

UA-BenefitFocus is now available via single sign-on in myBama. Login and navigate to the Employee Services tab to view the Benefits Enrollment notification and select the Benefit Focus icon.

The screenshot shows the myBama Employee portal. At the top left is the myBama logo and 'Employee' text. At the top right are 'More...' and 'Sign Out' links. The main content area is divided into several sections:

- Banner Self Service:** A list of links including My Banner Links, Class Schedule, Exam Schedules, Course Catalog, Transfer Credit, Order Textbooks Online, Letter of Transiency, Personal Information, Student Services, Employee Services, and Finance.
- Update Directory Information:** A box with the text 'Update Your Directory Contact Information' and the UA 'A' logo. Below it, it lists 'Public Directory • Emergency Contact(s)' and 'Personal Contact Information • UA Alerts'.
- Time and Attendance:** A box with the UA-eTime logo.
- Administrative Systems:** A section for Enterprise Systems with links to Banner 9 Administrative Pages, Banner Production System (INB - PROD), and Banner Test Links.
- Benefits Enrollment:** A large box with the UA-BENEFITFOCUS logo. Below it, it lists 'Benefits Enrollment' and 'Health Benefits', and includes the text '2018 - 2019 Open Enrollment: November 1 - 15, 2018'.
- Procurement Services:** Two boxes for buyBAMA and Concur. The buyBAMA box includes 'Request/Update Access User Information' and the email 'buybama@fa.ua.edu'. The Concur box includes 'Concur Training Request User Access User Information' and the email 'concur@fa.ua.edu'.

1. Once logged into the portal, click the green box titled **“Review or Change Your Benefits”**.
2. Once on the home screen of your benefits page, scroll down and click on the **“Dependents”** Icon. You should see a list of all dependents on your insurance plans.
3. For each dependent, click **“actions”**, then **“edit”**. Verify that all the information for your dependent is correct.
4. To enter the SSN for your dependent, click **“Show and Edit”** and enter the SSN, 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