

Use this task to enroll in benefits on the UCPATH website.

Dashboard Navigation:

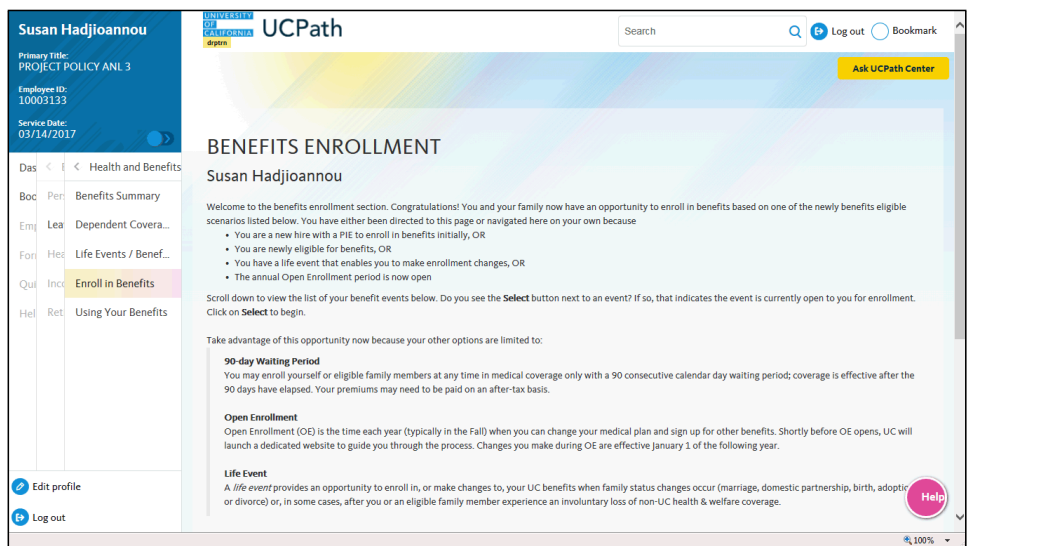
Health and Welfare > **Enroll in Benefits**

or

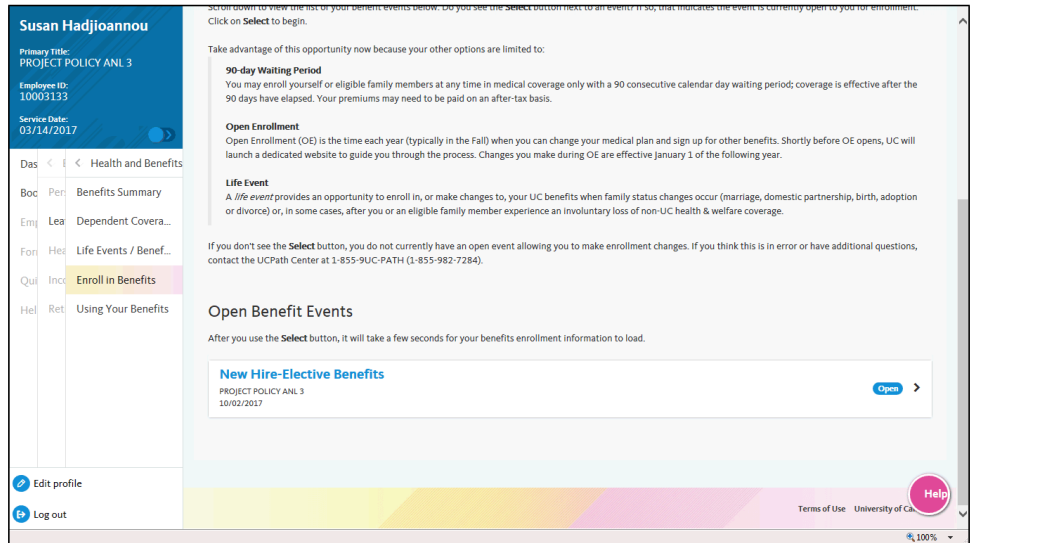
Menu Navigation:


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

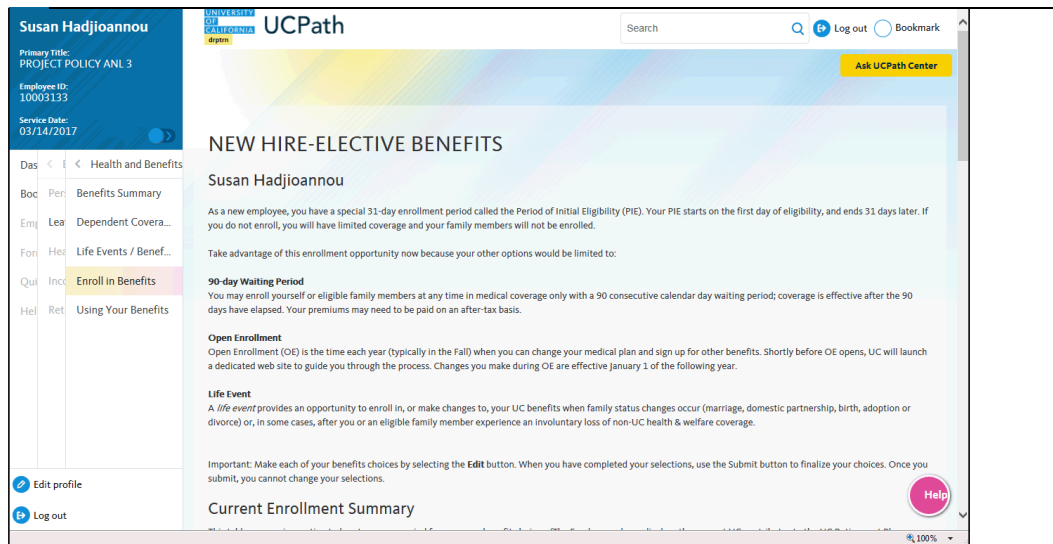
Note: This example uses portal images as seen on a computer. Portal images appear differently on a tablet or smartphone, but the steps remain the same.



Step	Action
1.	<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>
2.	<p>Click the scroll bar.</p>



Step	Action
3.	<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> 



Step	Action
4.	<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>

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

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.)

	Before Tax	After Tax	Total	Employer
Costs	0.00	0.00	0.00	0.00
Your Costs	0.00	0.00	0.00	

Election Summary
Summarized estimates for new Benefit Elections

Current Benefits Details

- Medical**: Waive (New) [Edit]
- Dental**: Waive (New) [Edit]
- Vision**: Waive (New) [Edit]
- Legal Services**: Waive (New) [Edit]
- Behavioral Health**: No Coverage [Edit]
- Supplemental Life**: Waive [Edit]

Step	Action
5.	<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>
6.	<p>After selecting all the benefits you wish to enroll in, press the Submit button. Click the I agree to the terms and conditions button.</p> <p>Click the OK button to submit your changes or click the Cancel button to exit this page without saving your changes.</p> <p>You have enrolled in benefits. You will receive an email when your changes are finalized.</p>