

## 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.

You have 18 days to elect your Current Enrollment benefits.

Get started

View message

### Welcome to My UT Benefits!

My UT Benefits allows you to change benefit elections and add, update, or remove eligible dependents during the Annual Enrollment (July 15 - July 31) period for a September 1 effective date.

Outside of Annual Enrollment, you may make changes to your benefits within 31 days of a qualifying change of status such as a marriage, divorce, addition of a dependent through birth or adoption, or a gain or loss of other insurance coverage. If you have questions about change of status events, please contact your benefits office.

You may also log in at any time to view your current coverage, access plan information and update your life insurance beneficiaries.

By making enrollment elections in the My UT Benefits enrollment system, you agree to timely pay for all coverages in which you have elected to enroll and to otherwise comply with the UT System Uniform Group Insurance Program rules and Texas Insurance Code Chapter 1601. You also confirm that all information you have provided is correct to the best of your knowledge; and, that you have read and understand all of the notices provided through the My UT Benefits enrollment system.

Get started >

## 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.

The screenshot shows a web interface with two tabs: "Profile" (active) and "Shop for benefits". The main heading is "UTS Tobacco Premium Program 2020-2021". Below this is a question: "Has the individual used tobacco in the last 60 days?". The name "David Lee Pena" is displayed above two radio button options: "Yes" and "No". At the bottom of the form are two buttons: "Save & Continue" (dark blue) and "Cancel" (orange outline).

### 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.

## 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.

0/17

Benefits Complete

Current Benefits

**Annual Enrollment Benefits**

Compare to your current benefits

Your benefits

### 1. Choose your Medical coverage

Begin enrollment

View your current plan

Decline coverage



2. Choose your Life coverage



3. Choose your AD&D coverage



4. Choose your Tobacco Premium Program coverage

Complete Enrollment

Cancel

## 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".

### Choose your Medical plan.

Please choose your coverage level and select your plan.



Who do you want to cover on this plan?

Add Dependent

✓ Rob Vale

Cindy Vale

#### UT SELECT Medical 2019-20 (Pharmacy included)

FSA Eligible

Individual Deductible	\$350
Family Deductible	\$1,050
Coinsurance	20%   Maximum of \$2150/individual; \$6450/family
Individual Out-of-Pocket Maximum	\$7,900 <small>Includes medical and prescription drug deductibles, copayments, and coinsurance</small>

Plan Cost \$628.05  
Employer Cost (\$628.05)

**You Pay  
(Monthly Cost)  
\$0.00**

Select plan

Plan details

Plan Documents

Decline Coverage

I would like to decline Medical coverage.

Previous

Cancel

## 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.*

 **Medical**  
● Coverage Declined as of 06/01/2020

[Edit coverage](#)

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 **Premium Sharing Credit**  
Premium Sharing Credit 2019-20  
Effective Date: 06/01/2020  
You Pay: \$0.00 per month

**Additional Information**  
[Show details](#) ▼

[Edit coverage](#)

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**Medical:**  
If you are declining coverage for yourself or your dependents (including your spouse) because of other health insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided that you request enrollment within 31 days after your other coverage ends. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents, provided that you request enrollment within 31 days after the marriage, birth, adoption, or placement for adoption.

### 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.

### Making Your Elections – Uploading Proof of Coverage

To upload proof of other coverage, go to Document Center and click on “Add Document”.

## Document Center

View and Upload Documents

For requests with a status of "Document Required", upload a document to associate it. The Document will then show as "Pending Approval" until it is approved or denied by an administrator. When adding a document through the "Add Document" option, it can then be associated with a "Document Required" request and can be viewed by selecting the filter for "All Documents".

+ Add Document

Begin typing search query  Search

per page 10

Filter by type All Filter by status All Documents

Sort By: Document Name File Type Date Created Date Uploaded

per page 10

Save

## 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 (?) above to view accepted file types.

**Document name \***

Melissa'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.

### Choose your Premium Sharing Credit plan.

Please choose your coverage level and select your plan.

Additional Premium Sharing Credit Information:

Premium Sharing Credit 2019-20 \$0.00  
Monthly Cost

Select plan

Decline Coverage I would like to decline Premium Sharing Credit coverage.

Previous Cancel

## 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.

 **Medical**  
UT SELECT Medical 2019-20 (Pharmacy included)

Requested Coverage Level: Subscriber & Child(ren)  
Effective Date: 05/20/2020  
You Pay: \$282.81 per month  
Persons Covered: Rob Vale, Cindy Vale

Edit coverage Plan details Plan Documents

 **Pharmacy**  
UT Prescription Drug Plan 2019-20 (included with medical plan)

Policy Owner: Rob Vale  
Requested Coverage Level: Subscriber & Child(ren)  
Effective Date: 05/20/2020  
You Pay: \$0.00 per month  
Persons Covered: Rob Vale, Cindy Vale

Plan details

 **Life**  
Basic Life 2019-20

Coverage Amount: \$40,000.00  
Effective Date: 05/20/2020  
You Pay: \$0.00 per month

Beneficiaries Add

### Cost Summary

This is a summary of your current benefit elections.

Show/hide all

Benefit Elections (5 items)

Monthly	
Not Eligible for Employer Contribution	
Medical	282.81
Pharmacy	0.00
Life	0.00
AD&D	0.00
Tobacco Premium Program	0.00
▲ Pending approval. Costs are subject to change	

You Pay

Monthly Total **\$282.81**

Save Cancel

## 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.

The screenshot shows the 'Document Manager' interface. At the top, there are three tabs: 'Profile', 'Shop for benefits', and 'Confirm & Finish'. Below the tabs, the title 'Document Manager' is displayed. A small text block explains that requests with a status of 'Document Required' need to be approved or denied by an administrator. Below this, a summary bar shows: '1 Document Required, 0 Pending Approval, 0 Approved, 0 Denied, 0 Disabled, 0 Expired, 0 All Documents'. A '+ Add Document' button is visible. Below that is a search bar with the text 'Begin typing search query' and a 'Search' button. There are also filters for 'Filter by type' (set to 'All') and 'Filter by status' (set to 'All Requests'). A 'Sort By' dropdown is set to 'Document Name'. The main content area shows a document entry for 'Simon Thumb' with a status of 'Document Required' and a date of '05/27/2020'. Below the entry are buttons for 'Upload a Document' and 'Associate an Existing Document'. A 'Save' button is located at the bottom left of the interface.

## Making Your Elections –Uploading Dependent 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”.

### Adding New Document ✕

Please complete the information below.

**Browse for File \*** (?)

Choose File

No File Chosen

Hover over the (?) above to view accepted file types.

**Document name \***

Melissa's Birth Certificate

**Category \***

Birth Certificate ▾

**Date**

05/28/2020

**Description**

## Making Your Elections – Uploading Dependent Documentation

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.

Profile
Shop for benefits
Confirm & Finish

### Document Manager

For requests with a status of 'Document Required', upload a document to associate it. The Document will then show as 'Pending Approval' until it is approved or denied by an administrator. When adding a document through the 'Add Document' option, it can then be associated with a 'Document Required' request and can be viewed by selecting the filter for 'All Documents'.

1 Document Required, 0 Pending Approval, 0 Approved, 0 Denied, 0 Disabled, 0 Expired, 0 All Documents

+ Add Document

Search

Filter by type: All
Filter by status: All Requests

Sort By:
Document Name
Date Created
Date Uploaded

📄	Document is awaiting upload Dependent Name: Simon Thumb Unsure of Documentation Required? Click Here for Acceptable Dependent Documentation	<span style="font-size: x-small;">📅 05/27/2020</span> <span style="font-size: x-small;">👤 Thumb, Tom</span>
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⚠️ Document Required
Upload a Document
Associate an Existing Document

per page 10

Save

## Associate an Existing Document



Select the file for **Thumb, Tom** that matches this request\*

Birth Certificate

Word	Birth Certificate	05/27/2020
	Subscriber Name: Tom Thumb	05/27/2020
Associate this Document		Preview
		Thumb, Tom
		Birth Certificate

## 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.

**Enrollment Complete!**  
You have completed enrollment for the current benefit year. To make changes to any of your benefits, select "Edit coverage".

Your benefits

<p><b>Your Medical coverage</b> UT SELECT Medical 2019-20 (Pharmacy included)</p> <p>Requested Coverage Level: Subscriber &amp; Child(ren) Effective Date: 05/15/2020 Persons Covered: Tom Thumb, Simon Thumb</p>	<p><b>\$282.81</b> per month</p>
<p><a href="#">Edit coverage</a> <a href="#">Show Plan Details</a></p>	<p><a href="#">Decline</a></p>
<p><b>Your Pharmacy coverage</b> UT Prescription Drug Plan 2019-20 (included with medical plan)</p>	<p><b>\$0.00</b> per month</p>
<p><a href="#">Save changes</a> <a href="#">Cancel</a></p>	

## 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.

- Overview
- Benefit details
- Dependents
- Documents
- Payroll deduction
- Benefit eligibility
- Employee History
- EMPLOYEE REPORTS
- Confirmation Statement
- Employee Benefit Summary Report

### Viewing your Elections

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

A rectangular button with a yellow background and a thin blue border, containing the text "Print To PDF" in black.The logo for The University of Texas Rio Grande Valley, featuring the text "The University of Texas" in red and "Rio Grande Valley" in black, with a stylized "R" and "V".