Hello,

You recently attempted to complete Open Enrollment elections for your dependent, XXXXXXXX.

In the past UC's third party administrator, UnifyHR, contacted you to complete the Family Member Eligibility Verification (FMEV) process for this dependent. As of today, UC records indicate that you have submitted incomplete documentation for this family member or have not responded to UnifyHR and as a result, the Open Enrollment elections for your dependent, XXXXXX, have been cancelled and the dependent will not be enrolled in University of California benefit plans.

HOW TO REINSTATE YOUR FAMILY MEMBERS HEALTH COVERAGE:

You may complete the verification process online at https://app.unifyhr.com or by sending copies of documents by secure fax or mail. Document requirements can be found on the UnifyHR site under "Resources".

For fastest processing upload documents online at https://app.unifyhr.com.

- **Login**: Click "Create an Account". Enter your first and last name, zip code, and your DOB.
- **Password**: Enter a valid email address and a temporary password will be emailed to you.

You can upload documents, view your audit status, obtain copies of correspondence with and from UnifyHR, and access helpful information.

You may also submit documents by:

- Secure Fax: 1-469-844-3240
- US Mail: UnifyHR, PO Box 143605, Irving, TX 75014

Once you submit correct documentation to UnifyHR for your dependent they will be reinstated into benefits. Reinstatements are effective the first of the following month.

If you have questions about the verification process, please contact UnifyHR at 1-844-718-3970 (toll-free) or 469-208-0929 (from outside the US). Representatives are available to assist you Monday through Friday from 6:00 AM to 6:00 PM PST. Translation services are available for Spanish and 200 other languages.

Should you have any other questions after you have contacted UnifyHR, please visit UCPath at ucpath.universityofcalifornia.edu and click on "Ask UCPath Center" to submit an inquiry.