

Important IRS Requirements

Single sign-on access to Benefitfocus is now available in myBama. Login and navigate to the Employee page to view the Benefits Enrollment notification and click the blue Benefitfocus icon.

The screenshot shows the myBama website dashboard with a red header and a navigation sidebar. The main content area features several service tiles:

- Administrative Systems**
 - Everest - K2 Workflow
 - myEverest
 - Workspace
 - Talisma - CCS non-credit
 - Reporting
- Banner Access Forms**
 - Banner Finance Security Access Request Form
 - Banner Human Resources Access Request Form
 - Banner Student Security Access Request Form
- Banner Recertification**
 - Banner 9 recertification application
- Truth In Salary Statement**
 - View Your 2021 Statement
- Benefits Enrollment**
 - Healthcare Benefits
- Absence Tracker**
 - AbsenceSoft
- Voluntary Retirement Savings Plans**
- Equifax Electronic I-9**
 - Equifax electronic I-9
 - I-9 user guide
- Campus Mail Services**
 - ESS BY GUADIENT
 - If you have problems or need assistance, please feel free to e-mail us at campusmailservice@ua.edu or call 205-348-7806.

1. Once logged into the Benefitfocus landing page, click the blue box titled “Edit Current Coverage” or “Open Enrollment”.
2. Once on the Benefitplace homepage, hover over the Profile tab on the top right-hand menu and click the “Your Dependents” link. You should see a list of all dependents covered on your insurance plan(s).
3. For each dependent, click “Edit” under Actions. Verify that all the information for your dependent is correct.
4. To enter the SSN for your dependent, enter the SSN in the available box, taking care to enter it correctly. Scroll to the bottom of the screen, click “Save”, and then “Next” to continue the process for all of your dependents or return to the home screen.