

Use this task to enroll in benefits in UCPath.

Dashboard Navigation:

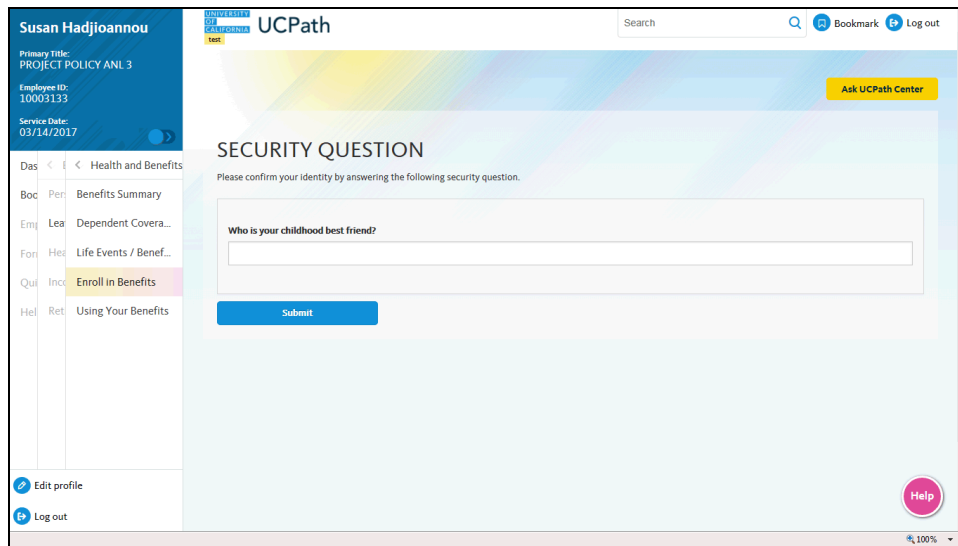
Health and Welfare > **Enroll in Benefits**

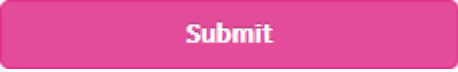
or

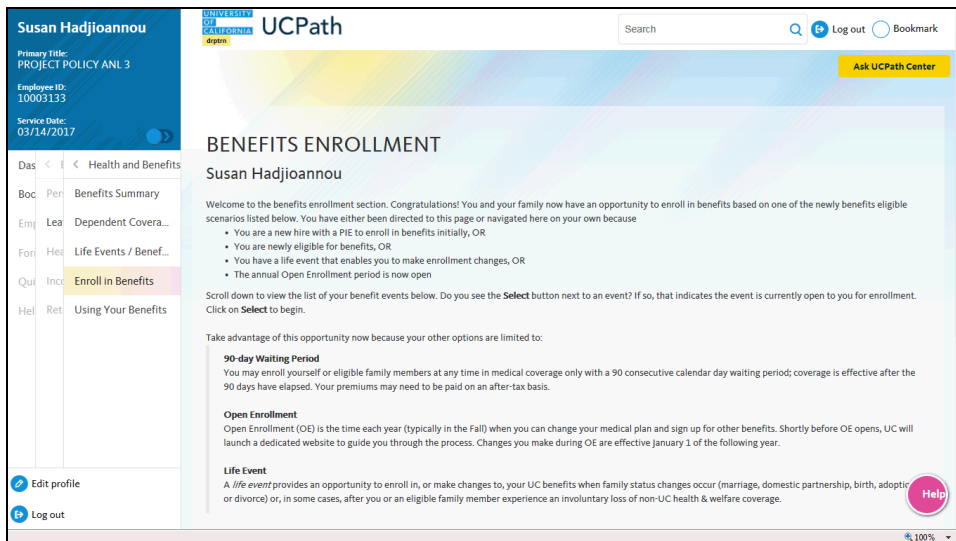
Menu Navigation:

Employee Actions > Health and Welfare > **Enroll in Benefits**

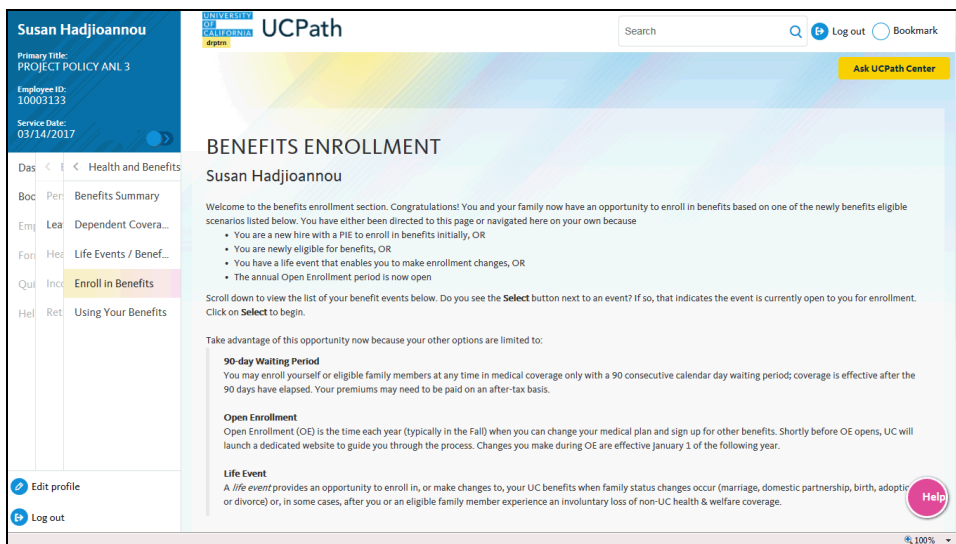
Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



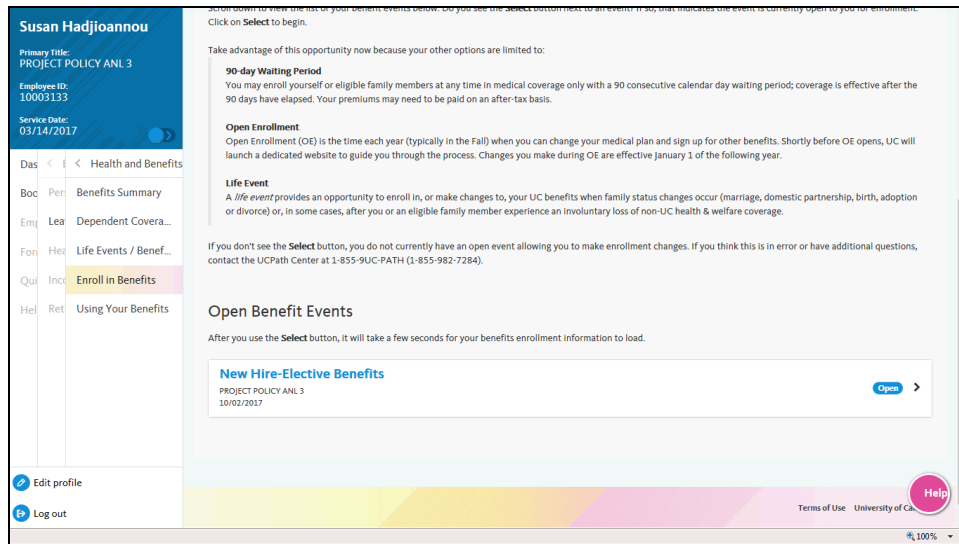
Step	Action
1.	<p>Before you enroll in benefits, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the Security Question field.</p> <p>For this example click in the Who is your childhood best friend? field.</p>
2.	<p>Enter the desired information into the Security Question field.</p> <p>For this example, enter Molly.</p>
3.	<p>Your answer appears as a series of dots.</p> <p>Click the Submit button.</p> 




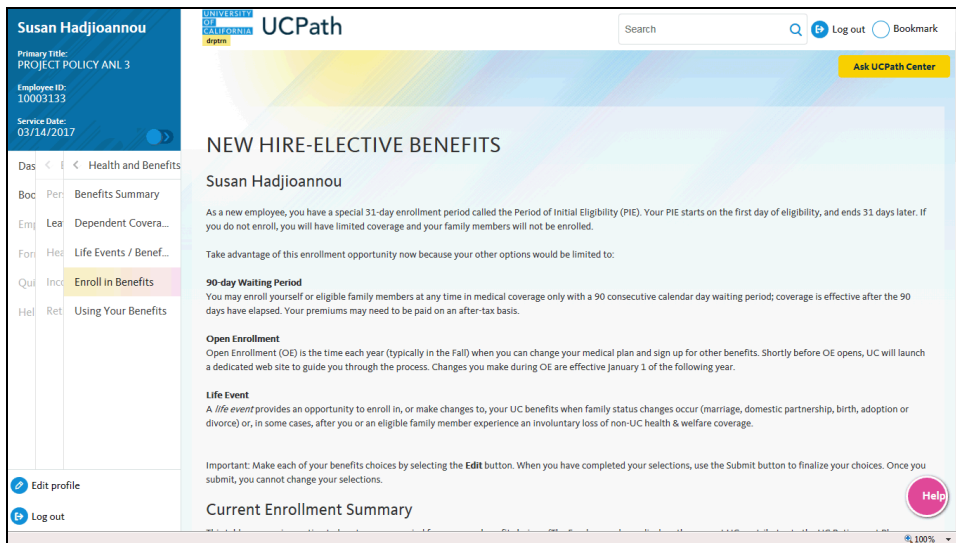
Step	Action
4.	<p>If you answer the question correctly, UCPath displays the Benefits Enrollment page, and you can enroll in benefits.</p> <p>If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the Security Questions Setup page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.</p>



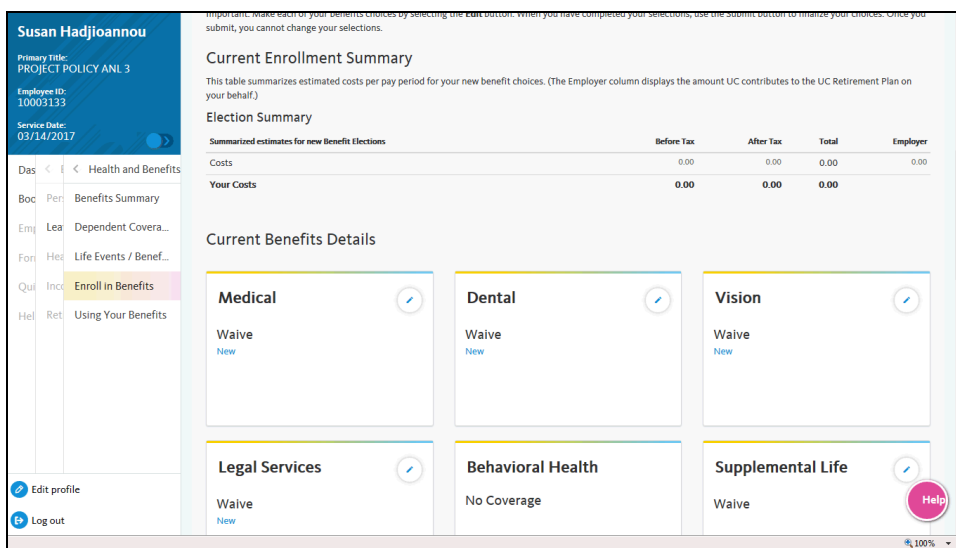
Step	Action
5.	<p>In this scenario, you will enroll yourself and your dependents in benefits eligible to a new hire.</p> <p>Review the Benefits Enrollment page before you begin the enrollment task.</p> <p>You elect your benefits when you are first eligible for benefits during the hire process, if you become newly eligible due to a job change and annually during the open enrollment process.</p>
6.	Click the scroll bar.



Step	Action
7.	<p>The Open Benefit Events section displays events for which you are eligible, such as the New Hire-Elective Benefits event that is Open in this example.</p> <p>Click the Open button.</p> <p></p>

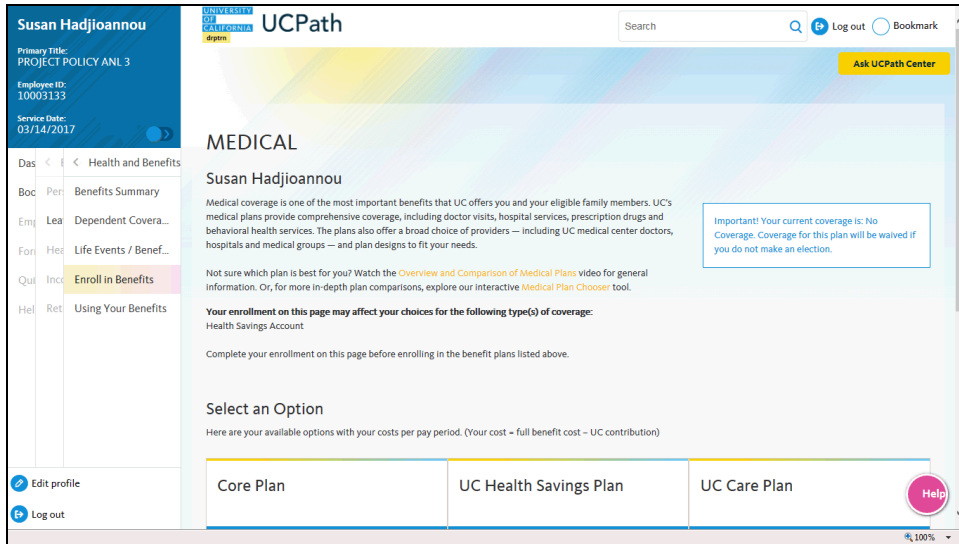


Step	Action
8.	<p>The New Hire-Elective Benefits page appears. You must complete your benefit elections within 31 days of eligibility.</p> <p>Click the scroll bar.</p>

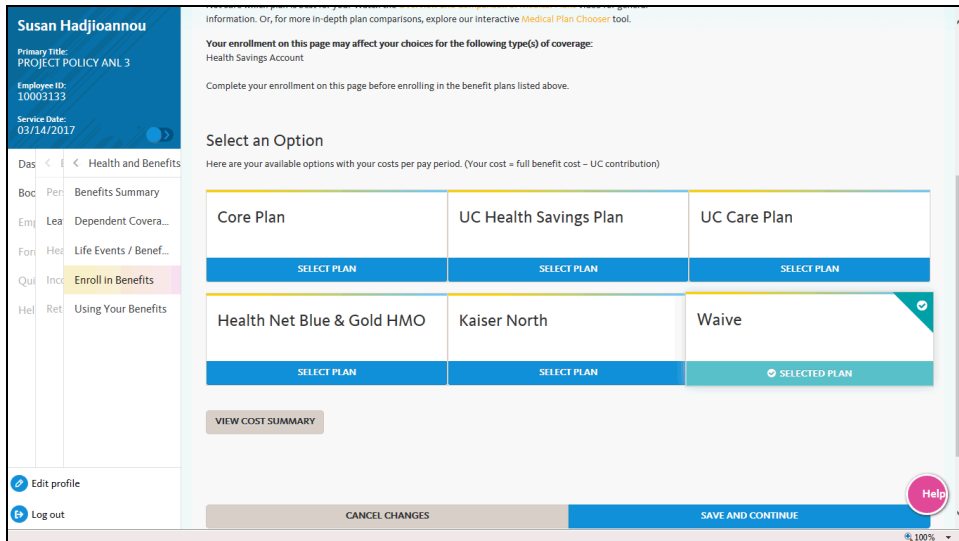



Step	Action
9.	<p>The Current Enrollment Summary section displays your current elections for all eligible plan types. At new hire, most elections default to Waive.</p> <p>Click the Edit button for each benefit plan to make your benefit choices. As you make selections, the Before Tax and After Tax columns at the top of the page display your costs associated with the election for that plan.</p>

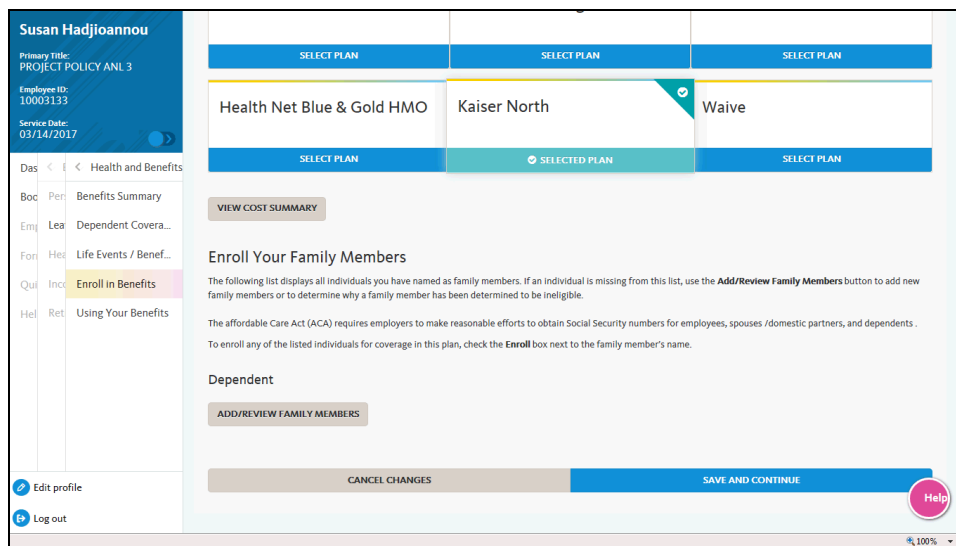
Step	Action
10.	To add Medical coverage, click the Edit button.




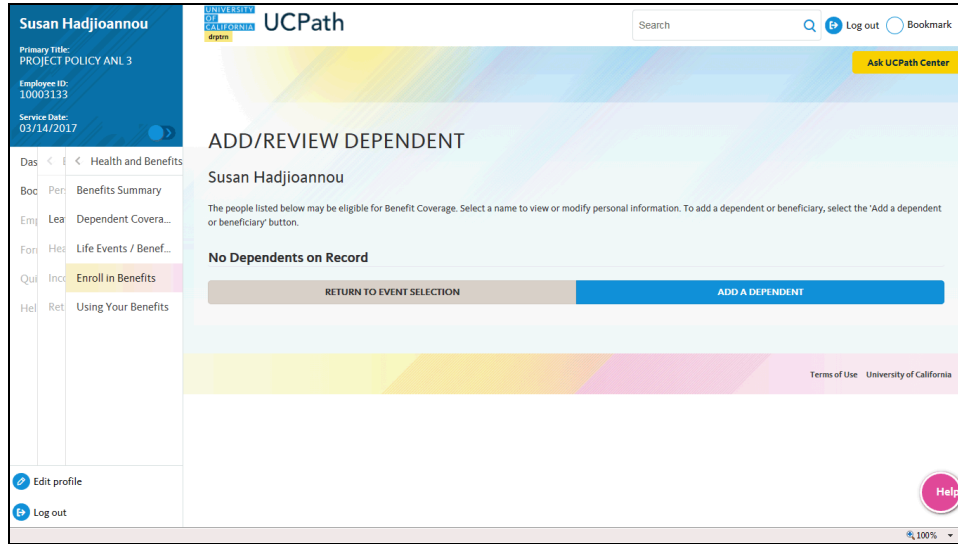
Step	Action
11.	If you need information about the medical plans before you make your selection, click the links to watch the Overview and Comparison of Medical Plans video or to use the interactive Medical Plan Chooser tool.
12.	Click the scroll bar.



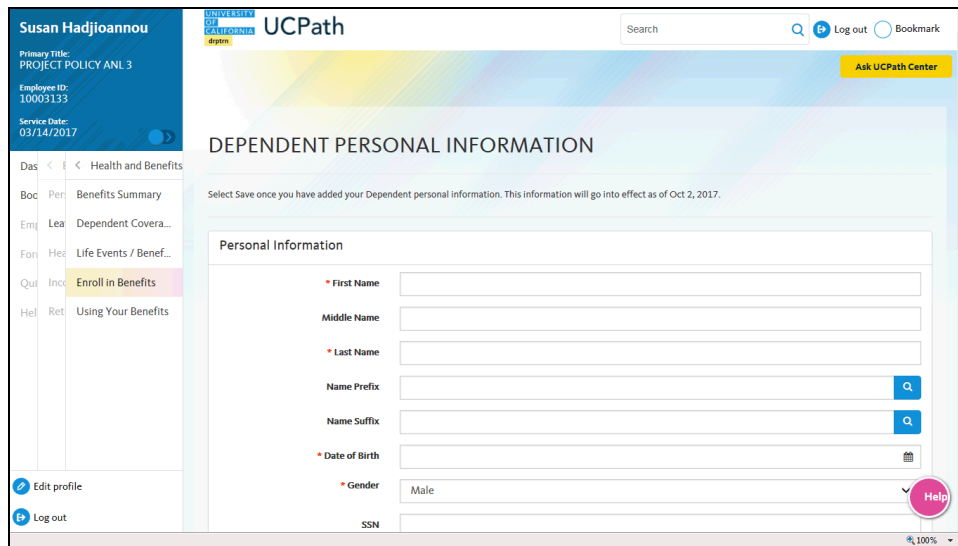
Step	Action
13.	<p>In the Select an Option section, choose your medical plan or waive coverage.</p> <p>For this example click the Select Plan button for the Kaiser North option.</p> 
14.	Click the scroll bar.



Step	Action
15.	Use the Enroll Your Family Members section to cover dependents with the selected plan.
16.	<p>Dependents you already entered in UCPath appear in the Dependent list. In this example, no dependents appear. You can add or modify dependents during the enrollment process.</p> <p>Click the Add/Review Family Members button.</p> 





Step	Action
17.	In this example, add your spouse and child. Click the Add a Dependent button.



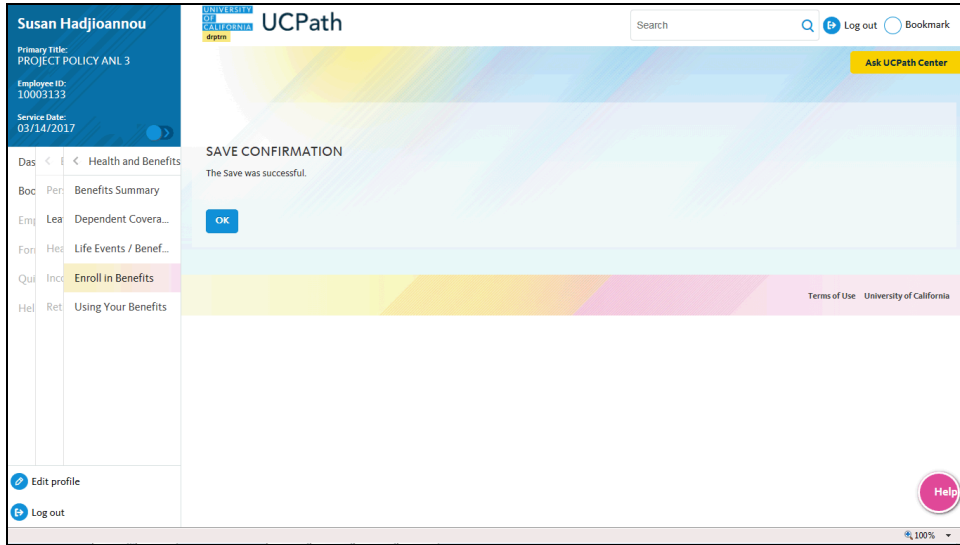
Step	Action
18.	Use the Dependent Personal Information page to enter key information for your dependent. Click in the First Name field.
19.	Enter the desired information into the First Name field. For this example, enter Rafa .
20.	Click in the Last Name field.

Step	Action
21.	Enter the desired information into the Last Name field. For this example, enter Hadjoannou .
22.	Click in the Date of Birth field.
23.	Use the calendar to enter the dependent's date of birth. For this example, the date will be entered for you.
24.	The Gender field defaults to Male . Update the gender, if necessary.
25.	Click the scroll bar.

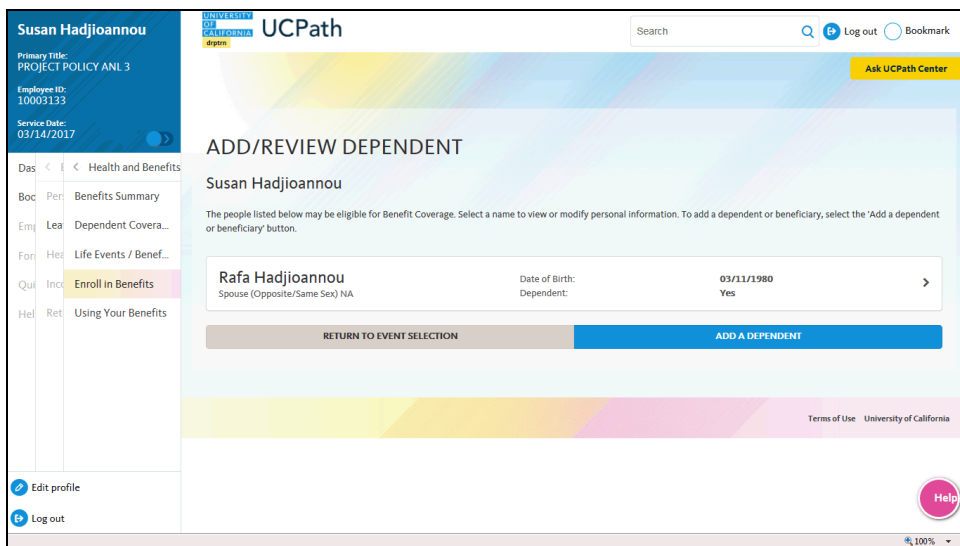
Step	Action
26.	While the SSN filed is not required, you should enter the dependent's Social Security number, if known. Click in the SSN field.
27.	Enter the Social Security number in the SSN field with dashes between the digits. For this example, enter 123-13-3121 .
28.	Click the button to the right of the What Relationship do you have with this dependent? field. 
29.	Choose the dependent's relationship to you. For this example, click the Spouse list item.
30.	Click the scroll bar.

Step	Action
31.	The address for the dependent defaults to your address. Deselect the Same Address as Employee check box if you need to enter a different address for the dependent. For this example, do not change the address.
32.	Click in the Phone field. 
33.	Enter the desired information into the Phone field. For this example, enter 5125559144 .

Step	Action
34.	Click the Save button.



Step	Action
35.	A confirmation message appears. Click the OK button.



Step	Action
36.	Your spouse appears in the list. Now add a child as another dependent. Click the Add a Dependent button.

The screenshot shows the UCPath interface for 'DEPENDENT PERSONAL INFORMATION'. The user is Susan Hadjoannou, with Primary Title 'PROJECT POLICY ANL 3', Employee ID '10003133', and Service Date '03/14/2017'. The form title is 'DEPENDENT PERSONAL INFORMATION' and includes a note: 'Select Save once you have added your Dependent personal Information. This information will go into effect as of Oct 2, 2017.' The form fields are: First Name, Middle Name, Last Name, Name Prefix, Name Suffix, Date of Birth (with a calendar icon), Gender (set to Male), and SSN. A 'Help' button is visible in the bottom right corner of the form area. The left sidebar shows the 'Enroll in Benefits' menu item highlighted.

Step	Action
37.	Click in the First Name field.
38.	Enter the desired information into the First Name field. For this example, enter Cada .
39.	Click in the Last Name field.
40.	Enter the desired information into the Last Name field. For this example, enter Hadjoannou .
41.	Click in the Date of Birth field.
42.	Use the calendar to enter the dependent's date of birth. In this example, the date will be entered for you.
43.	Update the gender, if necessary. For this example, accept the default.
44.	Click the scroll bar.

Susan Hadjioannou
Primary Title: PROJECT POLICY ANL 3
Employee ID: 10003133
Service Date: 03/14/2017

Das < < < Health and Benefits
Boc Peri Benefits Summary
Emj Lea Dependent Covera...
Fori Hes Life Events / Benef...
Qui Inco **Enroll in Benefits**
Hel Ret Using Your Benefits


• First Name Cada
Middle Name
• Last Name Hadjioannou
Name Prefix
Name Suffix
• Date of Birth 01/12/2002
• Gender Male
SSN
• Relationship to Employee Select an Option

Relationship
What Relationship do you have with this dependent? Select an Option

Address and Telephone

Edit profile
Log out

Help

Step	Action
45.	Click in the SSN field.
46.	Enter the desired information into the SSN field. For this example, enter 137-97-3197 .
47.	Click the button to the right of the What Relationship do you have with this dependent? field. 
48.	Select the dependent's relationship to you. For this example, click the Child (Biological or Adopted) list item. <u>Child (Biological or Adopted)</u>

Susan Hadjioannou
Primary Title: PROJECT POLICY ANL 3
Employee ID: 10003133
Service Date: 03/14/2017

Das < < < Health and Benefits
Boc Peri Benefits Summary
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What Relationship do you have with this dependent? Select an Option

Address and Telephone


Same Address as Employee
Country United States
Address 300 Lakeside Dr
Dummy 100
Oakland, CA 94612

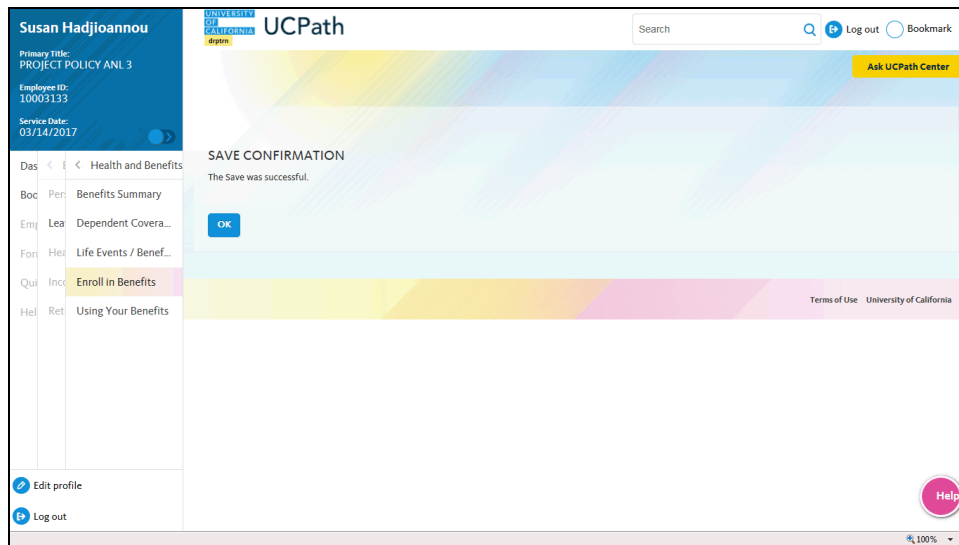
Same Phone as Employee
Phone


RETURN TO DEPENDENT SUMMARY SAVE

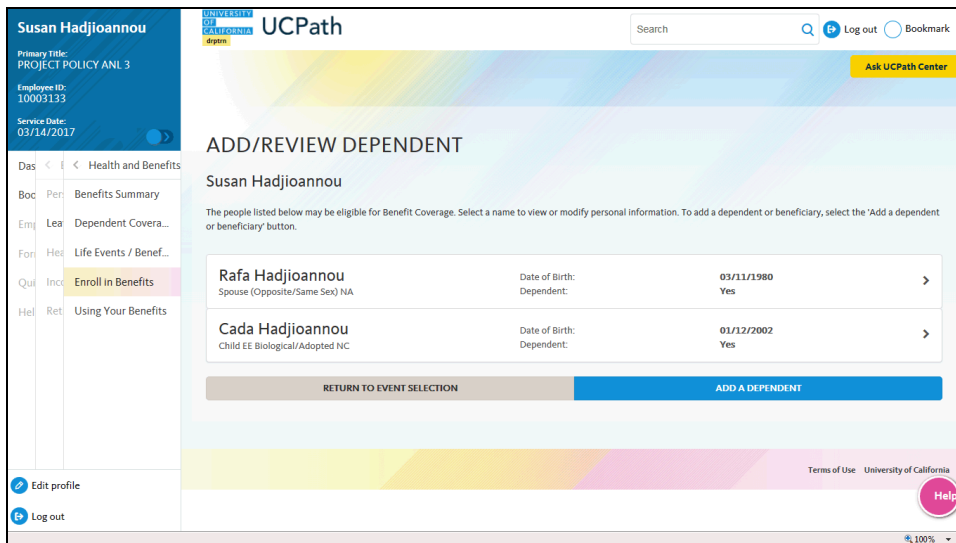
Edit profile
Log out

Terms of Use University of California Help

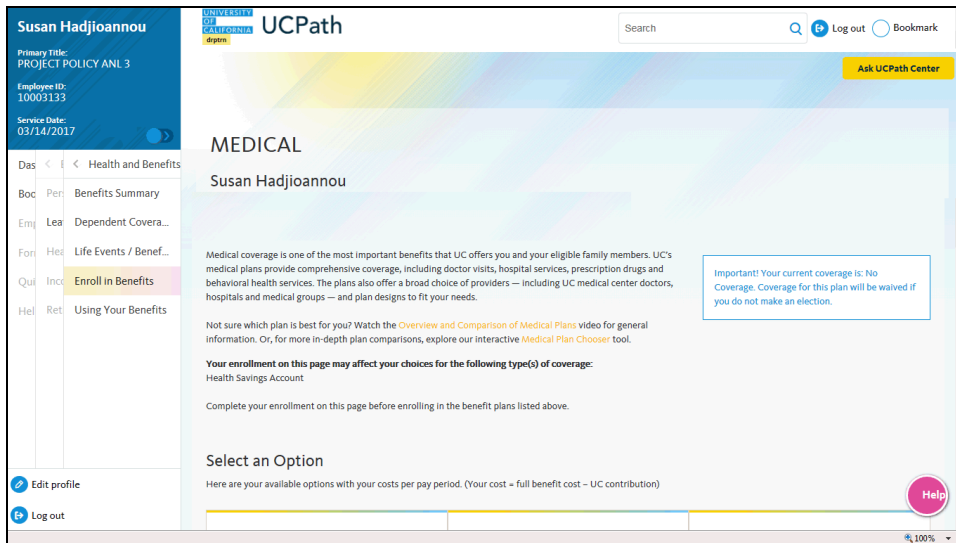
Step	Action
49.	Deselect the Same Address as Employee check box if you need to enter a different address for the dependent. For this example, accept the default address.
50.	Click in the Phone field. 
51.	Enter the desired information into the Phone field. For this example, enter 5125551100 .
52.	Click the Save button.



Step	Action
53.	A confirmation message appears. Click the OK button. 



Step	Action
54.	<p>Details for the newly added dependent appear in the list. Click the Add a Dependent button to add another dependent or return to the enrollment event to enroll the dependents in coverage.</p> <p>Click the Return to Event Selection button.</p>



Step	Action
55.	<p>The Medical page appears again.</p> <p>Click the scroll bar.</p>

Step	Action
56.	<p>The newly entered dependents appear in the Dependent list but are not yet enrolled in coverage. To enroll a dependent in this plan, click the check box next to the dependent's name.</p> <p>For this example, click the Rafa Hadjoannou option.</p> <p><input type="checkbox"/></p>
57.	<p>Continue to enroll dependents.</p> <p>For this example, click the Cada Hadjoannou option.</p> <p><input type="checkbox"/></p>

If you choose the Health Net Blue & Gold HMO medical plan, you are required to enter a Primary Care Provider. The Choose a Primary Care Provider ID section appears on the Medical page. Click the Select a Provider link to specify your provider. Click the Dependent Provider List to specify the dependent's providers. Select other check boxes based on your information.

Choose a Primary Care Provider ID

Enrollment in this plan requires that you select a primary care provider. You must indicate whether or not you have already established a relationship with this provider, since some providers are not accepting new patients.

Dependent/beneficiary error

Specify a Primary Care Provider ID [Select a Provider](#)

Check here if you have previously seen this provider

Click here to have the vendor select a Primary Care Provider ID on your behalf

Check here to use the same provider for all your dependents

[Dependent Provider List](#)


Step	Action
58.	Some medical plans require that you specify a primary care provider. This is an example of the Choose a Primary Care Provider ID section so that you can see the fields, but it is not required for this enrollment example.

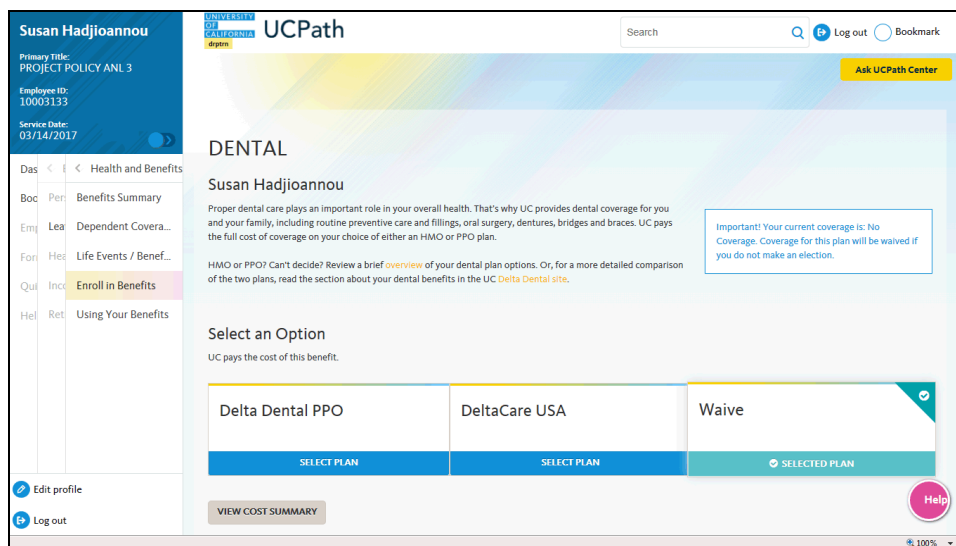
Step	Action
59.	After you complete all medical enrollments, click the Save and Continue button to submit your changes or click the Cancel Changes button to exit this page without saving your changes. Click the Save and Continue button.


Step	Action
60.	UCPath displays the details for your election, including the plan, the estimated pay period cost for the benefit election and the covered dependents.
61.	Click the Save Changes button to submit your changes or click the Back button to make changes before saving. Click the Save Changes button.

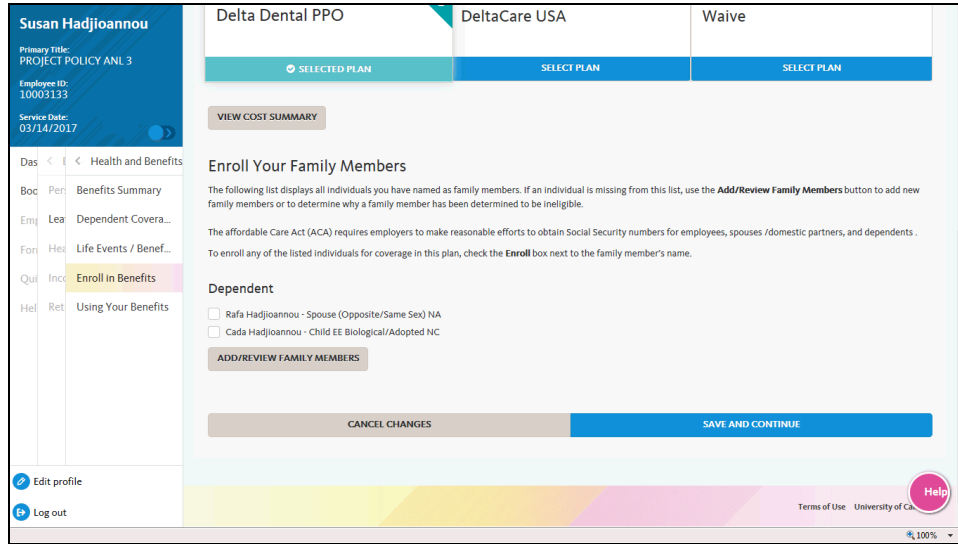
Step	Action
62.	Click the scroll bar.

Summarized estimates for new Benefit Elections		Before Tax	After Tax	Total	Employer
Costs		164.28	0.00	164.28	1,729.52
Your Costs		164.28	0.00	164.28	

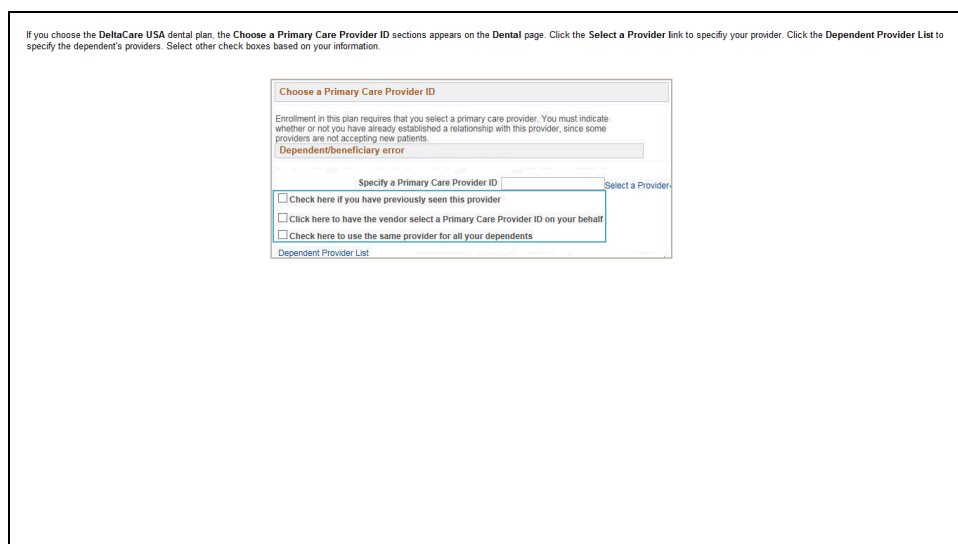
Step	Action
63.	The Current Enrollment Summary page appears again. The details for your medical election have been updated.
64.	To add Dental coverage, click the Edit button. 



Step	Action
65.	If you need information about the dental plans before you make your selection, click the links to watch the overview video or review the UC Delta Dental site .
66.	In the Select an Option section, choose your dental plan or waive coverage. For this example select the Delta Dental PPO option. Click the Select Plan button. 
67.	Click the scroll bar.



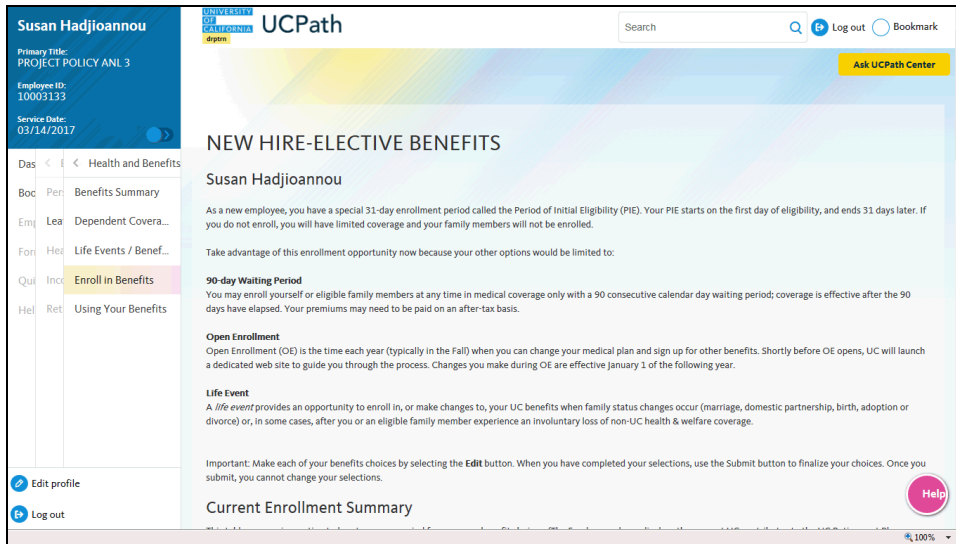
Step	Action
68.	<p>Previously entered dependents appear in the Dependent list but are not yet enrolled in the plan. If necessary, click the Add/Review Family Members button to create or modify dependents. For this example, enroll both dependents.</p> <p>For this example, click the Rafa Hadjioannou option.</p> <p><input type="checkbox"/></p>
69.	<p>Continue to enroll dependents.</p> <p>For this example, click the Cada Hadjioannou option.</p> <p><input type="checkbox"/></p>



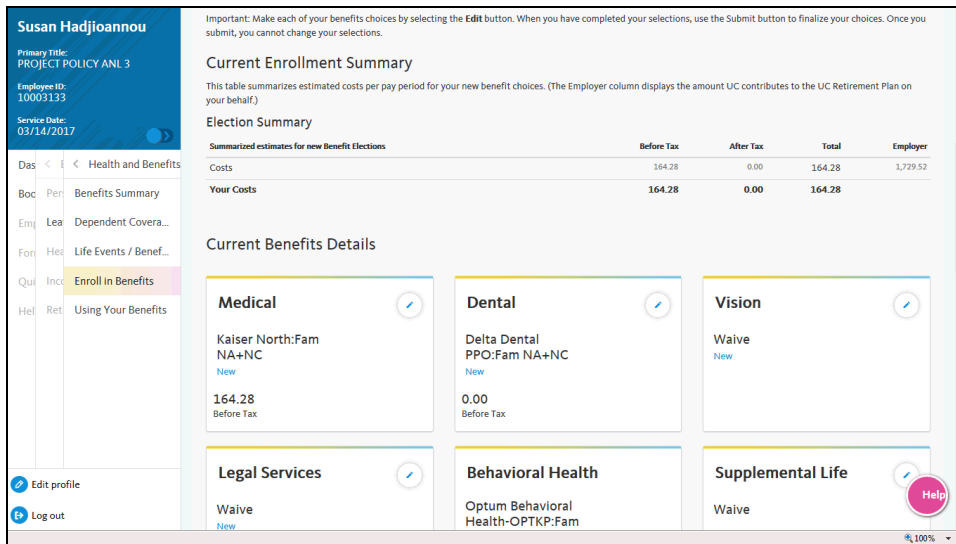
Step	Action
70.	Some dental plans require that you specify a primary care provider. This is an example of the Choose a Primary Care Provider ID section so that you can see the fields, but it is not required for this enrollment example.


Step	Action
71.	After you complete all dental enrollments, click the Save and Continue button to submit your changes or click the Cancel Changes button to exit this page without saving your changes. Click the Save and Continue button.

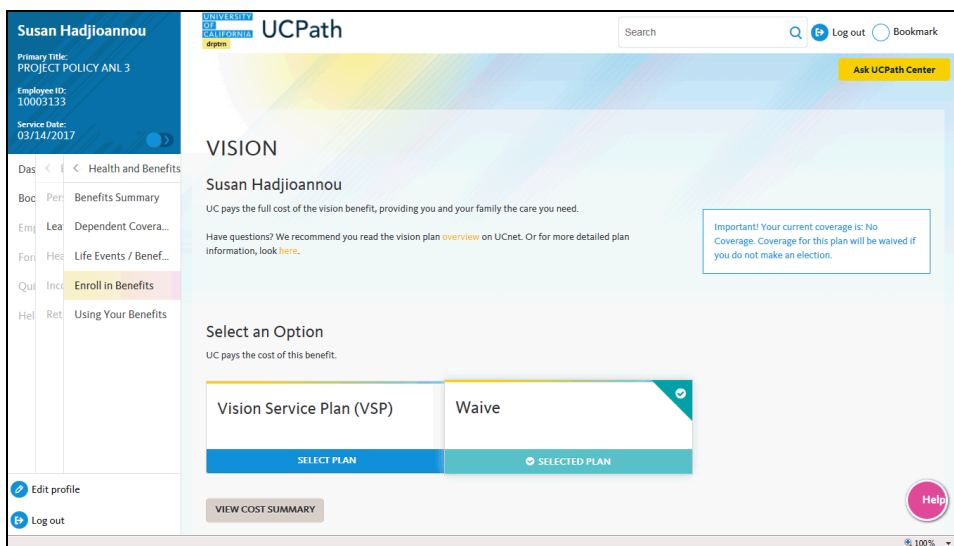
Step	Action
72.	<p>UCPath displays the details for your election, including the plan, the estimated pay period cost for the benefit election and the covered dependents.</p> <p>Click the Save Changes button to submit your changes or click the Back button to make changes.</p> <p>Click the Save Changes button.</p>




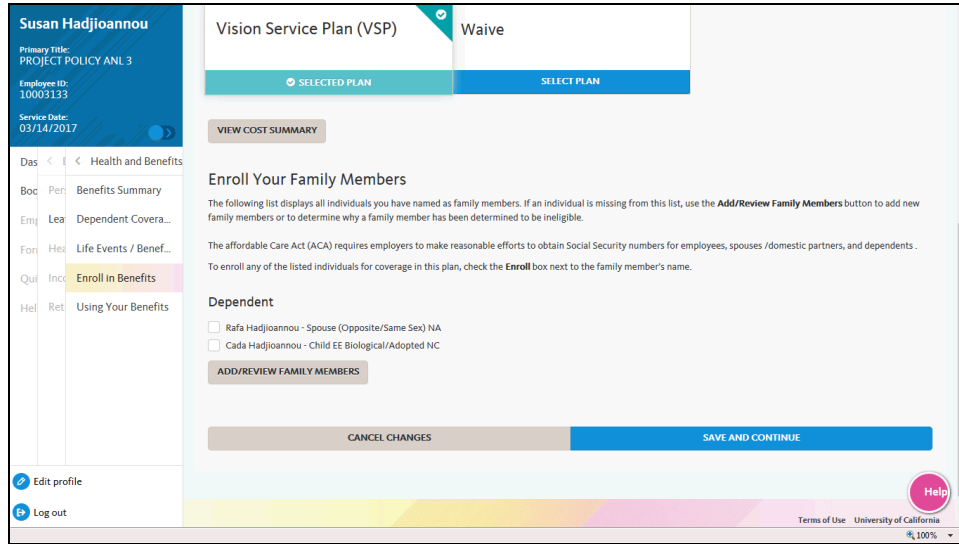
Step	Action
73.	Click the scroll bar.



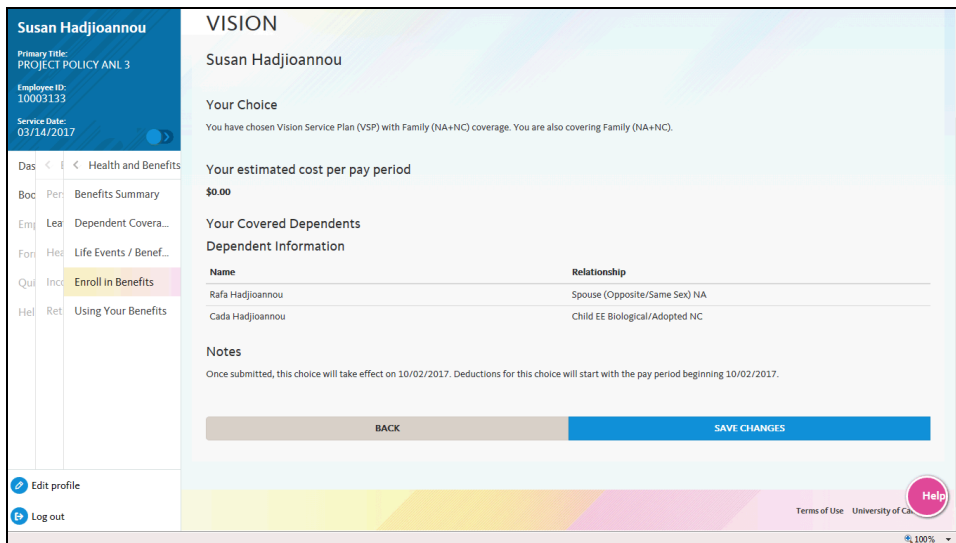
Step	Action
74.	The Current Enrollment Summary page appears again. The details for your dental election have been updated.
75.	To add Vision coverage, click the Edit button. 



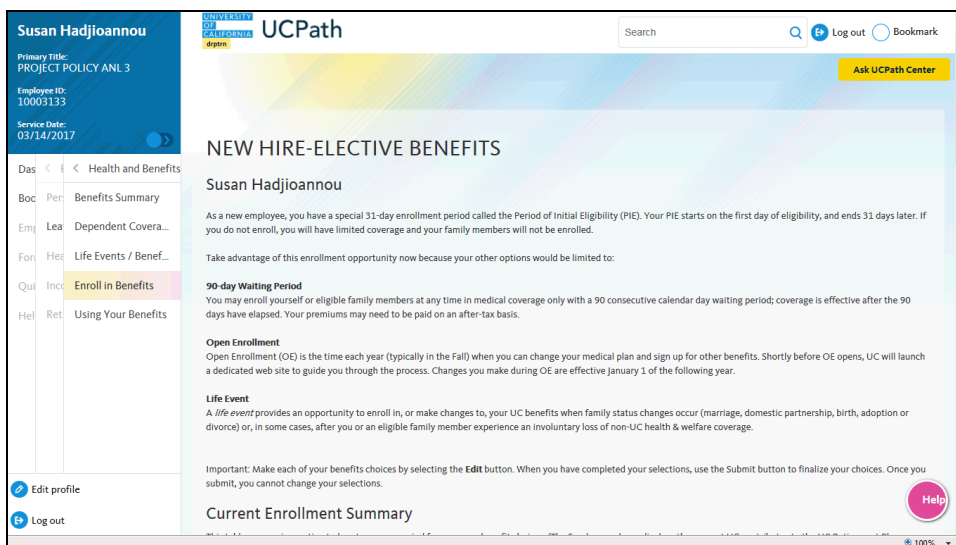
Step	Action
76.	If you need information about the vision plans before you make your selection, click the link to read the overview or, for more detailed plan information, click the here link.
77.	In the Select an Option section, choose your vision plan or waive coverage. For this example select the Vision Service Plan (VSP) option. Click the Select Plan button. 
78.	Click the scroll bar.




Step	Action
79.	<p>Previously entered dependents appear in the Dependent list but are not yet enrolled in the plan. If necessary, click the Add/Review Dependents button to create or modify dependents. For this example, enroll both dependents.</p> <p>For this example, click the Rafa Hadjoannou option.</p> <p><input type="checkbox"/></p>
80.	<p>Continue to enroll dependents.</p> <p>For this example, click the Cada Hadjoannou option.</p> <p><input type="checkbox"/></p>
81.	<p>After you complete all vision enrollments, click the Save and Continue button to submit your changes or click the Cancel Changes button to exit this page without saving your changes.</p> <p>Click the Save and Continue button.</p>




Step	Action
82.	<p>UCPath displays the details for your election, including the plan, the estimated pay period cost for the benefit election and the covered dependents.</p> <p>Click the Save Changes button to submit your changes or click the Back button to make changes.</p> <p>Click the Save Changes button.</p>

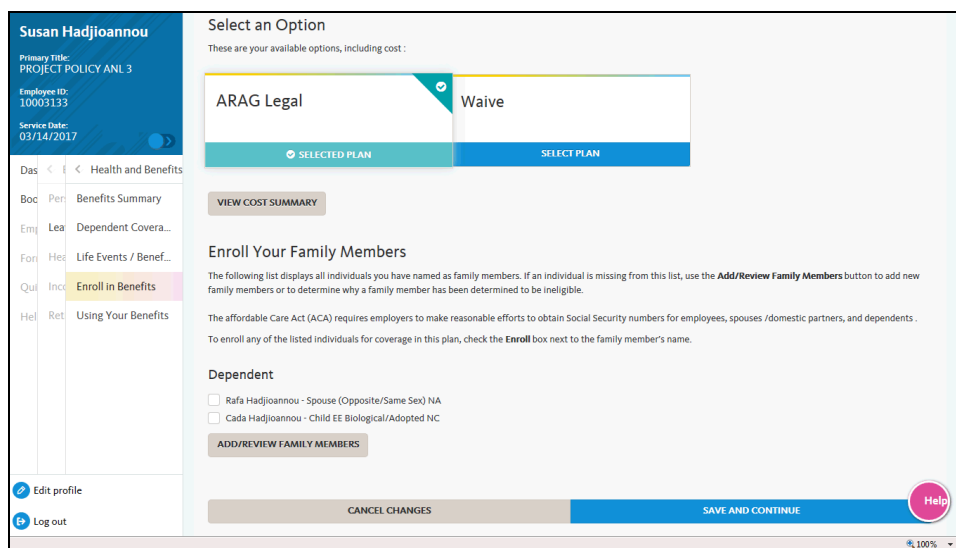


Step	Action
83.	Click the scroll bar.

Step	Action
84.	The Current Enrollment Summary page appears again. The details for your vision election have been updated.
85.	To add Legal Services , click the Edit button. 

Step	Action
86.	If you need information about the legal services plan before you make your selection, click the here link to see an overview or click the plan website link.

Step	Action
87.	<p>In the Select an Option section, choose your legal services plan or waive coverage.</p> <p>For this example select the ARAG Legal option.</p> <p>Click the Select Plan button.</p> 
88.	Click the scroll bar.



Step	Action
89.	<p>Previously entered dependents appear in the Dependent list but are not yet enrolled in the plan. If necessary, click the Add/Review Dependents button to create or modify dependents. For this example, enroll both dependents.</p> <p>For this example, click the Rafa Hadjioannou option.</p> <input type="checkbox"/>
90.	<p>Continue to enroll dependents.</p> <p>For this example, click the Cada Hadjioannou option.</p> <input type="checkbox"/>
91.	<p>After you complete all legal services enrollments, click the Save and Continue button to submit your changes or click the Cancel Changes button to exit this page without saving your changes.</p> <p>Click the Save and Continue button.</p>

Step	Action
92.	UCPath displays the details for your election, including the plan, the estimated pay period cost for the benefit election and the covered dependents.
93.	Click the Save Changes button to submit your changes or click the Back button to make changes. Click the Save Changes button.

Step	Action
94.	Click the scroll bar.


Current Enrollment Summary

This table summarizes estimated costs per pay period for your new benefit choices. (The Employer column displays the amount UC contributes to the UC Retirement Plan on your behalf.)

Summarized estimates for new Benefit Elections	Before Tax	After Tax	Total	Employer
Costs	164.28	15.62	179.90	1,742.27
Your Costs	164.28	15.62	179.90	

Current Benefits Details

- Medical:** Kaiser North:Fam NA+NC (Cost: 164.28 Before Tax)
- Dental:** Delta Dental PPO:Fam NA+NC (Cost: 0.00 Before Tax)
- Vision:** Vision Service Plan (VSP):Fam NA+NC (Cost: 0.00 Before Tax)
- Legal Services:** ARAG Legal:Fam NA+NC (Cost: 15.62 Before Tax)
- Behavioral Health:** Optum Behavioral Health-OPTKP:Fam NA+NC
- Supplemental Life:** Waive

Step	Action
95.	<p>The Current Enrollment Summary page appears again. The details for your legal services election have been updated.</p> <p>Notice that the system has also automatically enrolled you in the Optum Behavioral Health plan because you enrolled in a medical plan. The Edit button is not available for this plan type.</p>
96.	<p>To add Supplemental Life coverage, click the Edit button.</p> 

SUPPLEMENTAL LIFE

Susan Hadjoannou

Life insurance provides financial protection for your dependents in the event of your death, and can be important to their future security. UC recognizes the importance of this safeguard and provides limited life insurance coverage (Basic Life) at no cost to you.

Important! Your current coverage is: No Coverage. Coverage for this plan will be waived if you do not make an election.

For greater security, in addition to your automatic enrollment in Basic Life, you may want to choose Supplemental Life from the list of options below; you will pay monthly premiums based on the coverage amount you select. Making this selection increases your plan enrollment options because you are then eligible to enroll in either the Basic Dependent Life or the Expanded Dependent Life plan, but not both.

Benefits are paid to your beneficiaries if you die while employed or on paid leave, or during the first four months of approved leave without pay or temporary layoff. Your beneficiaries receive these benefits in addition to any other death benefits for which you may qualify.

Not sure if you'd like to enroll? Visit UCnet for an [overview](#) of all UC life insurance plans. Or for more detailed plan information, review the [UC benefits booklet](#).

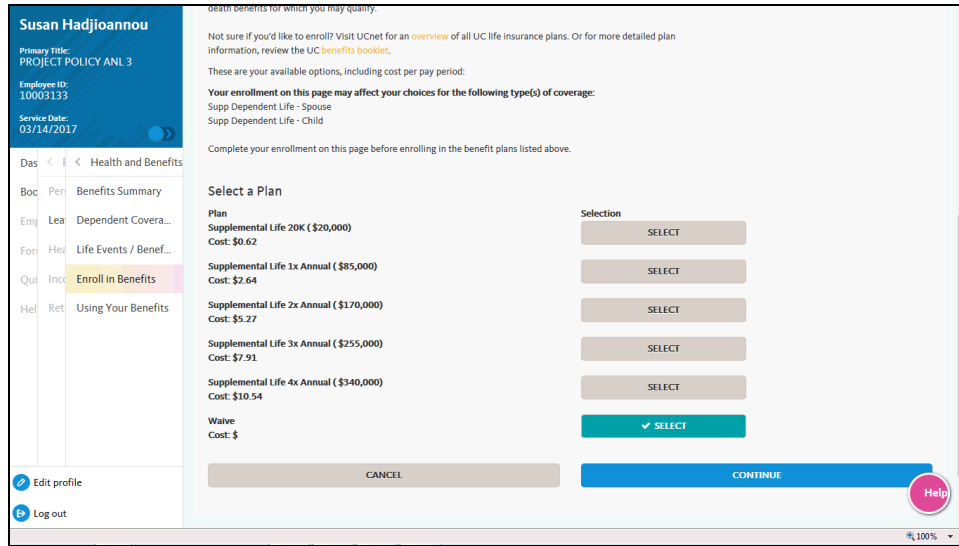
These are your available options, including cost per pay period:

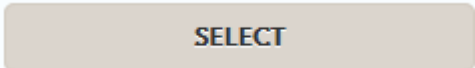
Your enrollment on this page may affect your choices for the following type(s) of coverage:

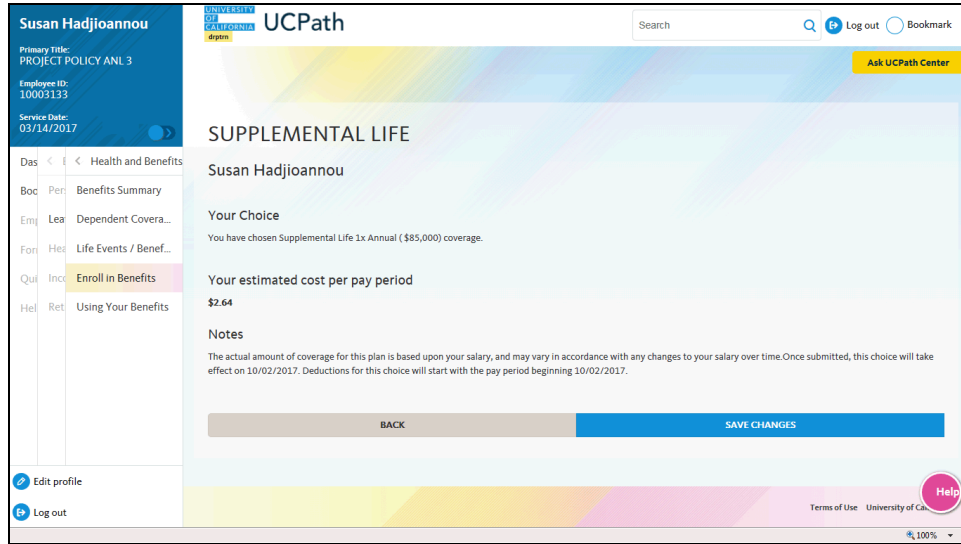
- Supp Dependent Life - Spouse
- Supp Dependent Life - Child

Complete your enrollment on this page before enrolling in the benefit plans listed above.

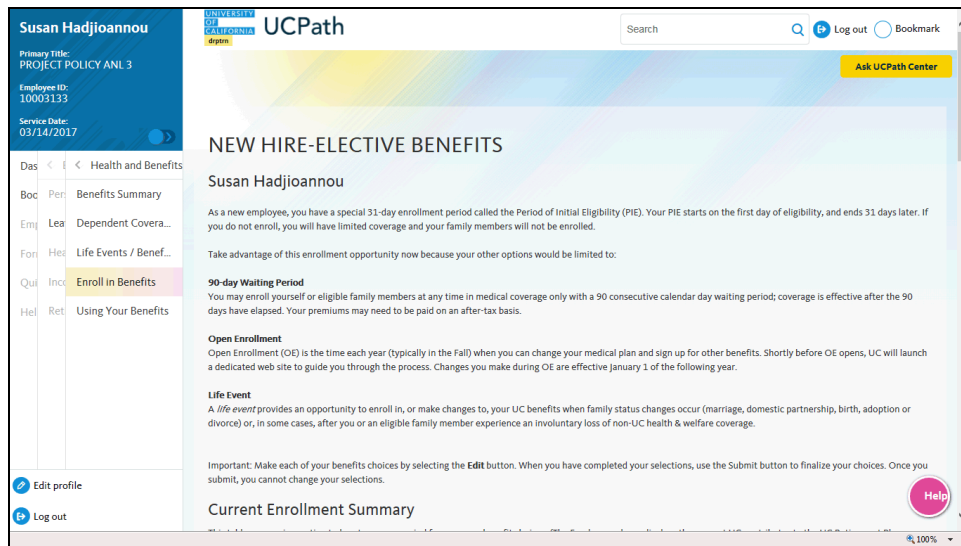
Step	Action
97.	If you need information about the supplemental life plans before you make your selection, click the links to see the overview on UCnet or review the UC benefits booklet .
98.	Click the scroll bar.



Step	Action
99.	In the Select a Plan section, choose your supplemental life plan or waive coverage. For this example, click the Supplemental Life 1x Annual (85,000) button. 
100.	Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes. Click the Continue button.



Step	Action
101.	After you complete all supplemental life selections, click the Save Changes button to submit your changes or click the Back button to make changes. Click the Save Changes button.

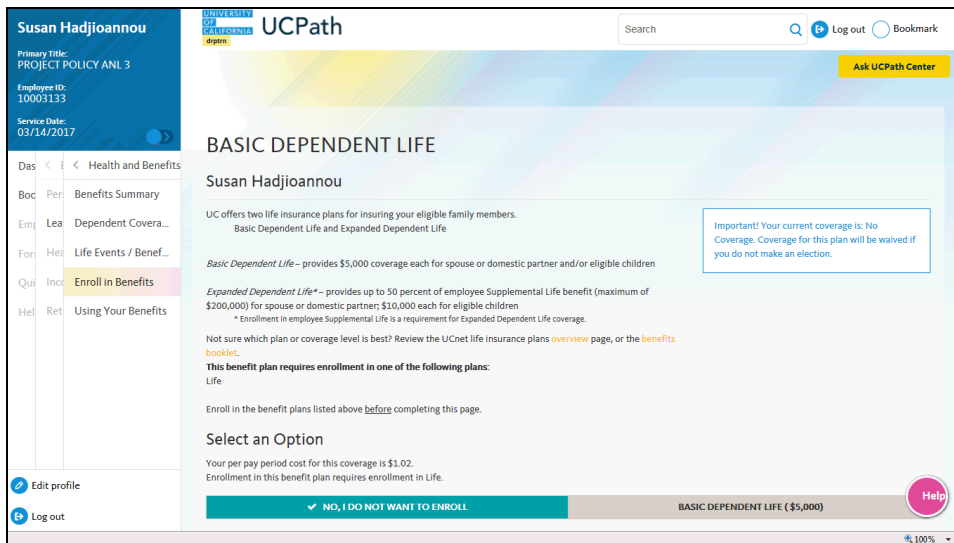


Step	Action
102.	Click the scroll bar.

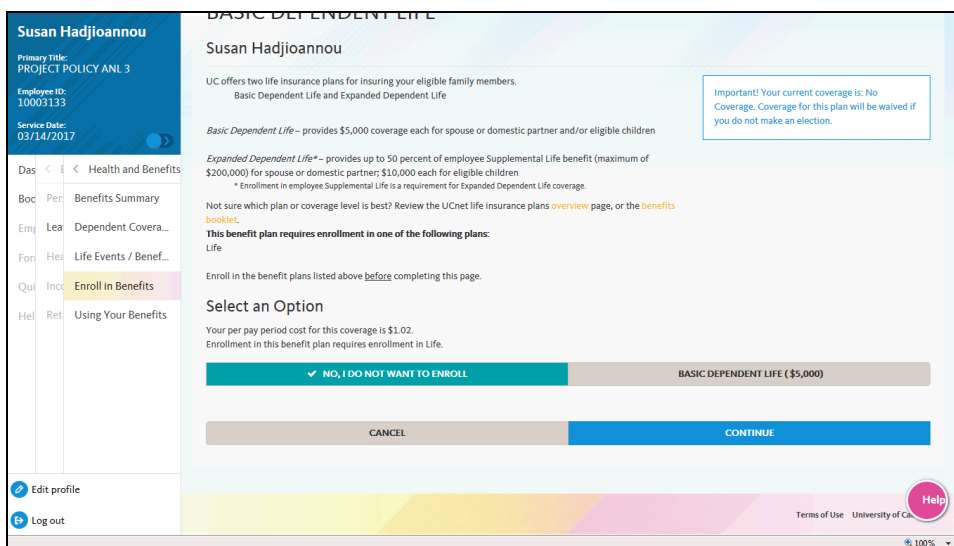
Step	Action
103.	The Current Enrollment Summary page appears again. The details for your supplemental life election have been updated.
104.	Click the scroll bar.

Step	Action
105.	To add Basic Dependent Life coverage, click the Edit button.





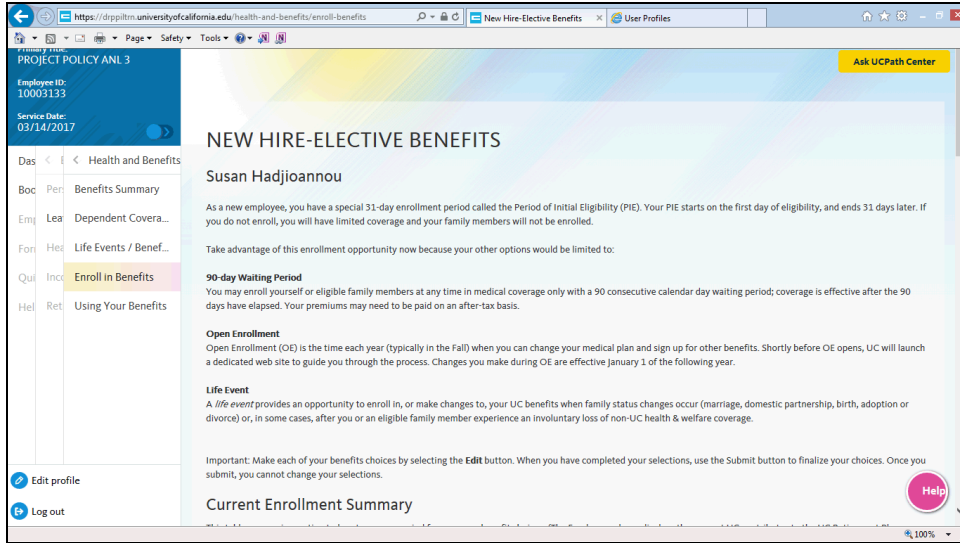
Step	Action
106.	If you need information about the dependent life plans before you make your selection, click the links to see the overview on UCnet or review the UC benefits booklet .
107.	Click the scroll bar.



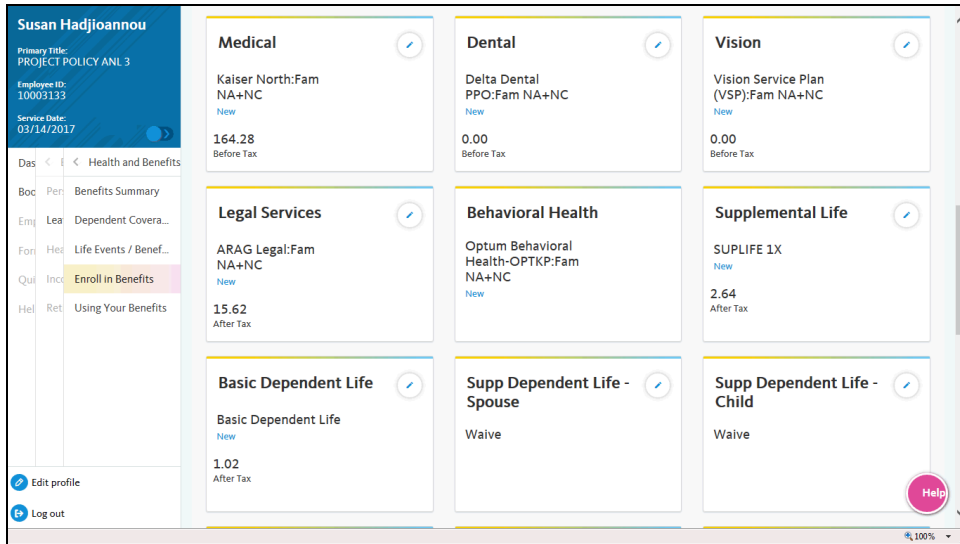
Step	Action
108.	In the Select an Option section, choose to enroll in the plan or accept the default option to not enroll in Basic Dependent Life . For this example, click the Basic Dependent Life (\$5,000) button.

Step	Action
109.	Your dependents appear in the Your Covered Dependents list. Notice that the Covered check box is selected for all eligible dependents. If necessary, clear the check box for one or more dependents or click the Add/Review Dependents button to create or modify dependents.
110.	Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes. Click the Continue button.

Step	Action
111.	<p>UCPath displays the details for your election, including the plan, the estimated pay period cost for the benefit election and the covered dependents.</p> <p>Click the Save Changes button to submit your changes or click the Back button to make changes.</p> <p>Click the Save Changes button.</p>



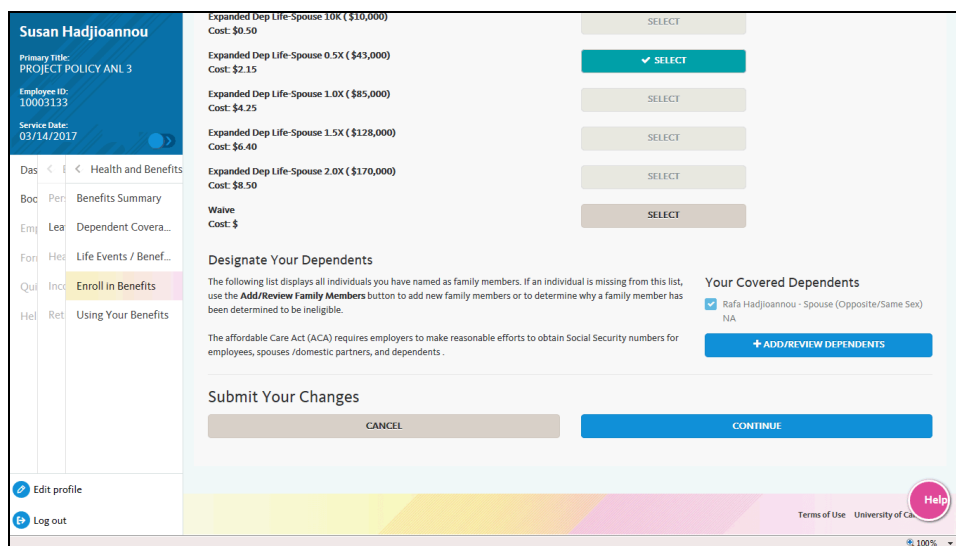
Step	Action
112.	Click the scroll bar.



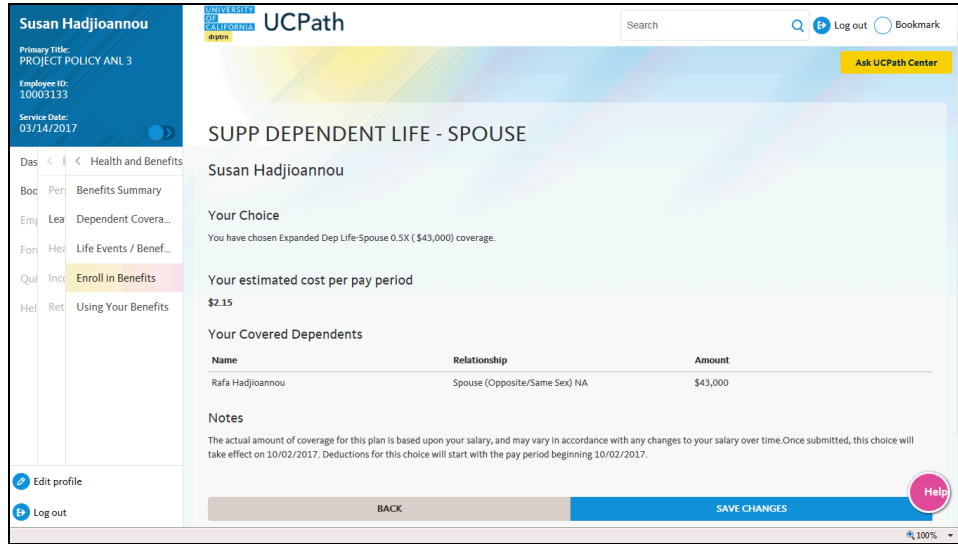
Step	Action
113.	To add Supp Dependent Life - Spouse coverage, click the Edit button. Click the Edit button.

Step	Action
114.	If you need information about the supplemental dependent life - spouse plans before you make your selection, click the links to see the overview on UCnet or review the UC benefits booklet .
115.	Click the scroll bar.

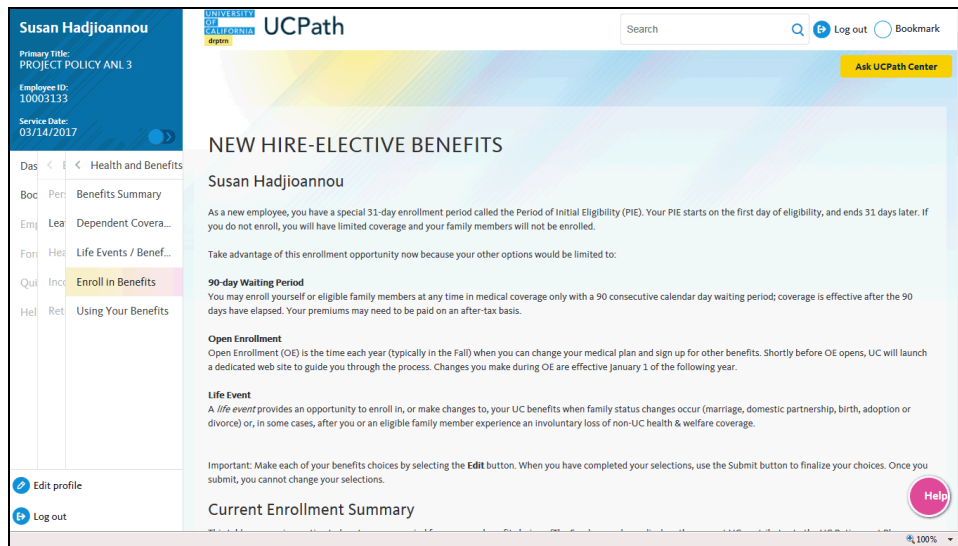
Step	Action
116.	<p>In the Select a Plan section, choose your dependent life plan or waive coverage.</p> <p>For this example, click the Expanded Dep Life-Spouse 0.5X (\$43,000) button.</p> <div style="text-align: center; border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> <p>SELECT</p> </div>



Step	Action
117.	<p>Your dependents appear in the Your Covered Dependents list. Notice that the Covered check box is selected for eligible dependents. If necessary, clear the check box for one or more dependents or click the Add/Review Dependents button to create or modify dependents.</p>
118.	<p>Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes.</p> <p>Click the Continue button.</p>



Step	Action
119.	UCPath displays the details for your election, including the plan and the estimated pay period cost for the benefit election.
120.	Click the Save Changes button to submit your changes or click the Back button to make changes. Click the Save Changes button.



Step	Action
121.	Click the scroll bar.

Susan Hadjioannou
 Primary Title: PROJECT POLICY ANL 3
 Employee ID: 10003133
 Service Date: 03/14/2017

Important: Make each of your benefits choices by selecting the **Edit** button. When you have completed your selections, use the **Submit** button to finalize your choices. Once you submit, you cannot change your selections.

Current Enrollment Summary

This table summarizes estimated costs per pay period for your new benefit choices. (The Employer column displays the amount UC contributes to the UC Retirement Plan on your behalf.)

Election Summary

Summarized estimates for new Benefit Elections	Before Tax	After Tax	Total	Employer
Costs	164.28	21.43	185.71	1,742.27
Your Costs	164.28	21.43	185.71	

Current Benefits Details

Medical

Kaiser North:Fam NA+NC
New

164.28 Before Tax

Dental

Delta Dental PPO:Fam NA+NC
New

0.00 Before Tax

Vision

Vision Service Plan (VSP):Fam NA+NC
New

0.00 Before Tax

Legal Services

ARAG Legal:Fam

Behavioral Health

Optum Behavioral

Supplemental Life

SUPLIFE 1X

Step	Action
122.	The Current Enrollment Summary page appears again. The details for your supplemental dependent life - spouse election have been updated.
123.	Click the scroll bar.

Susan Hadjioannou
 Primary Title: PROJECT POLICY ANL 3
 Employee ID: 10003133
 Service Date: 03/14/2017

164.28 Before Tax

0.00 Before Tax

0.00 Before Tax

Legal Services

ARAG Legal:Fam NA+NC
New

15.62 After Tax

Behavioral Health

Optum Behavioral Health-OPTKP:Fam NA+NC
New

Supplemental Life

SUPLIFE 1X
New

2.64 After Tax

Basic Dependent Life

Basic Dependent Life
New

1.02 After Tax

Supp Dependent Life - Spouse

SpoLIF0.5X: Salary X 0.5 : \$43,000
New

2.15 After Tax

Supp Dependent Life - Child

Waive

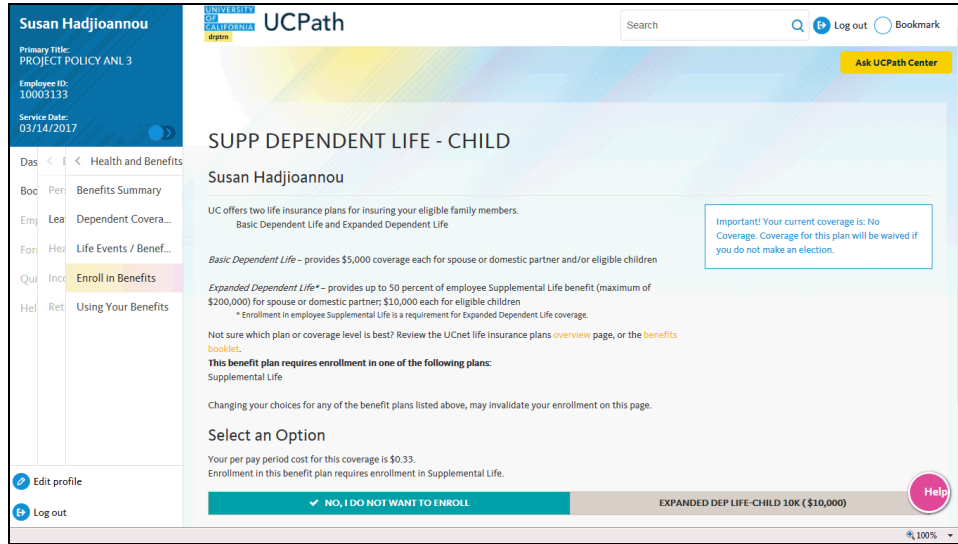
Employee & Dependent AD&D

Basic Disability

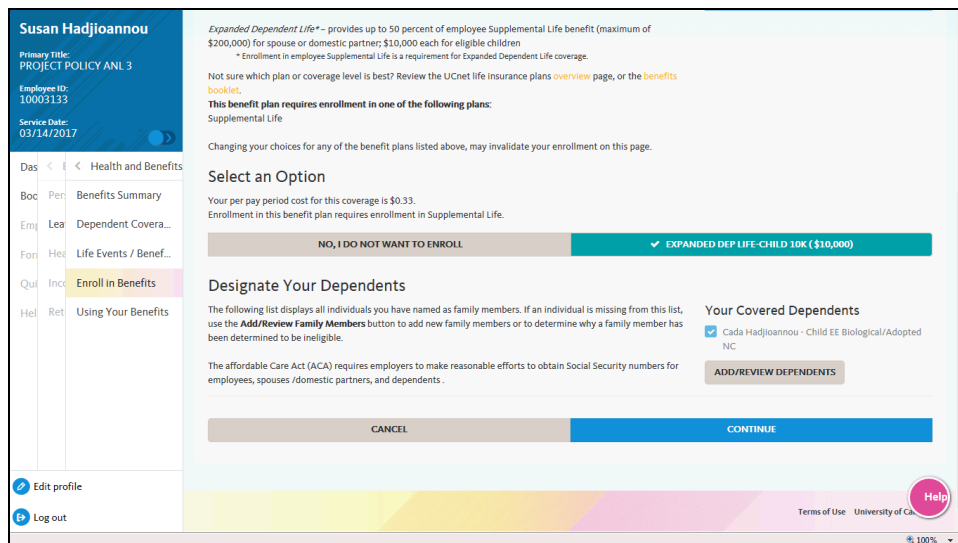
No Coverage

Voluntary ShortTerm Disability

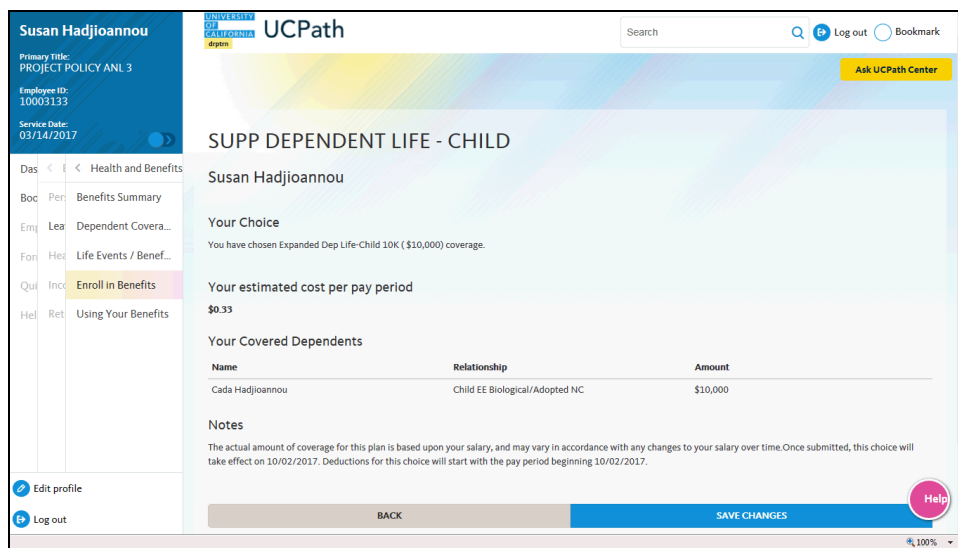
Step	Action
124.	To add Supp Dependent Life - Child coverage, click the Edit button.



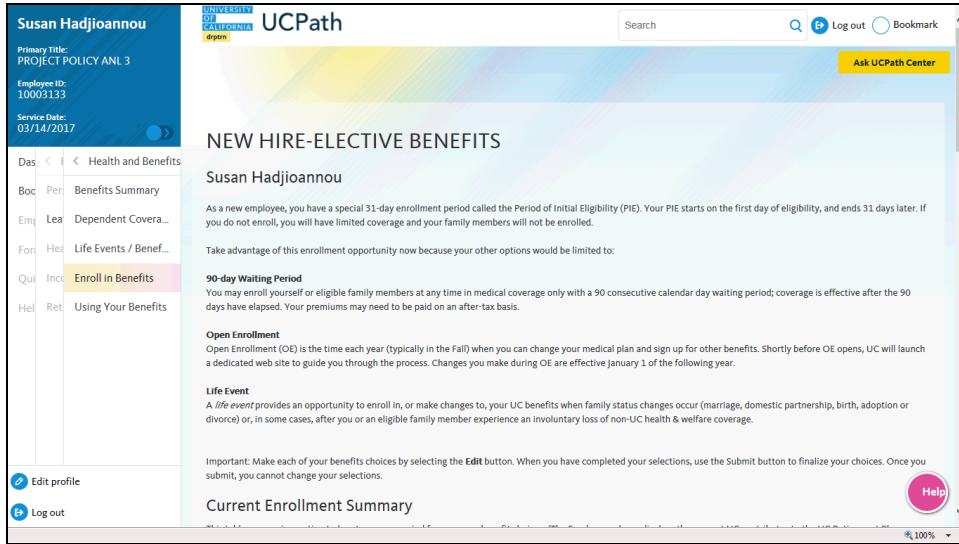
Step	Action
125.	If you need information about the supplemental dependent life - child plans before you make your selection, click the links to see the overview on UCnet or review the UC benefits booklet .
126.	In the Select an Option section, choose to enroll in the plan or accept the default option to not enroll in expanded dependent life. For this example, click the Expanded Dep Life-Child 10K (\$10,000) button.
127.	Click the scroll bar.



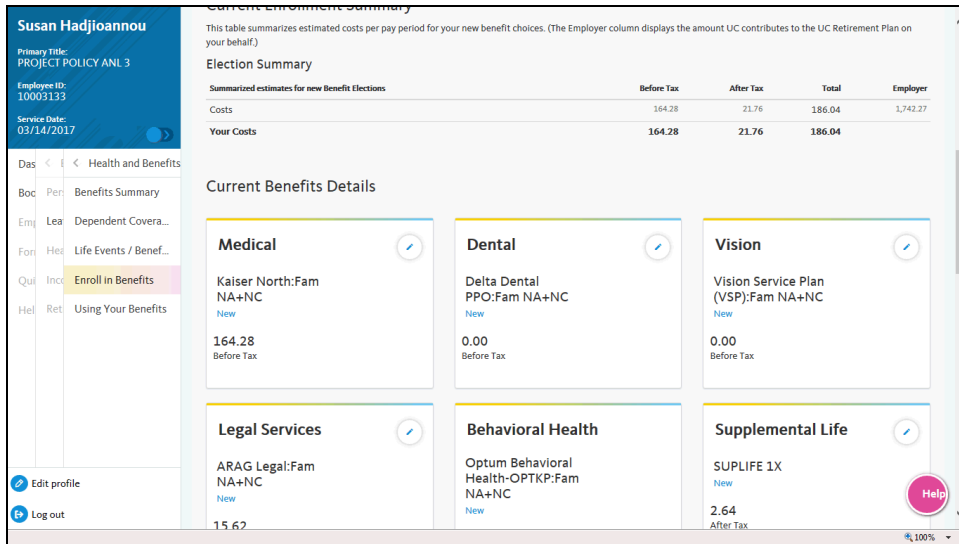
Step	Action
128.	Your dependents appear in the Your Covered Dependents list. Notice that the Covered check box is selected for eligible dependents. If necessary, clear the check box for one or more dependents or click the Add/Review Dependents button to create or modify dependents.
129.	Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes. Click the Continue button.



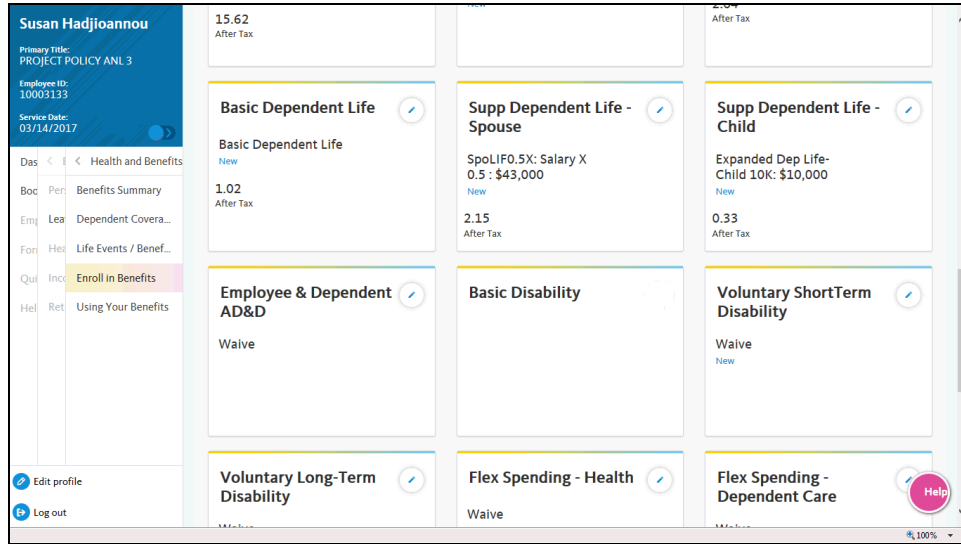
Step	Action
130.	UCPath displays the details for your election, including the plan, the estimated pay period cost for the benefit election and the covered dependents. Click the Save Changes button to submit your changes or click the Back button to make changes. Click the Save Changes button.




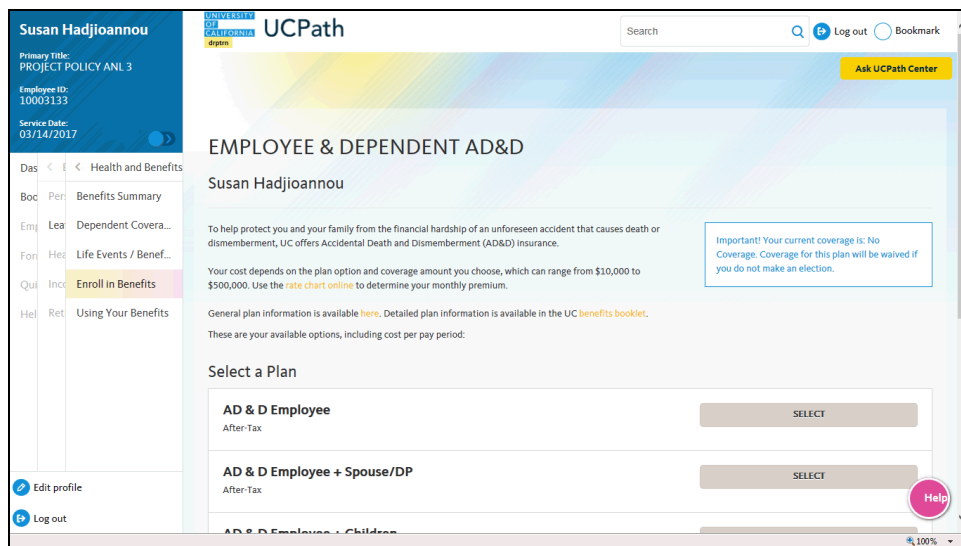
Step	Action
131.	Click the scroll bar.



Step	Action
132.	The Current Enrollment Summary page appears again. The details for your supplemental dependent life - child election have been updated.
133.	Click the scroll bar.



Step	Action
134.	To add Employee & Dependent AD&D coverage, click the Edit button. 



Step	Action
135.	If you need information about the employee and dependent accidental death and dismemberment plans before you make your selection, click the rate chart online link, click the here link for general plan information or click the link to review the UC benefits booklet .
136.	Click the scroll bar.

Susan Hadjoannou
Primary Title: PROJECT POLICY ANL 3
Employee ID: 10003133
Service Date: 03/14/2017

Health and Benefits

Benefits Summary
Dependent Covera...
Life Events / Benef...
Enroll in Benefits
Using Your Benefits

AD & D Employee
After-Tax

AD & D Employee + Spouse/DP
After-Tax

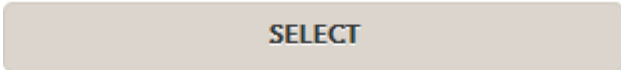
AD & D Employee + Children
After-Tax

AD & D Family
After-Tax

Waive

Submit Your Changes

CANCEL CONTINUE

Step	Action
137.	In the Select a Plan section, choose your coverage level or waive coverage. For this example, click the AD & D Family button. 
138.	Click the scroll bar.

Susan Hadjoannou
Primary Title: PROJECT POLICY ANL 3
Employee ID: 10003133
Service Date: 03/14/2017

AD & D Family
After-Tax

Waive

Enter a Coverage Amount
The selected plan requires that you specify a coverage amount. Enter an amount to indicate your desired coverage. Your per pay period premium rate for this plan is \$0.0170 per \$1,000 of coverage.


Designate Your Dependents
The selected plan requires that you specify a coverage amount. Enter an amount to indicate your desired coverage. Your per pay period premium rate for this plan is \$0.0170 per \$1,000 of coverage.

ADD/REVIEW FAMILY MEMBERS

Your Covered Dependents

Name	Relationship	Covered
Rafa Hadjoannou	Spouse (Opposite/Same Sex) NA	<input checked="" type="checkbox"/>
Cada Hadjoannou	Child EE Biological/Adopted NC	<input checked="" type="checkbox"/>

Submit Your Changes

Step	Action
139.	Click the button to the right of the Coverage Amount field. 

Step	Action
140.	Select your coverage amount. For this example, click the \$10,000 list item.
141.	Your dependents appear in the Your Covered Dependents list. Notice that the Covered check box is selected for all eligible dependents. If necessary, click the Add/Review Dependents button to create or modify dependents.
142.	Click the scroll bar.

Susan Hadjoannou
Primary Title: PROJECT POLICY ANL 3
Employee ID: 100051333
Service Date: 03/14/2017

Enter a Coverage Amount
The selected plan requires that you specify a coverage amount. Enter an amount to indicate your desired coverage. Your per pay period premium rate for this plan is \$0.0170 per \$1,000 of coverage.
Coverage Amount:

Designate Your Dependents
The selected plan requires that you specify a coverage amount. Enter an amount to indicate your desired coverage. Your per pay period premium rate for this plan is \$0.0170 per \$1,000 of coverage.
[ADD/REVIEW FAMILY MEMBERS](#)

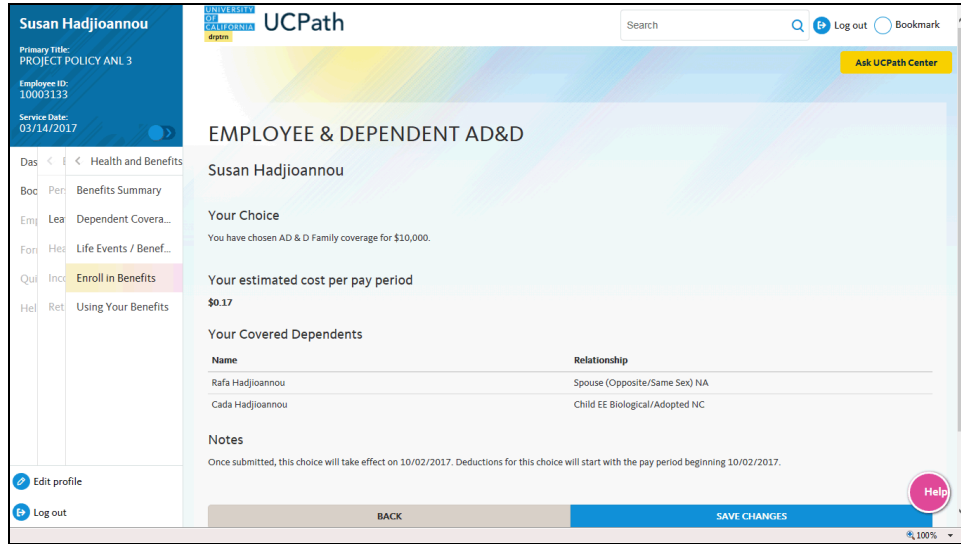
Your Covered Dependents

Name	Relationship	Covered
Rafa Hadjoannou	Spouse (Opposite/Same Sex) NA	<input checked="" type="checkbox"/>
Cada Hadjoannou	Child EE Biological/Adopted NC	<input checked="" type="checkbox"/>

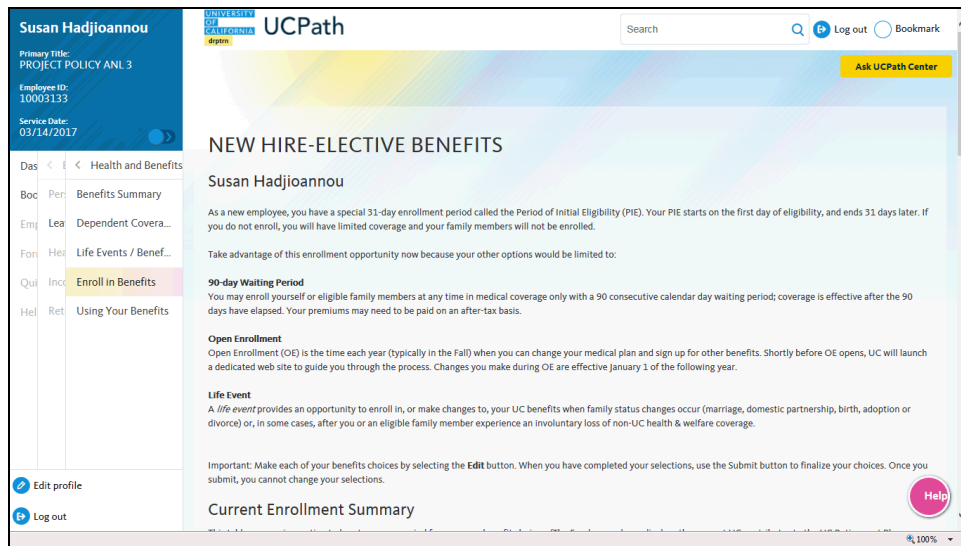
Submit Your Changes
[CANCEL](#) [CONTINUE](#)

[Edit profile](#) [Log out](#) [Help](#)

Step	Action
143.	Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes. Click the Continue button.



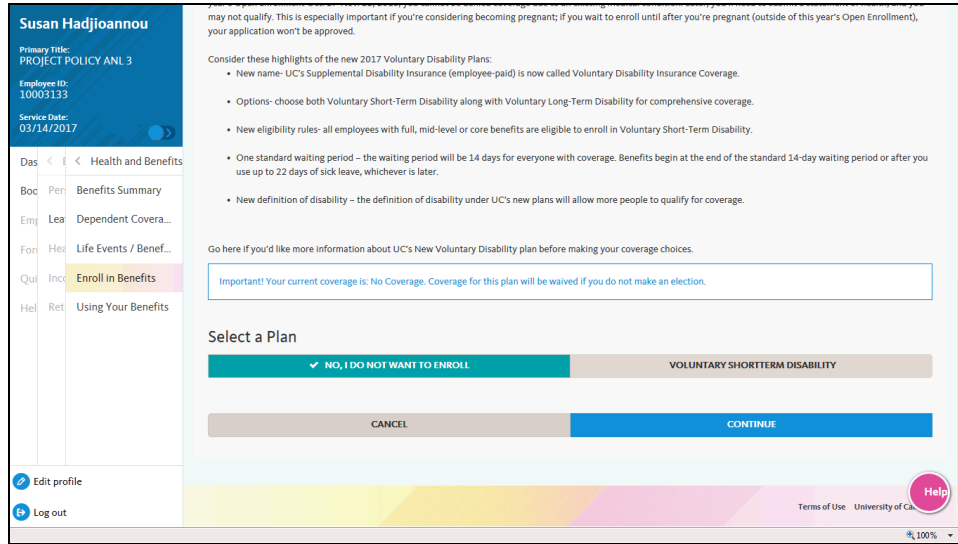
Step	Action
144.	<p>Click the Save Changes button to submit your changes or click the Back button to make changes.</p> <p>Click the Save Changes button.</p>



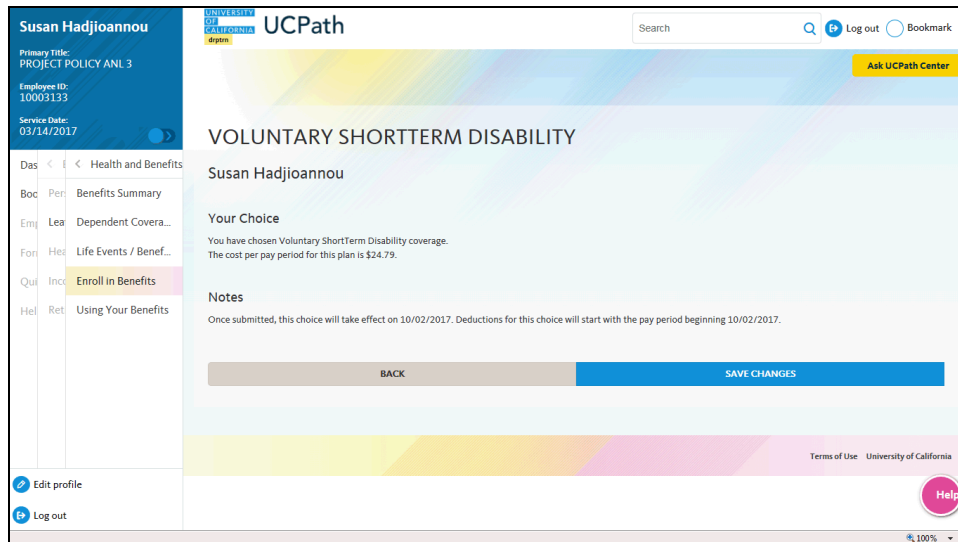
Step	Action
145.	Click the scroll bar.

Step	Action
146.	You are automatically enrolled in Basic Disability coverage. The Edit button is not available for this plan.
147.	To add Voluntary ShortTerm Disability coverage, click the Edit button.

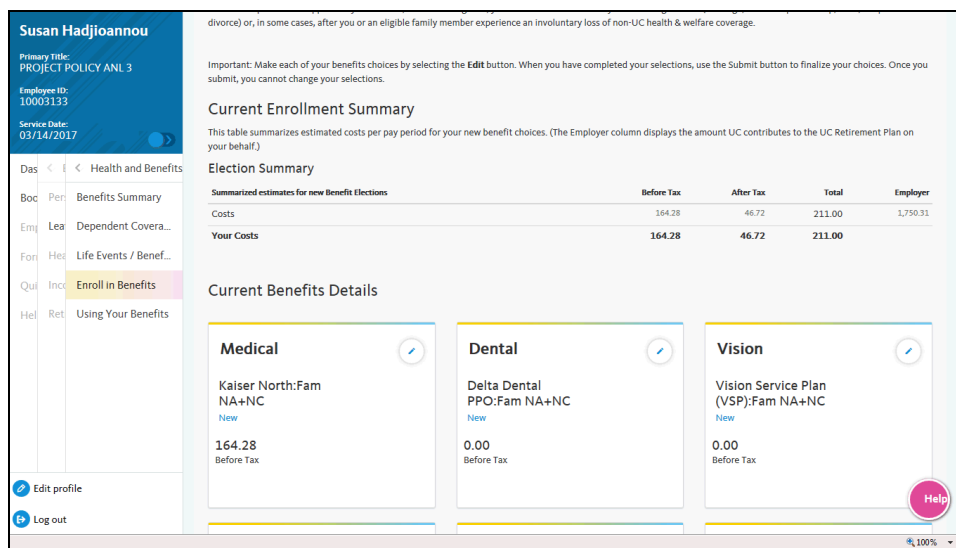
Step	Action
148.	Review the Voluntary ShortTerm Disability plan information before you make your selection. Click the scroll bar.



Step	Action
149.	In the Select a Plan section, choose to enroll in the plan or accept the default option to not enroll in Voluntary ShortTerm Disability . For this example, click the Voluntary Shortterm Disability button.
150.	Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes. Click the Continue button.



Step	Action
151.	<p>UCPath displays the details for your election, including the plan and the estimated pay period cost for the benefit election.</p> <p>Click the Save Changes button to submit your changes or click the Back button to make changes.</p> <p>Click the Save Changes button.</p>
152.	Click the scroll bar.



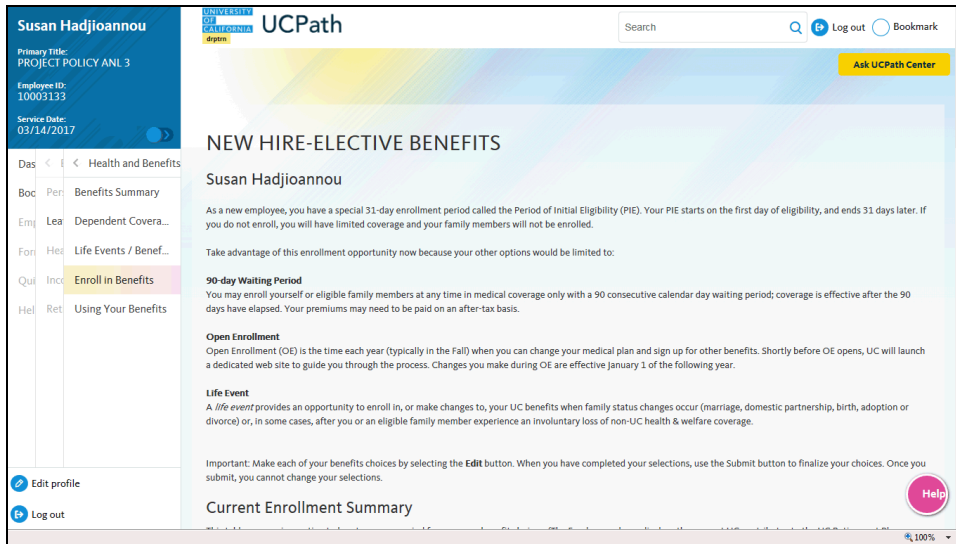
Step	Action
153.	The Current Enrollment Summary page appears. The details for your voluntary shortterm disability election have been updated.
154.	Click the scroll bar.

Step	Action
155.	To add Voluntary Long-Term Disability , click the Edit button.

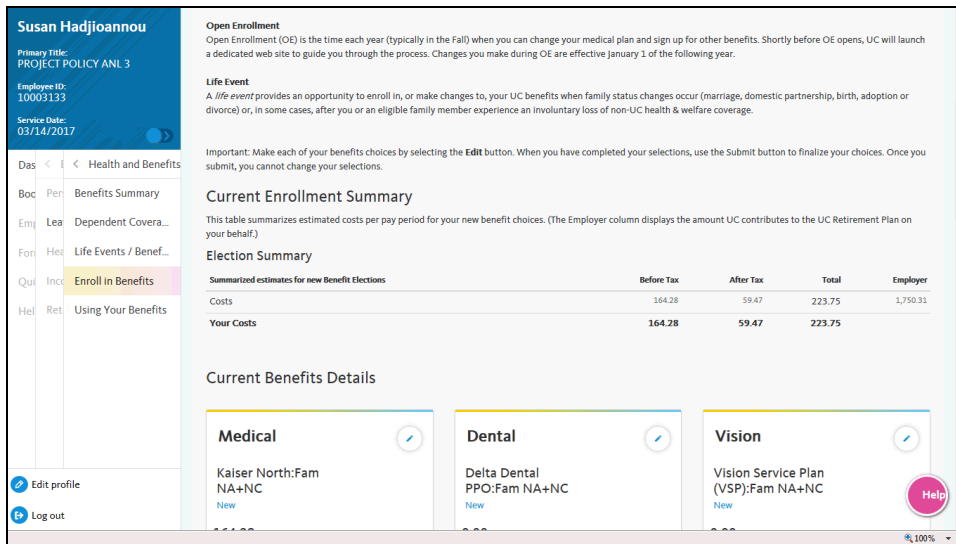
Step	Action
156.	Review the voluntary long-term disability plan information before you make your selection.
	Click the scroll bar.

Step	Action
157.	<p>In the Select a Plan section, choose to enroll in the plan or accept the default option to not enroll in Voluntary Long Term Disability2.</p> <p>For this example, click the Voluntary LongTerm Disability2 button.</p>
158.	<p>Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes.</p> <p>Click the Continue button.</p>

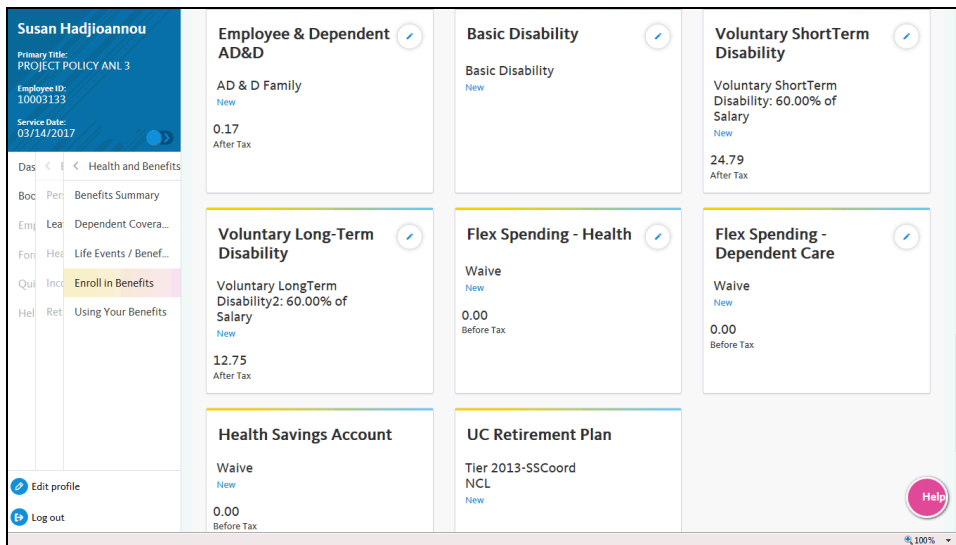
Step	Action
159.	<p>UCPath displays the details for your elections, including the plan and the estimated pay period cost for the benefit election.</p> <p>Click the Save Changes button to submit your changes or click the Back button to make changes.</p> <p>Click the Save Changes button.</p>



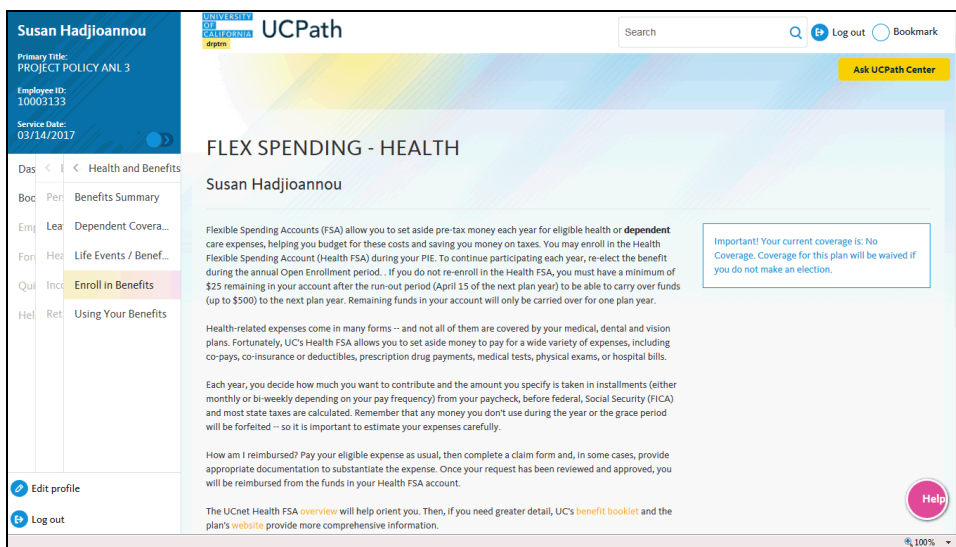
Step	Action
160.	Click the scroll bar.



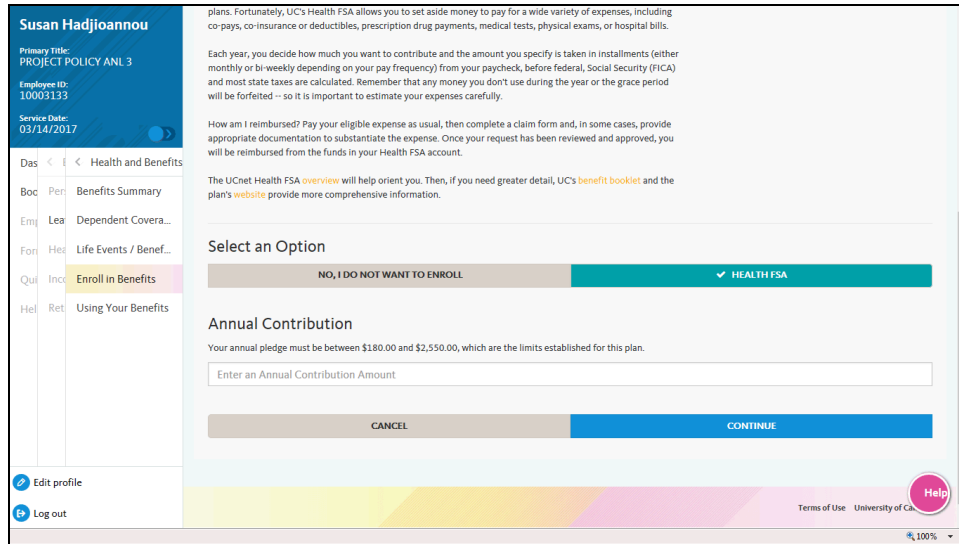
Step	Action
161.	The Current Enrollment Summary page appears. The details for your voluntary long term disability election have been updated.
162.	Click the scroll bar.



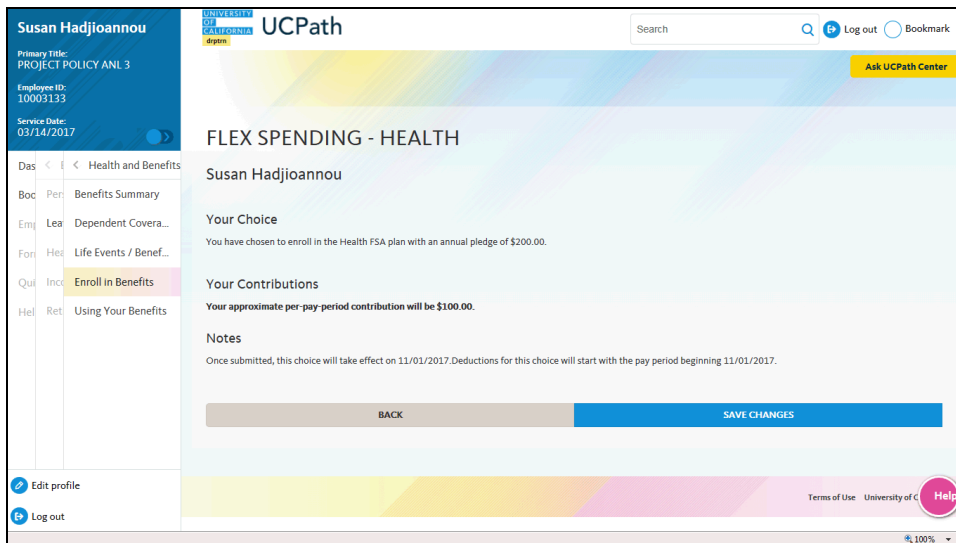
Step	Action
163.	To add Flex Spending - Health , click the Edit button.



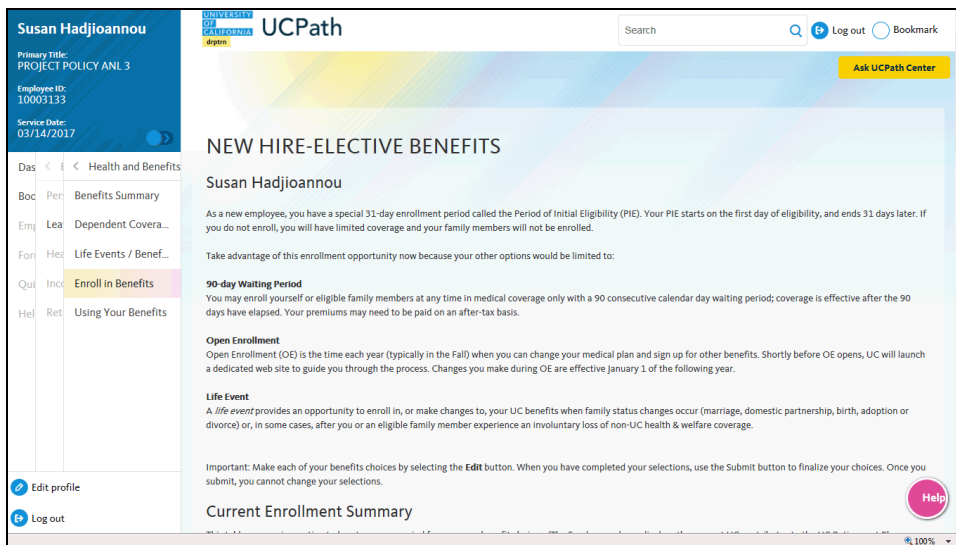
Step	Action
164.	If you need information about the flex spending - health plans before you make your selection, click the UCnet health FSA overview , review the UC benefits booklet or the plan's website links.
165.	Click the scroll bar.



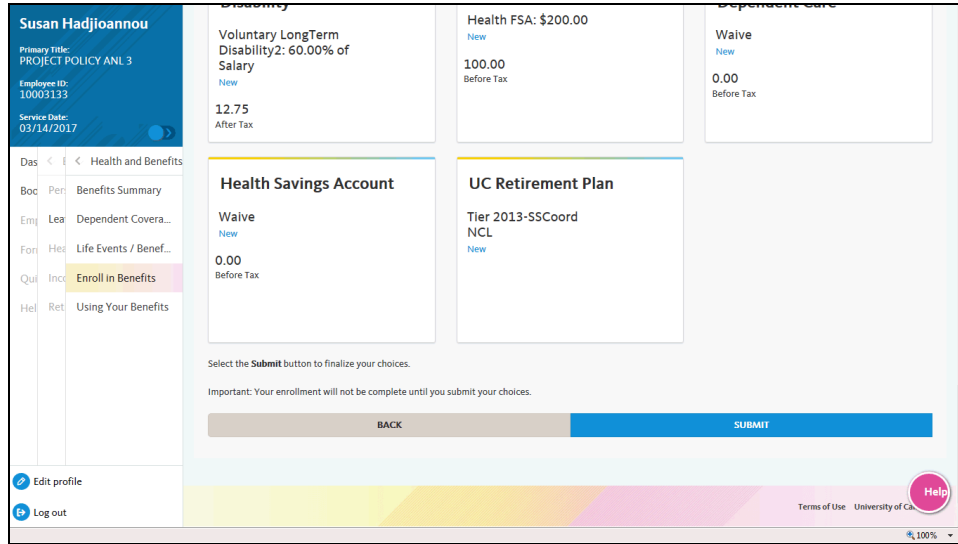
Step	Action
166.	In the Select an Option section, choose to enroll in the plan or accept the default option to not enroll in Health FSA . For this example, click the Health FSA button.
167.	Click in the Annual Contribution Amount field.
168.	Notice the minimum and maximum amounts listed above the field. Remember that the amount entered in this field is the annual amount, not the pay period amount. Enter the desired information into the Annual Contribution Amount field. For this example, enter 200.00 .
169.	Click the Continue button to submit your changes or click the Cancel button to exit this page without saving your changes. Click the Continue button.



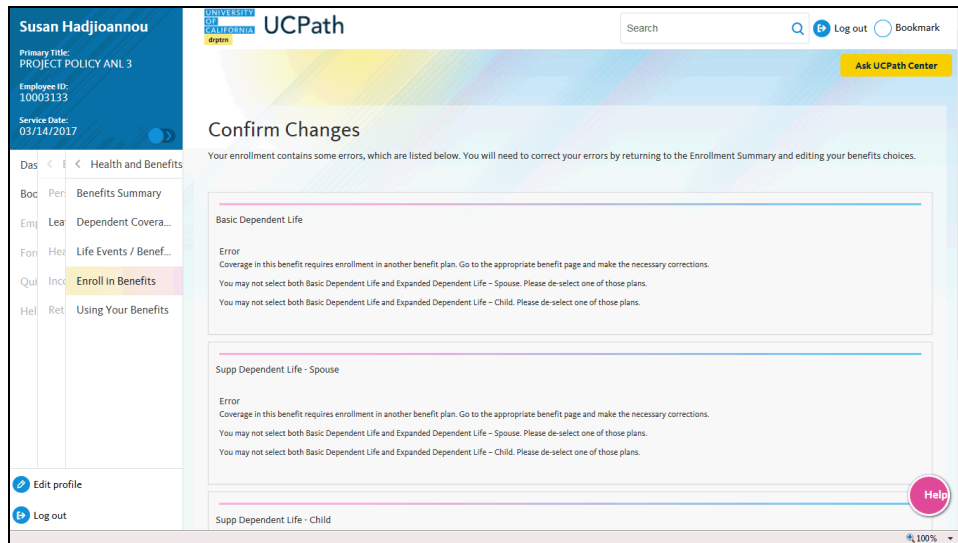
Step	Action
170.	<p>UCPath displays the details for your election, including the estimated pay period cost and the date the election will take effect.</p> <p>Click the Save Changes button to submit your changes or click the Back button to make changes.</p> <p>Click the Save Changes button.</p>



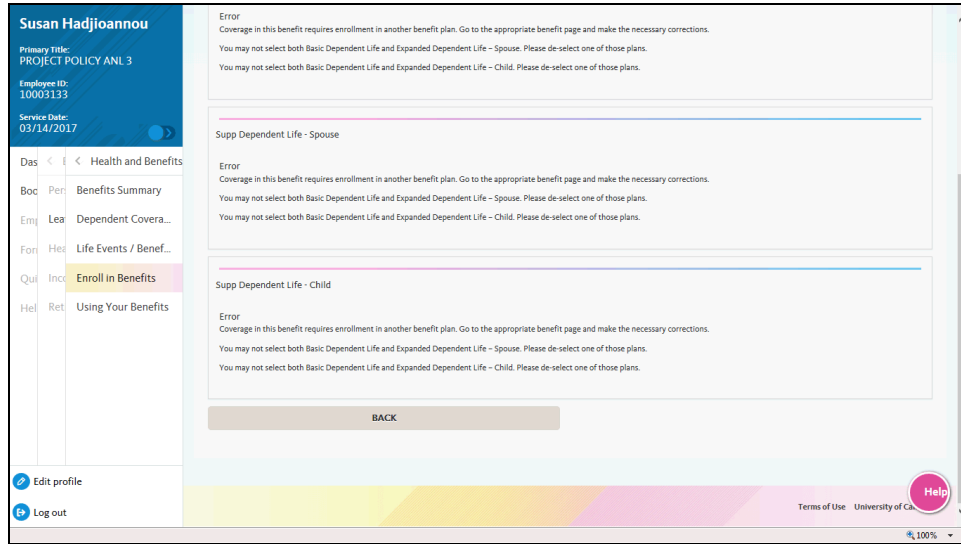
Step	Action
171.	Click the scroll bar.



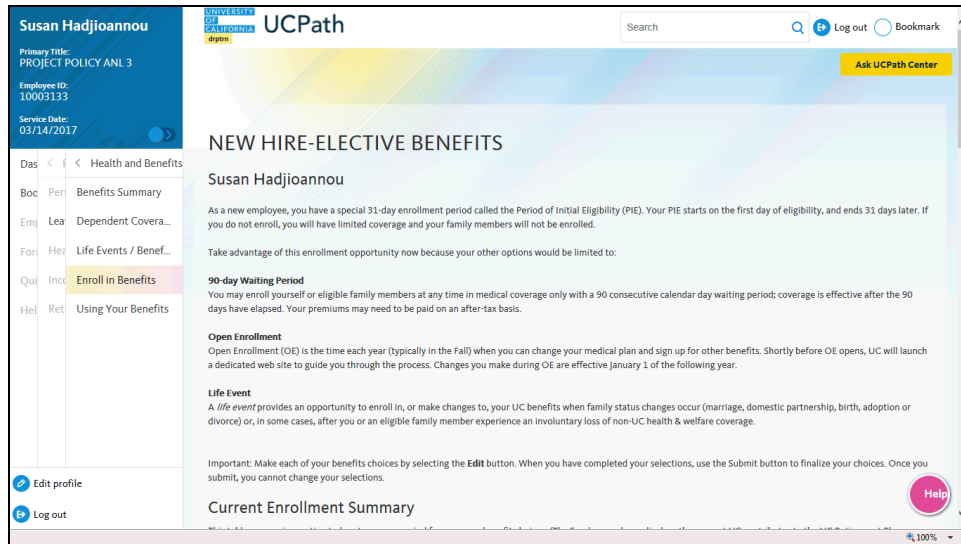
Step	Action
172.	<p>After you complete all benefit selections, click the Submit button at the bottom of the Current Enrollment Summary section to finalize your choices. After you submit your choices, you cannot change your selections.</p> <p>Click the Submit button.</p>



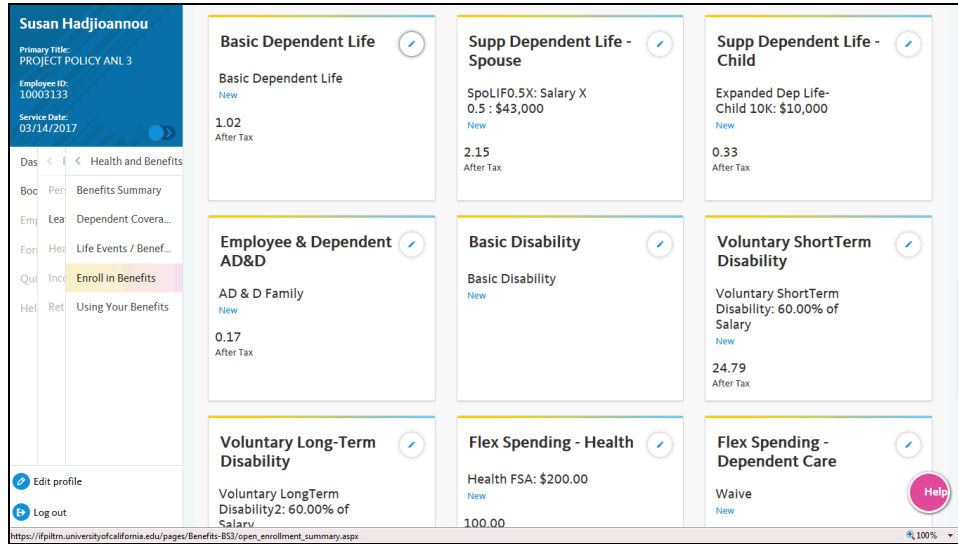
Step	Action
173.	<p>If you receive any errors or warnings, review the message and correct your errors.</p> <p>In this example, there are conflicts with dependent life coverages.</p>
174.	<p>Return to the Current Enrollment Summary page and edit your benefits choices.</p> <p>Click the scroll bar.</p>




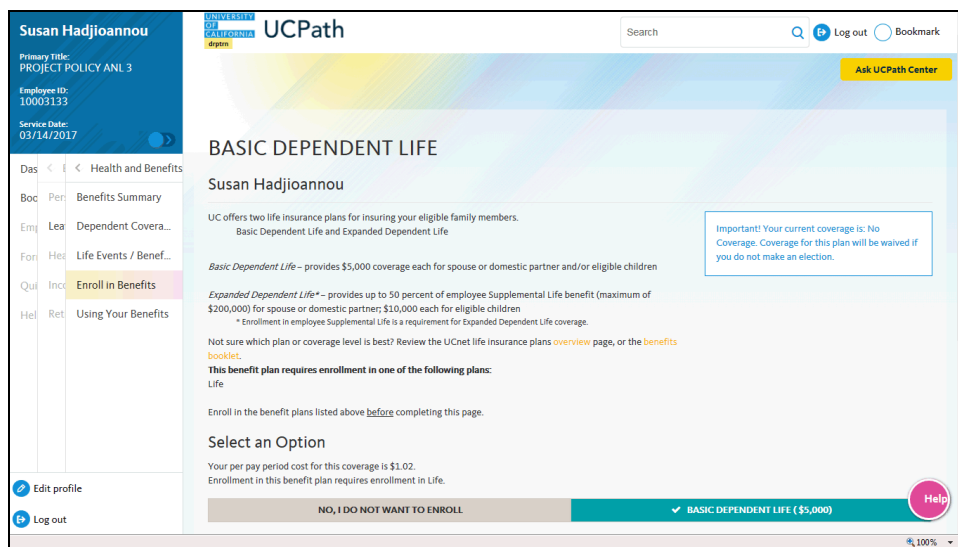
Step	Action
175.	Click the Back button.



Step	Action
176.	Click the scroll bar.



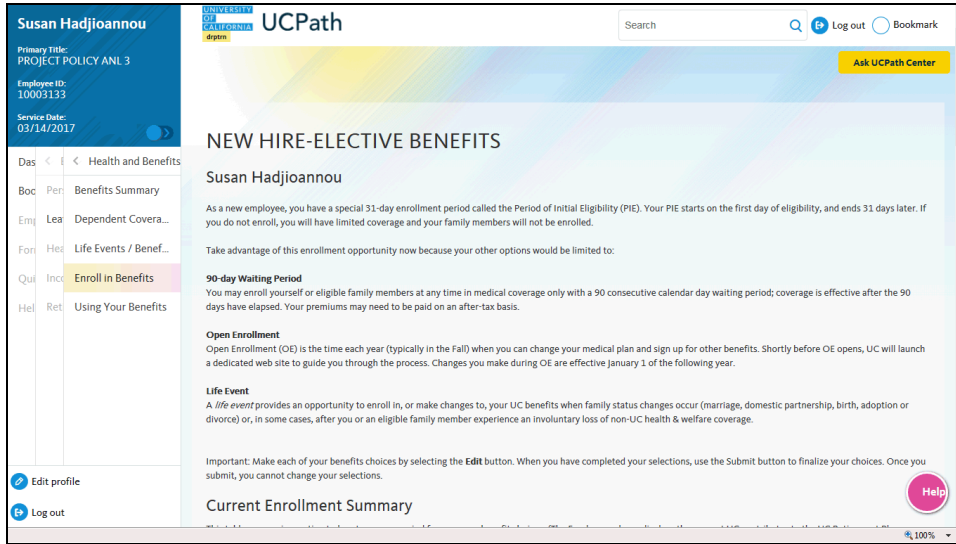
Step	Action
177.	<p>The error stated you cannot select both Basic Dependent Life and Expanded Dependent Life - Spouse. Also, you cannot select both Basic Dependent Life and Expanded Dependent Life - Child.</p> <p>For this example, waive basic coverage and keep the expanded coverage.</p> <p>Click the Edit Basic Dependent Life button.</p> 



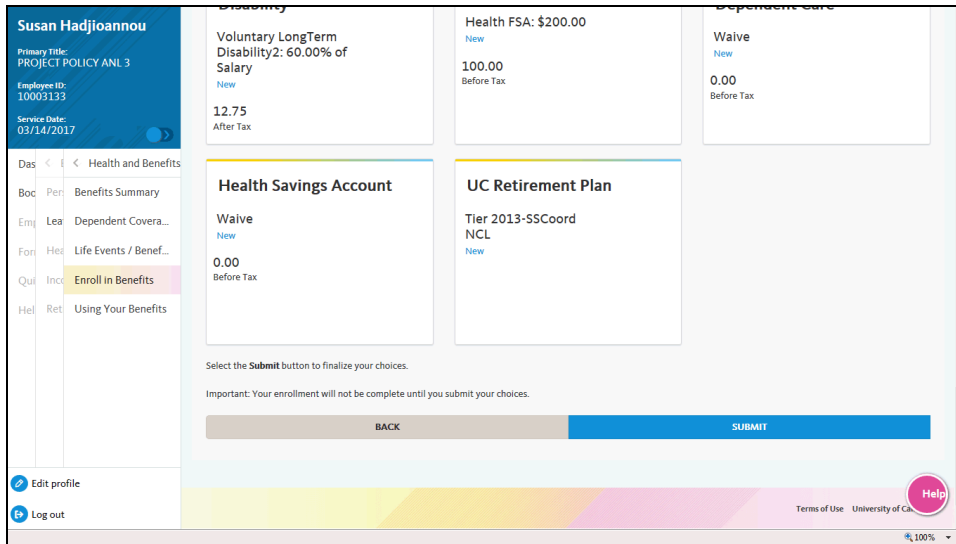
Step	Action
178.	Select the No, I do not want to enroll option to waive coverage.

Step	Action
179.	Click the Continue button.

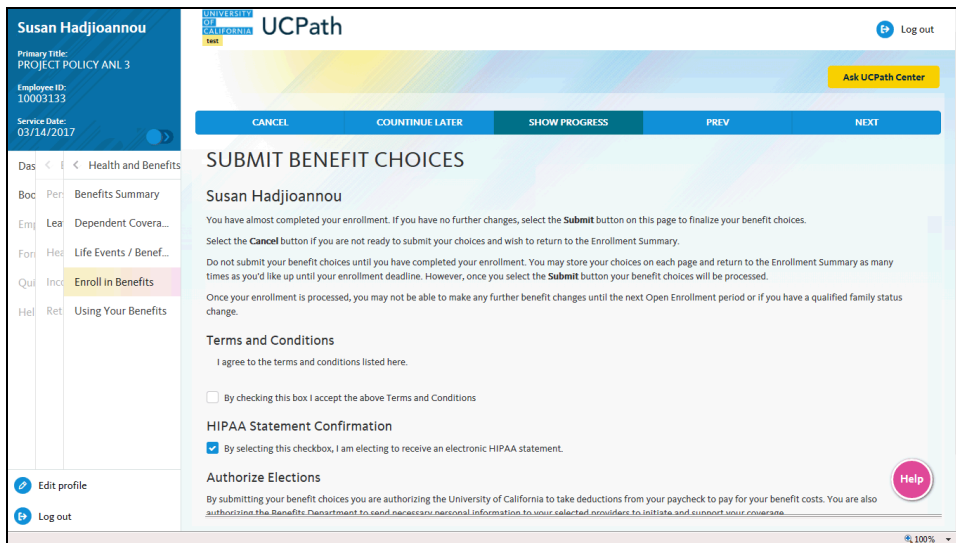
Step	Action
180.	Click the Save Changes button.



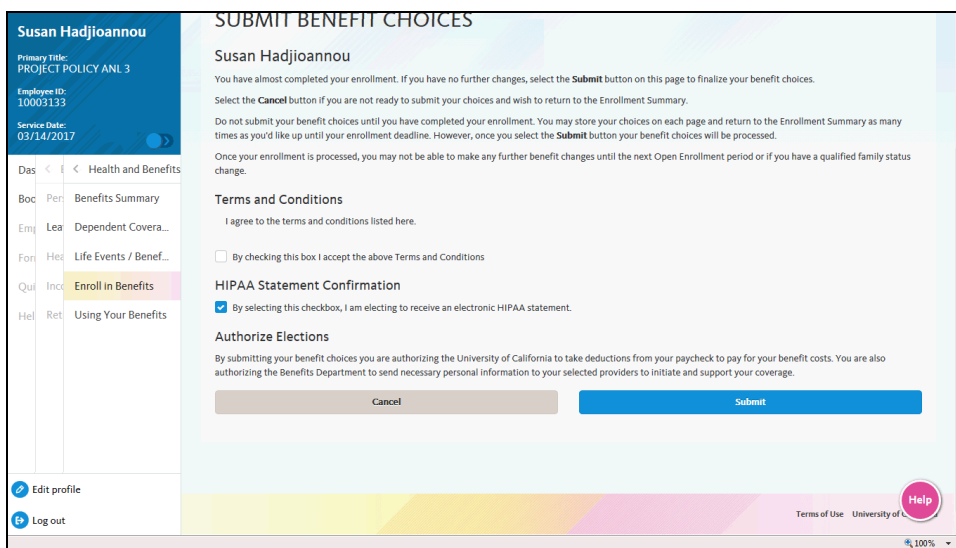
Step	Action
181.	Click the scroll bar.



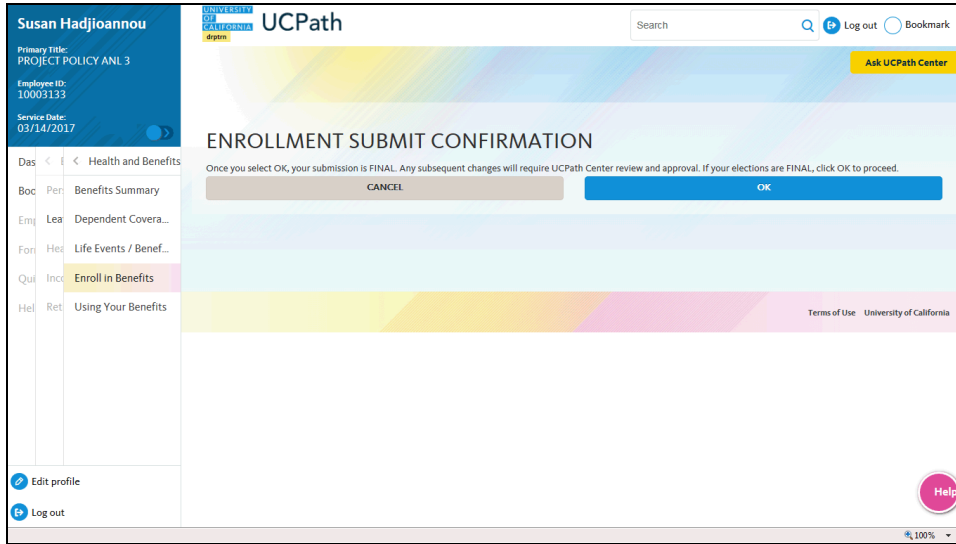
Step	Action
182.	Click the Submit button.



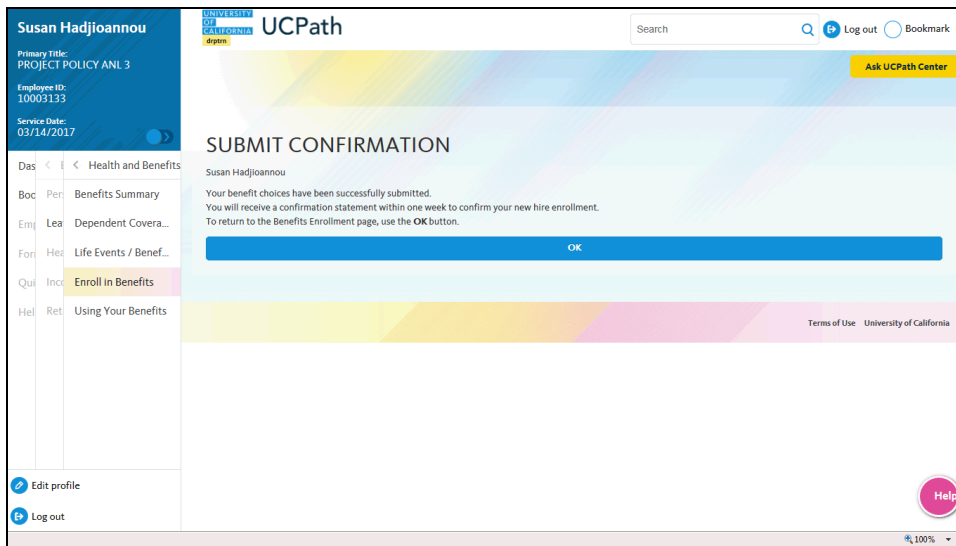
Step	Action
183.	The Submit Benefit Choices page appears. Review the Terms and Conditions , as well as the HIPAA Statement Confirmation . Click the scroll bar.



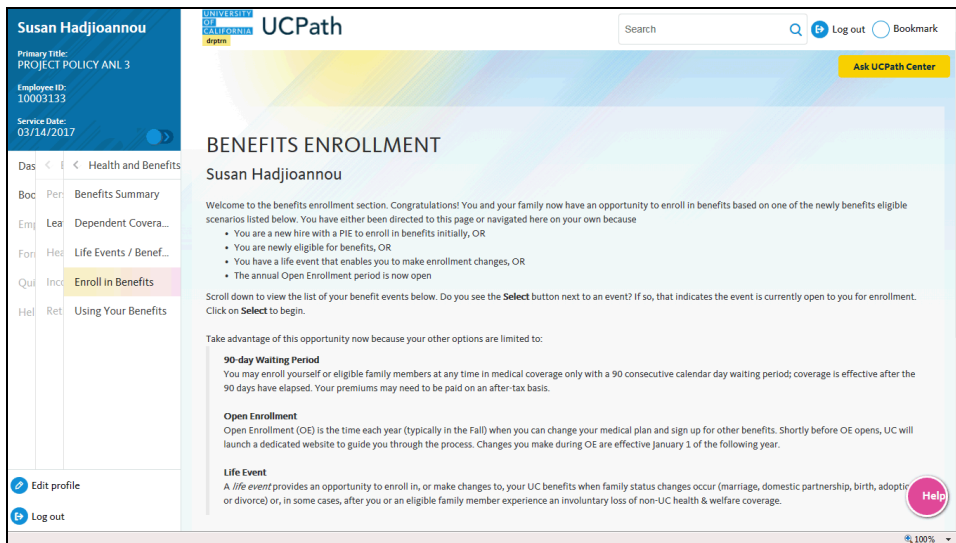
Step	Action
184.	Click the By checking this box I accept the above Terms and Conditions option. <input type="checkbox"/> By checking this box I accept the above Terms and Conditions
185.	Click the Submit button.



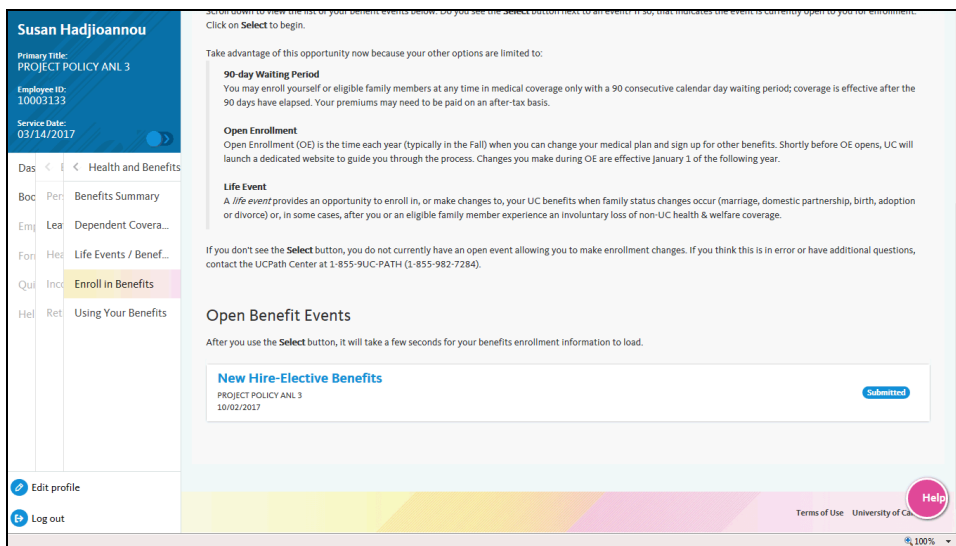
Step	Action
186.	<p>Click the OK button to submit your changes or click the Cancel button to exit this page without saving your changes.</p> <p>Click the OK button.</p>



Step	Action
187.	<p>A confirmation message appears.</p> <p>Click the OK button.</p>



Step	Action
188.	Click the scroll bar.



Step	Action
189.	The New Hire-Elective Benefits event is submitted.
190.	You have enrolled in benefits. A confirmation email is sent to the primary email address on your account. You can identify your primary email address under Employee Actions > Personal Information > Personal Information Summary . End of Procedure.