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.
Communications Portal

*Click “Enroll Now” to access the Marketplace and begin enrollment*
*Click “View/Edit Annual Enrollment Elections” button to begin enrollment process.
Employee Profile Page

Your profile
Review and complete the required information for your profile below.

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

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

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

8. Your Vision coverage
Superior Vision (Plus Plan) 2023-24 (Offered by MetLife)
Effective Date: 09/01/2019
Persons Covered: Test Test Jr.

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

*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

*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

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 banner to signal completion with missing Dependent Verification

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**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

Helpful things to do right now:

- Review and print a copy of your Confirmation Statement
- Verify the following dependents: Step-child48 Test

Continue to next page

View and edit all benefits
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

*Optional survey to provide feedback on the enrollment experience
Accessing the Document Center | Option 1

*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/