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* link

Step 2: Select University of Texas Rio Grande Valley from the drop-down menu

Step 3: On your UTRGV log in page, sign in with your UTRGV Employee ID and password (how you log in to your computer)

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.
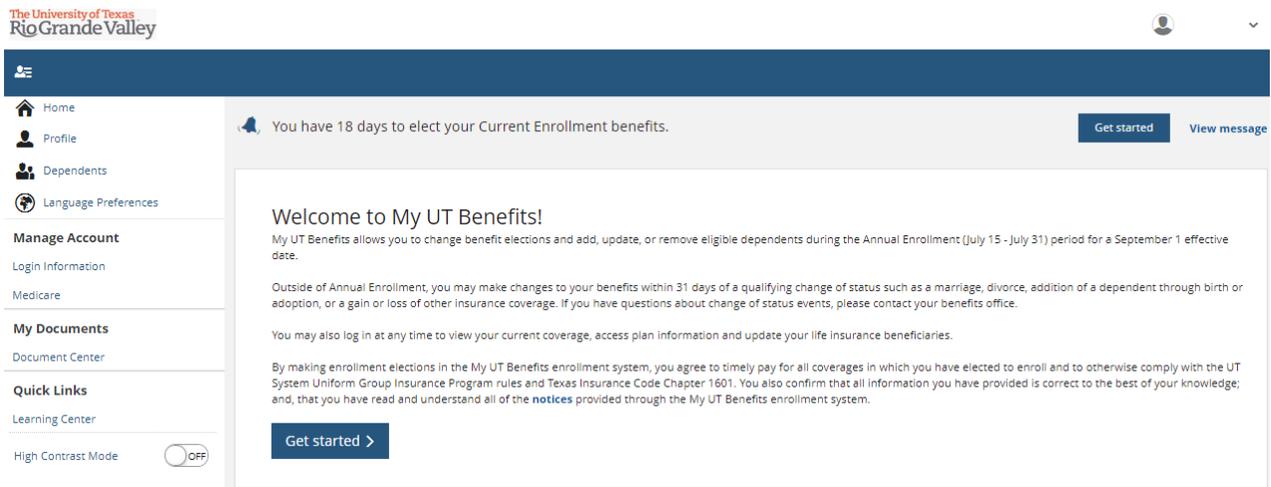
Adding Dependents

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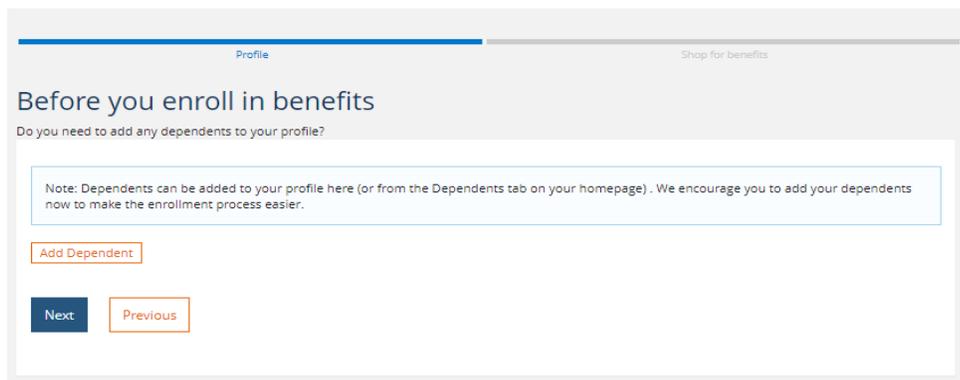
Add Dependent

First Name *

Middle Name

Last Name *

Suffix
---Please Select---

Preferred Name

Date of Birth *

Gender *
○ Male ○ Female

Please enter one of the following
○ SSN

BID

○ ITIN (Individual Tax Identification Number)

Relationship *
---Please Select---

Physical Address

☑ Use Employee Address

Save | Save & Add Another | Cancel

Making Your Elections

Now you can begin to make your elections. Click on 'Begin Enrollment'.

○ Profile | Shop for benefits | Confirm & Finish

Current Benefits

You have incomplete benefits. Please check the steps below to make sure you have completed all the steps in the enrollment process.

0/17

Benefits Complete

Your benefits

1. Choose your Medical coverage

Begin enrollment | Decline coverage

2. Choose your Life coverage

3. Choose your AD&D coverage

4. Choose your Tobacco Premium Program coverage

5. Choose your Premium Sharing Credit coverage

6. Choose your Dental coverage

Complete Enrollment | Return home

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 to their employing institution.

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 your Benefits Office for review. 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 * ⑦

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 would not need to provide any documentation. Both the Medical Plan and Premium Sharing Credit will appear on your statement as cancelled.

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 ✓

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

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

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.

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 * ⑦

| 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, you will be able to use this document for the dependent on other plans the dependent is covered under by clicking on 'Associate this Document'. Pop up window will appear, Associate an Existing Document, simply select the document you wish to apply to dependent. Please note, this process will need to be completed for each plan that your dependents are covered under.

⊘ 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 |

| Begin typing search query | Search |

per page | 10 ▾ |

Filter by type | All ▾ | **Filter by status** | All Requests ▾ |

Sort By: | Document Name | Date Created | Date Uploaded |

Document is awaiting upload   📅 05/27/2020
Dependent Name: Simon Thumb   👤 Thumb, Tom
Unsure of Documentation Required?
Click Here for Acceptable Dependent Documentation

⚠ Document Required | Upload a Document | | Associate an Existing Document |

per page | 10 ▾ |

| Save |

Making Your Elections –Uploading Dependent Documentation

Once you have completed the enrollment process you will see the 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' on the menu on the left side of the screen.