This guide outlines how to download and setup the Benefitplace app on your mobile device. The app can be used to enroll in benefits, make qualified life event changes, and update dependent or beneficiary information. The app also provides access to an extensive library of educational videos. Please visit https://hr.ua.edu/benefits for more detailed benefits-related information to help you make enrollment decisions.

**STEP 1**
Search and install the Benefitplace™ mobile app from **Google Play** or the **Apple Store**.

**STEP 2**
Open the app, scroll to review Terms of Use, click **Accept** (Button turns green once the information is scrolled through).

**STEP 3**
Enter **Company ID: UA-Benefitfocus**, click next.

**STEP 4**
Select the single sign on (SSO) button to navigate through UA’s secure login portal with Duo two-factor authentication. You will login using your myBama username and password — the same as you use on your work computer!

**STEP 5**
Review dashboard, scroll to see all options.
On the **Home** screen and using the Quick Looks menu, you can:

- Review your benefits or, update benefits by reporting a qualifying life event (QLE),
- View a Benefit summary to confirm elections,
- Manage your beneficiaries for life insurance,
- Modify your Health Savings Account (HSA) contribution if enrolled, and
- Upload and manage any required documents as requested by the Benefits Office.

The **Benefits** screen shows enrollment, plan coverage details and an option for you to upload and store ID cards.

The **Account** screen provides access to documents, app settings, personal contact information, dependents and more.

Contact the HR Service Center at (205) 348-7732 or email hr@ua.edu for additional assistance.