

# Initial Enrollment in My UT Benefits

You will get an email with the subject “Enrollment opportunity- ACTION REQUIRED” with information about enrolling and a link to the enrollment system.

If you can't find that email, you can login [here](#). You have 31 days from your date of hire to complete benefits enrollment. After that time, you may only make changes due to a life event (marriage, birth, adoption, etc.) or during Annual Enrollment held July 15 – 31 for a September 1 effective date.

(Please use Google Chrome to ensure the best enrollment experience.)

If you need assistance navigating the system, contact the **My UT Benefits support line at 1-844-870-0044**, 8 a.m. to 5 p.m. CT.

If you have questions about benefits or premiums, contact your [HR/Benefits office](#).

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From the secure login page, select your institution from the dropdown list.

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TIP: If you work in a location with several UT institutions, please be sure to select your actual employer. (For example, UT Southwestern or UT Dallas.)

THE UNIVERSITY of TEXAS SYSTEM  
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

THE OFFICE of EMPLOYEE BENEFITS My **UT** Benefits

Select your home institution

My UT Benefits requires that you authenticate with your home institution. Please either select it from the list below, then click 'Select', or you may use the search-as-you-type feature by typing a partial name into the search box below, then clicking 'Search'.

Please do not create a bookmark or favorite in your web browser on this page. This page is not part of the application you are accessing. You may create a bookmark/favorite after you complete the authentication process.

Recently used institutions:  
[The University of Texas System Administration](#)

Clear

Enter organization name (partials ok):  
 Search

Or choose from a list:  
The University of Texas at Arlington Select Remember for session

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Next, login with the same username and password you use to log in to your computer at work.

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(NOTE: The image below is an example only. Your campus information will show here.)

Username

Password

Login

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Once at the My UT Benefits Communication Portal, under *Enroll Now*, Click **MY UT BENEFITS**.

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HOME INSURANCE RETIREMENT WELLNESS RESOURCES FORMS & PUBLICATIONS VIDEOS

QuickLinks  
Employee Enrollment Guide  
Retiree Enrollment Guide  
Premium Rates  
Video Library  
Who to Contact  
MD Anderson Links

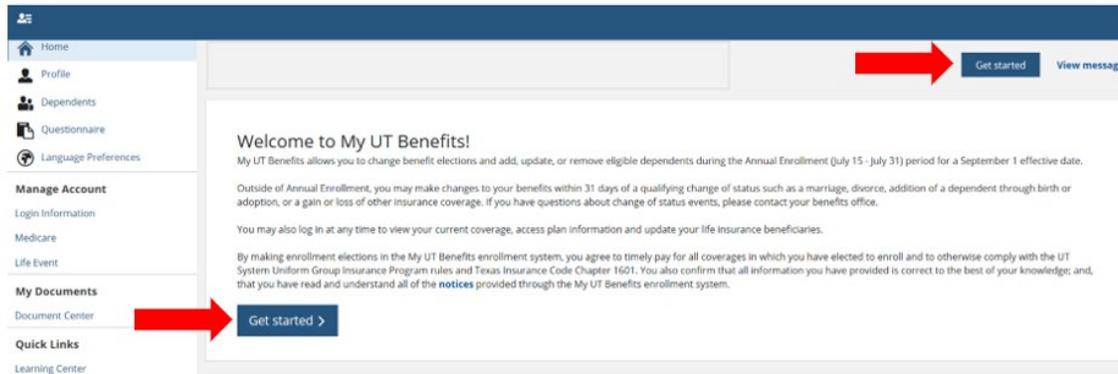
Welcome [Name]  
Welcome to your new benefit communications portal. This site gives you easy access to information about the UT Benefits program, including insurance, retiree wellness benefits, as well as other employee benefits offered by your org.  
We recommend that you bookmark this site and make this your first stop when you have a benefits-related question or need information about your benefits.

Enroll Now!  
Click Here to View Your Benefits  
**MY UT BENEFITS**

NEW HIRE INFO  
STATUS CHANGE INFO  
GETTING READY TO RETIRE

ENROLLMENT GUIDE  
BENEFITS OVERVIEW FOR NEW EMPLOYEES

## Get Started.



## Add dependents.

### Take a moment to review your family

Below is a summary of everyone that you have entered as a member of your family. Take a moment to review. If anyone is missing, you may create them in the system. Keeping an accurate record of your family is important, because it allows us to better suggest benefits and plans that may be right for you

Add Dependent

Next

Previous

### Add any dependent data.

#### Add Dependent

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suffix ---Please Select---	Preferred Name	
<input type="text"/>	<input type="text"/>	
Date of Birth *		
<input type="text"/>		
Gender *		
<input type="radio"/> Male <input type="radio"/> Female		
Please enter one of the following		
<input type="radio"/> SSN	<input type="radio"/> BID	<input type="radio"/> ITIN (Individual Tax Identification Number)
Relationship *		
---Please Select---		

Be sure to Save at the bottom of the page.

Save

Save & Add Another

Cancel

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Complete the tobacco survey for added dependents age 16 or older.

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UTS Tobacco Premium Program 2019-2020

Has the individual used tobacco in the last 60 days?

Dependent Name

Yes

No

Save & Continue

Cancel

Save selections, then move on to add benefits. The system will guide you through your various benefits and provide plan details as well as cost.

Profile Shop for benefits

## Current Benefits

You have incomplete benefits. Please check the steps below to make sure you have completed all the steps in the enrollment process.

### Your benefits

1. Choose your Dental coverage

Begin enrollment Decline coverage

Make sure you select *Save* changes at the bottom of the page when you're done.

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You will receive a Success message with more options.

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✔ Congratulations Sam, you have finished selecting your current benefits!

 Dental UT SELECT Dental Plus... Just You	 Vision Superior Vision (Plus... Just You	 Voluntary Life Voluntary Group Term...	 Voluntary Dependent Life Voluntary Dependent...
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Show all 7 of my benefits ▼

Helpful things to do right now

 Review and print a copy of your Confirmation Statement

Continue to next page

View and edit all benefits

**!** Click here to view and print a confirmation statement.

Once you click "Continue" you will be taken to a survey which is optional.

## Evidence of Eligibility

When you add dependents, you will be directed to the *Document Manager* to add documentation to provide evidence of eligibility (EOE).

### Document Manager

For requests with a status of "Document Required", upload a document to associate it. The Document will then show as "Pending Approval" until it is approved or denied by an administrator. When adding a document through the "Add Document" option, it can then be associated with a "Document Required" request and can be viewed by selecting the filter for "All Documents".

5 Document Required, 0 Pending Approval, 0 Approved, 0 Denied, 0 Disabled, 0 Expired,  
0 All Documents

+ Add Document

Choose a file, complete the Document name and Category.

#### Adding New Document ✕

Please complete the information below.

#### Browse for File\* ?

File Chosen

m cert.pdf

Hover over the (?) above to view accepted file types.

#### Document name\*

marriage certificate

#### Category\*

Marriage certificate

#### Date

03/26/2020

#### Description

Associate the Document

Filter by type: All      Filter by status: All Requests

Sort By: Document Name   Date Created   Date Uploaded

Document is awaiting upload      03/26/2020

Subscriber Name: Employee      Name

Please note that documentation is required for life event changes. Multiple requests will appear for each benefit that you change using a life event, but you are only required to submit one document per life event. Please use the "associate an existing document" link to associate your document with multiple requests.

**Please upload documentation by 04/24/2020**

Document Required      Upload a Document      Associate an Existing Document

Select the file from the dropdown

### Associate an Existing Document ✕

Select the file for **Employee** that matches this request \*

Marriage certificate

 marriage certificate	 03/26/2020
Subscriber Name: <b>Employee</b>	 03/26/2020
<b>Employee</b>	 <b>Employee</b>
<input type="button" value="Associate this Document"/>	<input type="button" value="Preview"/>  Marriage certificate

Click “Associate this Document”

Be sure to *Save*.

 marriage certificate

PDF Dependent Name: **Dependent Name**  
Unsure of Documentation Required?  
[Click Here for Acceptable Dependent Documentation](#)

Pending Approval |  |

Once you save, you will be taken back to the home page where you will see a success message:

 Your documents have been submitted and are pending approval.

Your HR/Benefits office will review your documents and contact you if additional information is required. If there is a problem with your documentation, your HR/Benefits office will notify you.

Please watch for emails from the HR/Benefits office for any requested information. Coverage will not be effective until the documentation is approved.

**TIP:** If you need to exit the system and add a document at a later time, you can log back into *My UT Benefits*, and go to *My Documents, Document Center*.

-  [Language Preferences](#)
- Manage Account**
  - [Login Information](#)
  - [Medicare](#)
  - [Life Event](#)
- My Documents**
  - [Document Center](#)
  - [Confirmation Statement](#)
- Quick Links**
  - [Learning Center](#)

## Evidence of Insurability



If you applied for coverage that requires Evidence of Insurability (EOI), you will be taken to *My Health Statement*. If you need to come back to complete EOI later, you can access the Health Statement Manager on your Home screen in *My Health Statement*.

- Dependents
- Questionnaire
- Language Preferences

### Manage Account

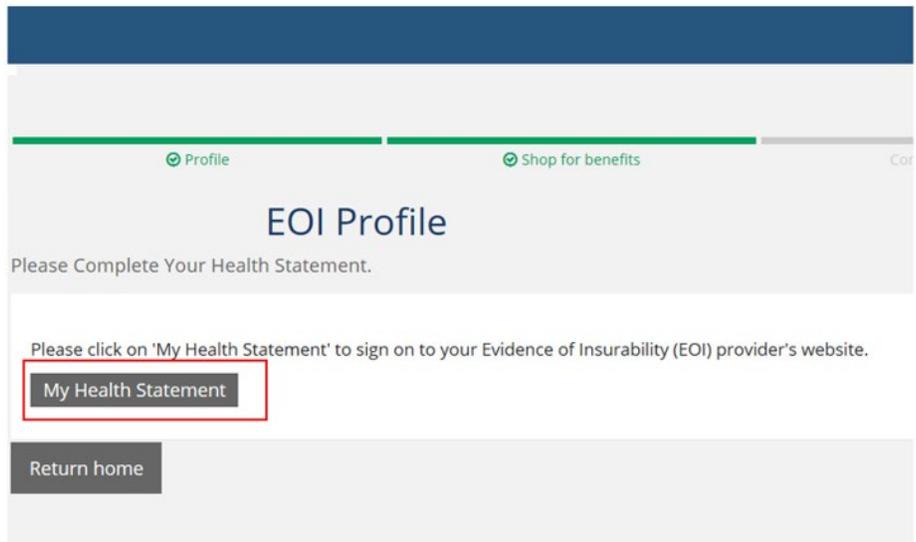
- Login Information
- Medicare

### My Documents

- Document Center
- Confirmation Statement

### Quick Links

- My Health Statement
- Learning Center



*My Health Statement* will take you to the Blue Cross and Blue Shield Evidence of Insurability (EOI) system in a new window.

Once your EOI is submitted, it will be reviewed by the insurer for coverage approval. Coverage will only take effect once it is approved. For employee voluntary life insurance, up to 3x your salary amount is automatically approved if you are within 31 days of your hire date. Any additional amount does not take effect until it is approved by the insurer.