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

**Dashboard Navigation:**
Health and Welfare > Enroll in Benefits

**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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In this scenario, you will enroll yourself and your dependents in benefits eligible to a new hire. Review the <strong>Benefits Enrollment</strong> page before you begin the enrollment task. 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.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the scroll bar.</td>
</tr>
</tbody>
</table>
**UCPath Task:**
**Enroll in Benefits**

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| 3.   | 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.  
Click the **Open** button. |
| 4.   | The **New Hire-Elective Benefits** page appears. You must complete your benefit elections within 31 days of eligibility.  
Click the scroll bar. |
### Step 5
The **Current Enrollment Summary** section displays your current elections for all eligible plan types. At new hire, most elections default to **Waive**.

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.

### Step 6
After selecting all the benefits you wish to enroll in, press the **Submit** button. Click the **I agree to the terms and conditions** button.

Click the **OK** button to submit your changes or click the **Cancel** button to exit this page without saving your changes.

You have enrolled in benefits. You will receive an email when your changes are finalized.