I am an active employee. How do I access the new My UT Benefits?

Step 1: Visit My UTRGV and click on the My UT Benefits icon.
Step 2: Select “University of Texas Rio Grande Valley” from the drop-down menu.
Step 3: When directed to the UTRGV log in page, sign in with your UTRGV Employee ID and password (your current credentials).
Step 4: Click on “My UT Benefits” to enroll.
Step 5: Once you have successfully logged into My UT Benefits you will see this Welcome Screen. To begin your enrollment process, click on ‘Get Started’ button.

I am a retiree or surviving spouse/dependent. How do I access the new My UT Benefits?

Step 1: Visit My UT Benefits link
Step 2: Use the following to login with a username and password for the first time
  **USERNAME**: Campus abbreviation + Employee ID (note: not case sensitive)
  UT Rio Grande Valley abbreviation is UTRGV.
  Example: UTRGV987654321
  **Employee ID**: If you do not have this, you can contact login support at (844) 870-0044.

  **PASSWORD**: Last name (first letter capitalized) + last 4 digits of your Social Security Number
  Example: Garcia2345

  IF this is your first time logging in, you will be prompted to update your password, but you may not update your username.
Step 3: Once you have successfully logged into My UT Benefits you will see this Welcome Screen. To begin your enrollment process, click on “Get Started” button.
Adding Dependents

To add Dependents, click on the “Add Dependents” button. If you do not have any dependents to add, click “Next”.

Once you click on “Add Dependent” you will be directed to complete your dependents information.
Next, you will need to make an election on the UTS Tobacco Premium Program for 2020-2021.

**UTS Tobacco Premium Program 2020-2021**

Has the individual used tobacco in the last 60 days?

David Lee Pena
- Yes
- No

[Save & Continue] [Cancel]

**Making Your Elections**

Whether you want to change your benefits or keep them the same as last year with the exception of Dependent or Health Flex, 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.

Click on “Current Benefits” to view your plans for the current benefit year. To make changes to any of your benefits, select “Edit coverage”. You can also click on “Begin enrollment” to get started.
Making Your Elections

You will be asked who you would like to add to coverage. If you will be adding a dependent, simply click on the dependent(s) you wish to add to coverage. To continue, click on “Select Plan”.

Making Your Elections – Declining/Waiving Medical Coverage

You will also have the option to Decline Coverage.

If you are a benefits-eligible employee with coverage under another group health plan and elect to waive the basic coverage package, you are eligible to use state premium sharing (50% if you are full-time and 25% if you are part-time) to purchase one or more of the following optional coverages that are paid on a pre-tax basis: Dental, Vision, and Voluntary Accidental Death and Dismemberment (AD&D). If you waive,
you will not be enrolled in Basic Group Life Insurance or Basic Accidental Death and Dismemberment (AD&D) insurance.

**Important:** Those who wish to waive the Basic Coverage Package and receive partial Premium Sharing for eligible optional coverages, must submit proof of other group health insurance.

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**Making Your Elections – UTS - Eligibility of Waiver Credit**

To receive this credit, documentation of other group health plan coverage must be uploaded via the Document Center or submitted to you benefits@utrgv.edu. You will not receive the premium sharing credit until the documentation has been approved.

By checking the box below, you are acknowledging that you understand the process for submitting documentation and the approval process to receive the Premium Share Credit.

A Premium Sharing Credit document (proof of other coverage) can be uploaded to your Document Center, accessible from the main menu on your homepage. The coverage you elected will not be approved without proof of other insurance coverage.

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**Making Your Elections –Uploading Proof of Coverage**

To upload proof of other coverage, go to Document Center and click on “Add Document”.
Making Your Elections – Uploading Proof of Coverage

To upload document, click on “Choose File” and select the file you wish to upload. You will enter document name, ex. Proof of other coverage. Next select a Category for the document from the drop-down box by clicking in the box. You may enter a description, but not necessary. Click “Save”.

Adding New Document

Please complete the information below.

Browse for File*  
Choose File

No File Chosen
Hover over the ( ) to view accepted file types.

Document name*
Refuse's Birth Certificate

Category*
Birth Certificate

Date
05/28/2020

Description
Making Your Elections – Declining/Waiving Medical Coverage

You will also have the option to decline Premium Sharing Credit. If you chose this option, you will not need to provide any documentation. Both the Medical Plan and Premium Sharing Credit will appear on your statement as cancelled. Note: Election to decline Premium Sharing Credit cannot be changed until the following enrollment period.

Making Your Elections

Once you have completed your election for each plan, you will need to click on the “Save” button to continue with your plan elections. Note- You will also see a Cost Summary of your current benefit elections.
Making Your Elections – Uploading Dependent Documentation

If you have added a dependent to coverage, click on “Add Document” or “Upload Document” to open pop up window to upload your dependent documentation as evidence of eligibility. If you have multiple dependents, you will be able to see the dependents that require documentation.

To upload document, click on “Choose File” and select the file you wish to upload. You will enter document name, ex. Melissa’s Birth Certificate, Marriage Certificate. Next select a Category for the document from the drop-down box by clicking in the box. You may enter a description, but not necessary. Click “Save”.
Once you have uploaded the document, by clicking on “Associate this Document”, you will be able to use the same document for the dependent for coverage on other plans. Please note, this process will need to be completed for each plan.
Making Your Elections – Uploading Dependent Documentation

Once you have completed the enrollment process you will see a notification on top of page, Enrollment Complete. Make sure to click on “Save Changes” before exiting the enrollment.

Viewing your Elections

Finally, to view your elections, you can click on “Confirmation Statement” from the menu located on the left side of the screen.
Viewing your Elections

Once your Confirmation Statement appears, you may download a copy for your records by clicking on box “Print to PDF”.