2018 Benefits Enrollment Instructions for a Life Event Change

1. Go to https://hr.unca.edu/benefits-enrollment, and click Benefits Enrollment.

2. Use or enter your university Username and Password to login. Depending on your browser, you will see one of these images:
3. You will be directed to this page. Click **Enroll Now!**
4. Click the **Get started** button.

5. Select reason for the change and date of life event. If you are a new employee, you would select “Newly Eligible for Coverage” and the date of the life event would be your hire date. If you are an existing employee you would select the appropriate life event reason and the date of the event.
6. Verify coverage or add dependents when needed. Click **Next**.
   (Remember to add the social security number for each dependent.)

7. Read the Important Notice then click Close.
8. Select which benefits you would like to update. Click **Edit coverage**.

9. Select who you want to cover.
10. Complete the tobacco attestation, and click **Next**.

11. Review your **Medical** summary. Click **Save**.
12. Proceed to enroll with any of the **NCFlex benefits** by clicking **Begin enrollment** button.

**Important:** If you decline coverage, make sure to click **Decline Coverage**.
13. Remember to scroll down to hit the Save button.

14. If you decide to contribute to Flexible Spending Account (FSA), complete the contribution amount for the calendar year. (Format: 1999.99 – do not use comma “,”) Click Next.
15. Proceed with other options. You will be prompted to **Save** your elections from time to time.
16. Review all options and make edits as needed. Complete your changes by clicking **Save Changes Enrollment** button.

If you have any questions please call the Office of Human Resources 250-2344.