Costs		3	91.42 136.69	9 528.11	

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

John Doe Primary Ittle: SVP CC00 Ge/09/2014 Dashboard PeopleSoft Menu Worklist Employee Actions Forms Library Quicklinks Help / FAQ	> > > > >	Medical Kaiser North:Self+Ad Naw 271.42 Before Tax Legal Services Waive	0	Dental Delta Dental PPO:Self+Ad NA New 0.00 Before Tax Behavioral Health Optum Behavioral Health- OPTKP:Self+Ad NA New	Vision Vision Service Plan (VSP)Self+Ad NA New 0.00 Before Tax
Edit profile		Supplemental Life SUPLIFE 2X 30.45	$\odot$	Sr. Management Life	Basic Dependent Life 🕢 Waive
<ul> <li>Edit profile</li> <li>Log out</li> </ul>		30.45 After Tax			
					® 100% 👻

Step	Action
103.	Continue election and coverage updates for all other available benefit options.
	Notice the <b>Behavioral Health</b> plan has automatically updated the <b>Optum</b> <b>Behavioral Health</b> plan to coverage for self and adult. The <b>Edit</b> button is not available for this plan type.
	Click the scroll bar.



Important: Your enrollment will not be complete until you submit your choices. BACK SUBMIT	John Doe Primary TH2:- SVP CCAO Engloyme TL:- 100000007 Service bate:- 060/09/2014 Dashboard PeopleSoft Menu Worklist Employee Actions Forms Library Quicklinks Help / FAQ	>	Flex Spending - Health         Health FSA: \$800.00         120.00         Before Tax         UC Retirement Plan         Tier 1976-SSCoord         NCL         Select the Submit button to finalize your choices.	Flex Spending - Dependent Care Waive 0.00 Before Tax	Health Savings Account Waive 0.00 Before Tax
BACK SUBMIT			Important: Your enrollment will not be complete until you su	ibmit your choices.	
			BACK		SUBMIT
	😥 Log out				Terms of Use University of California

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

John Doe		🕒 Log out
Primary Title: SVP CCAO		
Employee ID: 10000007		Ask UCPath Center
Service Date: 06/09/2014	CANCEL COUNTINUE LATER SHOW PROGRESS PREV	NEXT
Dashboard	SUBMIT BENEFIT CHOICES	
PeopleSoft Menu >	John Doe	
Worklist	You have almost completed your enrollment. If you have no further changes, select the Submit button on this page to finalize your benefit choice	ces.
Employee Actions >	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 Enrol times as you'd like up until your enrollment deadline. However, once you select the <b>Submit</b> button your benefit choices will be processed.	Iment Summary as many
Forms Library >	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 ha	ive a qualified family status
Quicklinks >	change.	,
Help / FAQ >	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.	
Edit profile	Authorize Elections	Help
	By submitting your benefit choices you are authorizing the University of California to take deductions from your paycheck to pay for your benefit	fit costs. You are also
😥 Log out	suthorizing the Renefits Department to cend necessary nersonal information to your celected providers to initiate and support your coverage	
		۹ 100%

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



John Doe	SUBMIT BENEFIT CHOICES
Primary Title: SVP CCAO	John Doe You have almost completed your enrollment. If you have no further changes, select the <b>Submit</b> button on this page to finalize your benefit choices.
Employee ID: 10000007	You have aimst completely your enrollment. It you have no hurther changes, select the <b>Submit</b> Dutton on this page to innaize your benefit choices. Select the <b>Cancel</b> button if you are not ready to submit your choices and wish to return to the Enrollment Summary.
Service Date: 06/09/2014	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.
Dashboard	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.
PeopleSoft Menu	> Terms and Conditions
Worklist	I agree to the terms and conditions listed here.
Employee Actions	By checking this box I accept the above Terms and Conditions
Forms Library	> HIPAA Statement Confirmation
Quicklinks	> Z By selecting this checkbox, I am electing to receive an electronic HIPAA statement.
Help / FAQ	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	Help
🕒 Log out	Terms of Use University of

Step	Action
106.	Click the <b>By checking this box I accept the above Terms and Conditions</b> option.
	By checking this box I accept the above Terms and Conditions
107.	Click the <b>Submit</b> button.

John Doe		OF CALIFORNIA UCPath	1			😝 Log out
Primary Title: SVP CCAO Employee ID: 10000007						Ask UCPath Center
Service Date: 06/09/2014		CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Dashboard		ENROLLMENT	SUBMIT CONFI	RMATION		
PeopleSoft Menu	>	Once you select OK, your submis	ssion is FINAL. Any subsequent change:	s will require UCPath Center review an	d approval. If your elections are F ОК	INAL, click OK to proceed.
Worklist						
Employee Actions	>					
Forms Library	>					Terms of Use University of California
Quicklinks	>					
Help / FAQ	>					
Edit profile						
🕒 Log out						
						🔍 100% 👻

Step	Action
108.	The Enrollment Submit Confirmation page appears.
	Click the <b>OK</b> button.



John Doe		OF CALIFORNIA UCPath	1			😥 Log out
Primary Title: SVP CCAO		Test				
Employee ID: 10000007						Ask UCPath Center
Service Date: 06/09/2014		CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Dashboard		SUBMIT CONI	FIRMATION			
PeopleSoft Menu	>	John Doe				
Worklist		Your benefit choices have been s You will receive a final confirmat To return to the Benefits Enrollm	ion statement within 24 hours			
Employee Actions	>			ОК		
orms Library	>					
Quicklinks	>					
Help / FAQ	>					Terms of Use University of California
Edit profile						
😥 Log out						
						🔍 100% 🔻

Step	Action
109.	The <b>Submit Confirmation</b> page appears.
	Click the <b>OK</b> button.

Primary Title: SVP CCAO	Ask UCPath Center	
Employee ID: 10000007	ARK ULY3CH LENCE	
Service Date: 06/09/2014	CANCEL COUNTINUE LATER SHOW PROGRESS PREV NEXT	
Dashboard	BENEFITS ENROLLMENT	
PeopleSoft Menu >	John Doe	
Worklist	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	
Employee Actions	You are a new hire with a PIE to enroll in benefits initially, OR     You are newly eligible for benefits, OR	
Forms Library >	You have a life event that enables you to make enrollment changes, OR     The annual Open Enrollment period is now open	
Quicklinks >	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.	
Help / FAQ $\Rightarrow$	Take advantage of this opportunity now because your other options are limited to:	
	90-day Waiting Period You may enrol yoursif 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 Fail) 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.	
🖉 Edit profile	Life Event	
\varTheta Log out	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
110.	The <b>Benefits Enrollment</b> page appears again.
	Click the scroll bar.



John Doe	Click on Select to begin.
Primary Title: SVP CCAO	Take advantage of this opportunity now because your other options are limited to:
Employee ID:	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
10000007	90 days have elapsed. Your premiums may need to be paid on an after-tax basis.
Service Date: 06/09/2014	Open Enrollment
Dashboard	Open Enrollment (OE) is the time each year (typically in the Fail) 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
PeopleSoft Menu >	A <i>life event</i> 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.
Worklist	
Employee Actions	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).
Forms Library >	
Quicklinks >	Open Benefit Events
Help / FAQ >	After you use the Select button, it will take a few seconds for your benefits enrollment information to load.
	Marriage
	SVP CCAO (Submitted) 10/28/2017
Edit profile	
	Terms of Use University of California
😥 Log out	\$1005.

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

John Doe		า			😥 Log out
Primary Title: SVP CCAO Employee ID: 10000007					Ask UCPath Center
Service Date: 06/09/2014	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Dashboard	BENEFITS ENF	ROLLMENT			
PeopleSoft Menu >	John Doe				
Worklist Employee Actions > Forms Library >	scenarios listed below. You have • You are a new hire with a • You are newly eligible for	e either been directed to this page or i a PIE to enroll in benefits initially, OR r benefits, OR t enables you to make enrollment cha		o enroll in benefits based on one	of the newly benefits eligible
Quicklinks > Help / FAQ >	Click on Select to begin.	our benefit events below. Do you see f	he Select button next to an event? If so, re limited to:	that indicates the event is curre	tly open to you for enrollment.
	90-day Waiting Period You may enroll yourself or e		medical coverage only with a 90 consec	utive calendar day waiting perioc	; coverage is effective after the
			when you can change your medical plan anges you make during OE are effective j		ortly before OE opens, UC will
🖉 Edit profile	Life Event A <i>life event</i> provides an opp	portunity to enroll in, or make change	: to, your UC benefits when family status	s changes occur (marriage, dome	tic partnership, birth, adoption
😥 Log out			er experience an involuntary loss of non		the participantity on the adoption

Step	Action	
113.	Click the <b>Next</b> button.	
	NEXT	



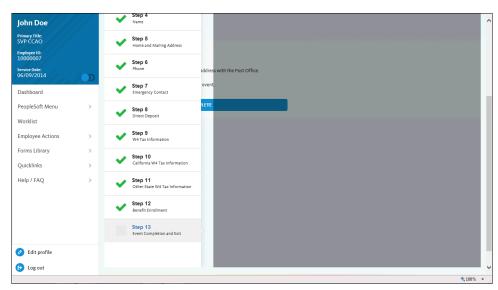
John Doe					🕒 Log out
trimary Title: SVP CCAO	test				
Employee ID: 10000007					Ask UCPath Center
Service Date: 06/09/2014	CANCEL	COUNTINUE LATER	SHOW PROGRESS	PREV	NEXT
Dashboard	Event Completi	on and Exit			
PeopleSoft Menu	You have completed your Marriage	ze			
Worklist		wing documentation if you are changir	ng your name:		
Employee Actions	> Drivers License				
Forms Library	> Social Security Passport				
Quicklinks	> Bank Accounts Credit Cards				
Help / FAQ	Voter Registration Card				
		to update address with the Post Office			
	Select the Complete pushbutton	to end this event.			
		COMPLETE			
Ø Edit profile					Terms of Use University of California
😥 Log out					

Step	Action	
114.	To review your progress, click the <b>Show Progress</b> button.	
	SHOW PROGRESS	

John Doe	OF CALIFO test	UCPath				🕒 Log out
Primary Title: SVP CCAO Employee ID: 10000007						Ask UCPath Center
Service Date:	<b>~</b>	Step 1 Welcome	DUNTINUE LATER	SHOW PROGRESS	PREV	NEXT X
06/09/2014 Dashboard		Step 2 Benefit Summary	nd Exit			
PeopleSoft Menu Worklist	>	Step 3 Dependent Coverage Summary				
	> <b>~</b>	Step 4 Name	mentation if you are char	iging your name:		
·	> >	Step 5 Home and Mailing Address				
Help / FAQ	> <b>~</b>	Step 6 Phone	address with the Post Off	ice.		
	~	Step 7 Emergency Contact	event.			
	~	Step 8 Direct Deposit	LETE			
🖉 Edit profile	~	Step 9 W4 Tax Information				
€ Log out		<u>.</u>				<b>€</b> 100% ▼

Step	Action
115.	Click the scroll bar.





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

John Doe		😥 Log out
rimary Title: VP CCAO		
Employee ID: 10000007		Ask UCPath Center
Service Date:	CANCEL COUNTINUE LATER SHOW PROGRESS PREV	NEXT
06/09/2014	Event Completion and Exit	
Dashboard	Congratulations!	
PeopleSoft Menu	>	
	You have completed your Marriage	
Worklist	You may need to update the following documentation if you are changing your name:	
Employee Actions	> Drivers License	
Forms Library	Social Security	
	Passport Bank Accounts	
Quicklinks	> Credit Cards	
Help / FAQ	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	
Ø Edit profile		
Dog out		
-		<b>8</b> ,100%

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



Step	Action
119.	You have submitted your changes for the marriage 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.