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

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.

Welcome to the UAB Benefits System

If this is the first time you are visiting the system, please select the "Get Started" button below.

If you would like to make a change to your benefits due to a life event, please select the "Change my benefits due to a life event" link on the lower right hand side of the screen.

If you would like to update your Beneficiaries, please review the below document for steps in how to properly update your Beneficiary.

How to Update your Beneficiary

Get Started

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 in 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.
Using Retirement Manager - UAB

1) Open an internet browser and go to https://www.myretirementmanager.com/?uab

2) Click “I’m A New User”. Note: Some users will see an extra screen entitled “User Verification” asking them to select their employer. If you see this screen type “UAB” in the box and select “UAB” from the drop-down. Do not be concerned if you are not asked to make this choice.

3) As a new participant you are required to enter:
   A: Your Social Security Number
   B: Your Last Name
   C: Your Date of Birth (MMDDYYYY)

4) On the “Security Profile Setup” pages follow the instructions to:

   **Step 1**
   - Create a User ID
   - Provide and confirm your Email Address
   - Create and confirm your Account Password

   **Step 2**
   - Select and name your Security Image

   **Step 3**
   - Select and answer your Security Questions

   **Step 4**
   - Read and agree to the Terms of Use

5) After your account is successfully set up you will be redirected to the home page. Select “I would like to Start or Change my Contributions”.

6) Select a plan. Choose either:
   “The University of Alabama System 403(b) Plan - Birmingham”
   “The University of Alabama System 457(b) Plan - Birmingham”

7) Select the pay date you would like your contributions to begin from the list of available dates in the second drop down.

8) Click “Next”.
Using Retirement Manager - UAB

9) Select “Ongoing Percent (%) Contribution” and enter the salary percentage you would like to contribute in “Enter New Contribution:”.

10) Select which Investment Provider(s) you would like to handle your contributions. You may direct 100% or your contributions to either of the providers or you may divide your contributions by any proportion you wish. Make sure your total percentages equal 100%.

11) Scroll down and enter the percentages (totaling 100%) to select how your Employer Match is to be directed (if eligible).

12) If you wish to have an After-Tax Roth deduction, complete the percentages for deduction and provider distribution in the Roth section at the bottom of the page. Click “Next” when all appropriate selections as completed.

13) On the confirmation page you will see a summary of the choices you have made. Enter and confirm the email address you wish Retirement Manager to use so you can receive a confirmation and other communications. Click “Submit” when you are done. On the pop-up screen read the confirmation authorization statement and click “AGREE” to authorize your payroll deductions.

14) On the next screen you may print your confirmation details for future reference.

15) **IMPORTANT.** You MUST have an account with each Investment Provider you chose to handle your contributions. Click on the “Investment Provider Contacts” button to be directed to a screen where you can link to the Investment Providers’ web sites as necessary to establish your account.

16) When you made your selections, you chose provider(s), TIAA-Cref and/or VALIC, to handle your contributions. From the “Investment Provider Contacts” page you can link to the provider(s) web pages to set up your accounts.