As of January 1, 2015, a new **UAB for Me** online portal is available year-round to provide employees access to plan information, decision-making tools, and important communication and education pieces. In addition to enrolling in your benefits for the first time as a new hire, you may access this site to update plan information following a qualifying life event that requires plan modifications.

How to access UAB for Me:

[www.uab.edu/hrintouch](http://www.uab.edu/hrintouch)

1) You will need to have your Blazer ID and Password
2) Once your Blazer ID and Password are accepted, you will be in the communication portal section of UAB for Me. You can review information on each tab within the communication portal for details on the benefit programs available to you as an employee.
3) To access the enrollment system, you will click the Enroll Now Button or Life Events button
You will now be in the Enrollment System. If you are a newly benefit eligible employee, click the Get Started Button.

The system will then walk you through your eligible benefits.

Once all sections are completed and saved, a Confirmation Sheet will be available for your records. You can always go into UAB for Me to check on your benefits throughout the year or make changes due to a qualifying life event.

Please note that enrollment in the Voluntary Retirement programs is handled outside of the UAB for Me system. Instructions are included in the UAB for Me communication portal and on the main screen of the enrollment system for eligible employees.

Any questions can be directed to the UAB Benefits Office at Benefits@uab.edu or (205) 934-3458.