



Annual Enrollment Guide



How Do I Make Changes?

Log in to [My UT Benefits](#) to do the following:

- Make changes to your health or other benefits.
- Enroll in UT FLEX HCRA and/or DCRA.
 - Active employees **must make FLEX elections every year** to continue the benefit plan for the next plan year.
- Make your declaration as a tobacco user or non-tobacco user.
- Request new coverage for eligible dependents.
- Remove ineligible dependents from the program.
- Review and update your beneficiary information online.

PLEASE NOTE: For the best experience using [My UT Benefits](#), we recommend using an up-to-date version of Google Chrome, Safari, Microsoft Edge, or Firefox. [Click here](#) to learn more about supported browsers. You can also use the mobile app for convenient access from your phone (see details below).

For **login issues or technical assistance** with the [My UT Benefits](#) site, please call **(844) 870-0044**.

For **questions about eligibility or available benefit options**, please hr@utsa.edu for assistance.

All UT Institutions

(except UT Austin)

Active Employee Login

Retired Employee Login



Communications Portal

HOME | INSURANCE | RETIREMENT | WELLNESS | RESOURCES | FORMS & PUBLICATIONS

QuickLinks

- Annual Enrollment Resources
- Employee Enrollment Guide
- Retiree Enrollment Guide

Welcome

To review your current benefit elections or make new elections, please click on the image below or click the "Enroll Now" button in the upper right corner of this page.

Welcome to your benefit communications portal. This site gives you easy access to information about the UT Benefits program, including insurance, retirement, and wellness benefits, as well as other employee benefits offered by your institution.

ENROLL NOW

For questions or assistance with My UT Benefits, please call: (844) 870-0044
(Available M-F 8 AM - 5 PM CT)

**Click "Enroll Now" to access the Marketplace and begin enrollment*



Marketplace Homepage

Welcome to Annual Enrollment Reminder:

- All elections must be made by 11:59pm CT on July 31st, 2023
- If you don't want to make any changes, you don't have to do anything to continue with current plan selections, except UT FLEX for employees must be elected each year

[View/Edit Annual Enrollment Elections >](#)

Welcome back, Test
Friday, June 30 at 12:39 PM EDT

12 **ACTIVE BENEFITS**
View benefits

3 **TO DO ITEMS**
View to do list

 Begin annual enrollment

 Change your current benefits

 Print your benefits

 View your medicare info

 Update your profile

*Click "View/Edit Annual Enrollment Elections" button to begin enrollment process.



Employee Profile Page

● PROFILE – ○ BENEFITS – ○ CHECKOUT

Your profile

Review and complete the required information for your profile below.

 About you

Please note:
Some of your information is managed in another system. To change it, contact your Benefits Office.

Look for the “Continue to next step**” button at the bottom of this page to advance*



Tobacco Usage Survey

UTS Tobacco Premium Program 2023-2024

Has the individual used any tobacco products - including vapes/e-cigarettes - in the last 60 days?

Tobacco products include cigarettes (clove, bidis, kreteks), cigars and cigarillos, pipes, water pipes (hookah), electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and any non-FDA approved nicotine delivery device. All members will see the Tobacco Premium Program in their benefits. A \$30 premium will be applied, up to \$90 per family, if the answer to this question is "Yes" for you and/or any of your eligible dependents.

Test Test JR

- Yes
- No

Save & Continue

Cancel

**An answer must be provided before you can advance from this page*



Editing Coverage | Benefits List Page

Current Benefits **Annual Enrollment Benefits**

Annual Enrollment Benefits

Whether you want to change your benefits or keep them the same as last year, it's still important that you carefully complete each step in the enrollment process to make sure all of your benefits are covered for the upcoming plan year.

[Compare to your current benefits](#)

Your benefits

+ 1. Your Medical coverage
UT SELECT Medical 2023-24 (Pharmacy included)

Effective Date: 09/01/2019
Persons Covered: Test Test Jr.

[Edit coverage](#) [Compare to your current plan](#) [Show Plan Details](#) ▼

[Decline](#)

\$0.00
per month

*Click "Edit Coverage" to manage coverage.

**Easy "decline" button



Adding/Dropping Dependents

Choose your Medical plan.

Please choose your coverage level and select your plan.



Who do you want to cover on this plan?

Add Dependent

✓ Test Test JR

✓ Step-child48 Test

**Add/drop dependent(s) OR add a new dependent to the system*

***This page will show after clicking "Edit Coverage" for each offer*



Managing Beneficiaries



5. Your AD&D coverage

Please note, this plan is automatically accepted with enrollment in a UT Medical/Medicare plan and cannot be changed.

Basic AD&D 2023-24

Coverage Amount: \$50,000.00

Effective Date: 09/01/2022

Persons Covered: Test Test Jr.

Beneficiaries: [Add](#)

\$0.00
per month

**Add/Edit Beneficiaries. This will appear in the same spot for all Life and AD&D plans*



Editing Various Benefits

	7. Your Dental coverage UT SELECT Dental Plus 2023-24		\$61.40 per month
Effective Date:	09/01/2019		
Persons Covered:	Test Test Jr.		
Edit coverage	Compare to your current plan	Show Plan Details ▼	Decline
	8. Your Vision coverage Superior Vision (Plus Plan) 2023-24 (Offered by MetLife)		\$7.64 per month
Effective Date:	09/01/2019		
Persons Covered:	Test Test Jr.		
Edit coverage	Compare to your current plan	Show Plan Details ▼	Decline

**Additional coverages. Click “Edit Coverage” to update as needed (not required)*



HFSA/DCFSA election

9. Choose your Health FSA coverage

[Begin enrollment](#) [View your current plan](#) [Decline coverage](#)

\$ 10. Choose your Dependent Care FSA coverage

**Health FSA must be completed before Dependent Care FSA can be completed*

11. Your Voluntary Life coverage

Voluntary Group Term Life (VGTL) 2023-24 \$24.56
per month

By checking this box, I am confirming my 2023-24 benefit elections.

[Complete Enrollment](#) [Return home](#)

**HFSA and DCFSA will require an Accept/Decline for those eligible*

****Click "View your current plan" to see 22/23 FLEX election (if applicable)*

****The check box and "Complete Enrollment" button cannot be selected until these actions are completed*



Completing Enrollment

By checking this box, I am confirming my 2023-24 benefit elections.

Complete Enrollment

[Return home](#)

**Once all required actions are complete, the confirmation box can be checked, and "Complete Enrollment" can be selected*



Congratulations Banner

✓ Congratulations Test, you have finished selecting your benefits!

 Medical UT SELECT Medical 2023-24 (Pharmacy included) Just You	 Pharmacy UT Prescription Drug Plan 2023-24 (included...) Just You	 Limeade Wellness UT Living Well Platform (powered by Limeade...) Just You	 Life Basic Life 2023-24
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Show all 11 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

**Congratulations banner to signal completion*



Congratulations Banner | Missing Dependent Verification

✓ Congratulations Test, you have successfully updated your benefits!

Below is a summary of your updated benefits and next steps

 Medical UT SELECT Medical 2023-24 (Pharmacy included) You, +1 dependent	 Pharmacy UT Prescription Drug Plan 2023-24 (included...) You, +1 dependent
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Helpful things to do right now

 Review and print a copy of your Confirmation Statement	 Verify the following dependents: Step-child48 Test
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[Continue to next page](#)

[View and edit all benefits](#)

**Congratulations banner to signal completion with missing Dependent Verification*



User Experience Survey

We appreciate your feedback

How likely are you to recommend this online enrollment experience to your colleagues or friends?

0 = Would strongly not recommend; 10 = Would strongly recommend

0 1 2 3 4 5 6 7 8 9 10

What is the primary reason for your rating?

0/250

Next

Previous

Skip Survey

**Optional survey to provide feedback on the enrollment experience*



Accessing the Document Center | Option 1

1

Welcome back, Test
Friday, June 30 at 1:04 PM EDT

11 ACTIVE BENEFITS
View benefits

1 TO DO ITEMS
View to do list

2

Your to-dos

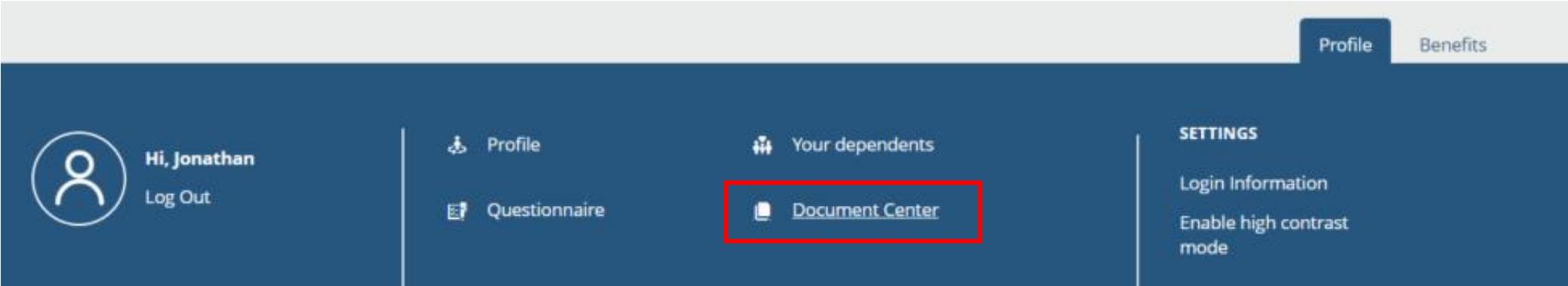
You have tasks that require document uploads

Close

**To-Do list (found on Marketplace homepage (see slide 6)) showing 1 “to-do”. This will navigate to the Document Center*



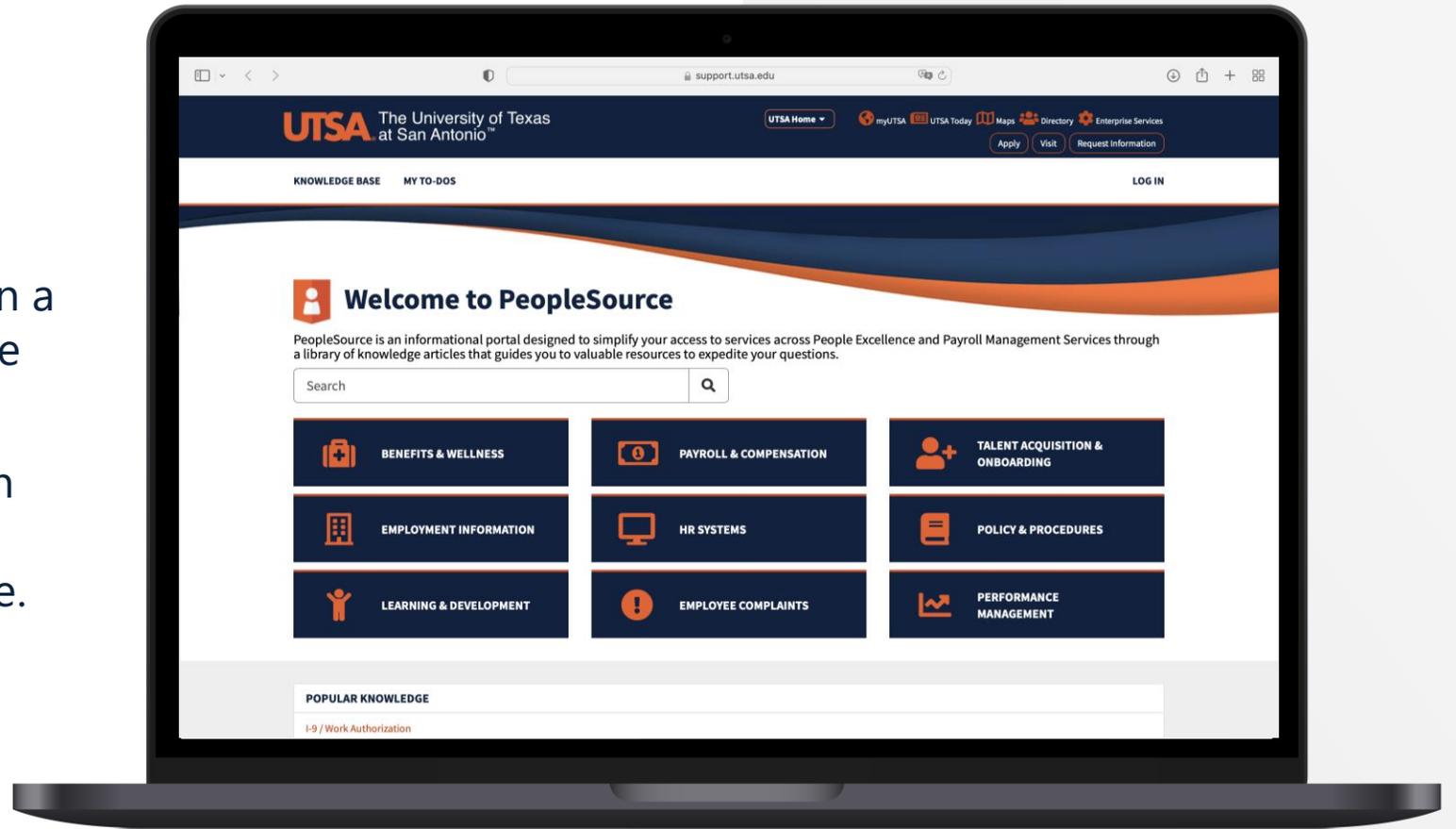
Accessing the Document Center | Option 2



PeopleSource

PeopleSource is an information portal for People Excellence and Payroll Management.

- You will find Knowledge Articles on a variety of topics which may be able to answer your questions.
- If you still need assistance, you can submit a support ticket at the bottom of every Knowledge Article.
- Contact: 210-458-4250 or hr@utsa.edu



For more information, please visit: <https://www.utsa.edu/people-excellence/>