

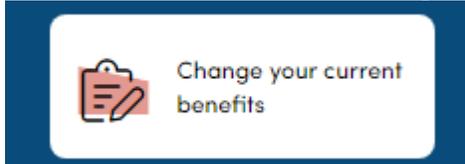
# THE UNIVERSITY OF ALABAMA®

## Benefit Enrollment Instructions for New Employees

1. Start at [mybama.ua.edu](http://mybama.ua.edu) and login with your **myBama** username and password.
  2. Select the Employee page and scroll down to the click **BENEFITFOCUS®** logo to begin.
  3. Click the green box labeled **New Hires Enroll Here** to begin.
  4. You will be taken to your secure **Benefitplace™** home page. Carefully and completely read the **'Welcome to Benefitfocus!'** message for important enrollment information.
  5. Below the **Welcome** message, click the blue **Get Started** button to begin enrollment.
  6. You may be prompted to review **Your Profile** to verify personal and contact information. If personal information is incorrect, contact the HR Service Center at **(205) 348-7732**.
  7. Next, you may be prompted to set your communication preferences to control how you receive system-generated messages from Benefitfocus.
  8. Before you enroll in benefits, you will be asked if you need to add any dependent(s).  
If you need to add dependent(s), click **Add Dependent** for each person you intend to add to coverage or designate as a beneficiary. You will be asked for **name, date of birth, social security number** and **relationship** for each dependent.  
**IMPORTANT:** You only have **30 days** from date of hire to add new dependent(s) to coverage(s) and provide required documentation. You can upload to the Document Center available under your Profile tab on the Benefitplace home page.
- If you do not need to add dependent(s), click the blue **Next** button.
9. You will be prompted to answer questions in **Guided Shopping**, a feature designed to help recommend the health plan  **BEST MATCH** for you. Click the blue **Save** button to continue. If you do not want to answer questions, select **Skip**.
  10. Under Current Benefits, you will start the enrollment process with **1. Choose your Medical coverage** by selecting the **Begin Enrollment** button or Decline Coverage.
  11. For each benefit, it is very important to answer the question **'Who do you want to cover on this plan?'** and click **each button** for all dependent(s) you want to cover.
  12. As you move through the enrollment process, you will be required to **Begin Enrollment** or **Decline Coverage** for all plans including medical, healthcare flexible spending account (FSA) or health savings account (HSA), dependent care FSA, dental, vision, voluntary life, short-term disability, voluntary AD&D, and identity protection.
  13. Enrollment in free, University sponsored benefits is automatic, but you will be required to designate a beneficiary(es). University sponsored benefits cannot be declined.
  14. Once all benefits have been reviewed, click the green **Complete Enrollment** button at the bottom. You will receive a **'Congratulations!'** message on screen and confirmation email. You are encouraged to download and save your Benefits Summary Report.
  15. There is an optional feedback survey, but you can click **Skip Survey** to continue.

## Instructions for Current Employees to Change Benefits

1. Start at [mybama.ua.edu](http://mybama.ua.edu) and login with your **myBama** username and password.
2. Select the Employee page and scroll down to the click **BENEFITFOCUS** logo to begin.
3. Click the blue box labeled **Change/Edit Current Benefits** to begin.
4. You will be taken to your secure **Benefitplace** home page.
5. Select the menu icon for **Change Your Current Benefits**.



6. If this change is not related to a Life Event<sup>1</sup>, then you will only be able to edit certain benefits during the year like health savings account (HSA), voluntary life, short-term disability, and identity protection. All other benefits are locked in the calendar year.
7. If this change is related to a **qualifying Life Event**<sup>1</sup>, you will be required to report a New Life Event, select a reason for change and enter the date of the life event. You will be able to review a list of benefits that can be changed because of the specific life event experienced. Select the blue **Next** button to continue.
8. Depending on the change reason you selected, you may be prompted to add or remove dependents, as necessary. Select the blue **Next** button to continue.
9. You will be able to make changes to each available benefit. Locate the benefit you would like to change and click the button to **Edit Coverage** to begin. **A blue notification bar describes the type of documentation required to change each benefit.** Select the blue **Next** button to return to the previous screen.
10. Repeat this **Edit Coverage** step for each benefit you would like to change.

**IMPORTANT:** You only have **30 days** from the date of your life event<sup>1</sup> to add or remove dependent(s) coverage(s) and provide required documentation. You can upload to the Document Center available under your Profile tab on the Benefitplace home page.

11. Once you have completed making changes to your benefits, click the green **Save Changes** button at the bottom of the screen to continue.
12. You will receive a '**Success!**' confirmation message on screen and a confirmation email will be sent to your @ua.edu email address. **For Life Events<sup>1</sup>, a yellow notification bar includes a reminder to upload appropriate documentation to the Document Center.**

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<sup>1</sup> A list of life events, acceptable documentation and dependent eligibility information can be found at: [Benefits Eligibility – Human Resources | The University of Alabama \(ua.edu\)](https://hr.ua.edu/benefits/benefits-eligibility) or <https://hr.ua.edu/benefits/benefits-eligibility>