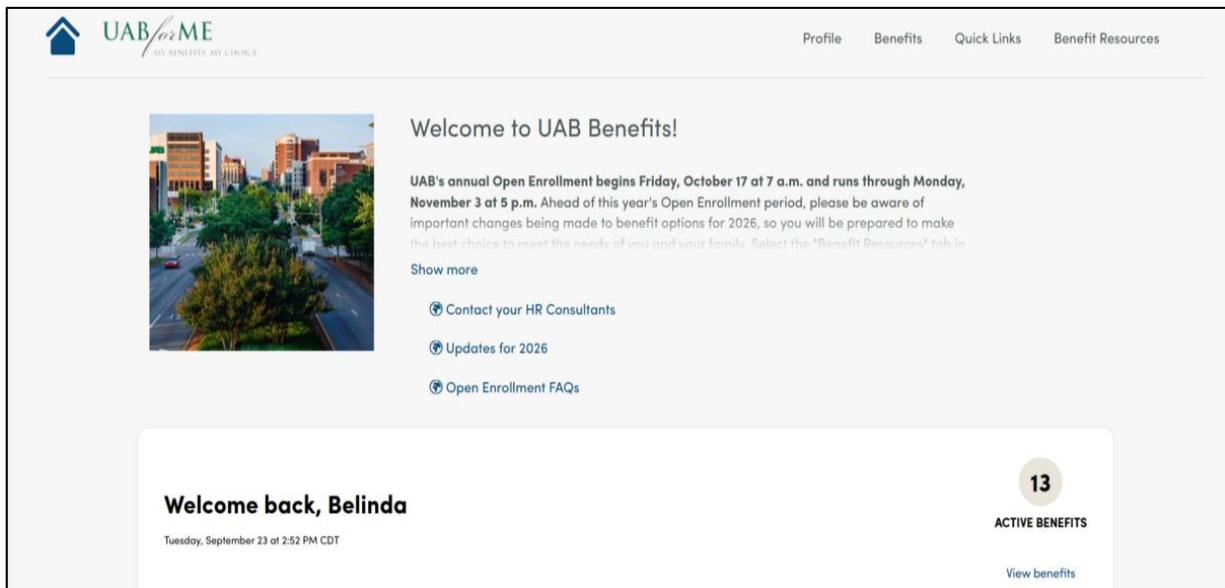


Instructions for Accessing the Online Benefits Portal

UAB HR Benefits is proud to offer a simple enrollment experience via our online portal, UAB for Me. UAB for Me is available year-round to provide employees access to plan information, decision-making tools, and important communication and education pieces. Employees can enroll in benefits for the first time as a new hire, update plan information following a qualifying life event or simply update beneficiaries.

How to Access UAB for Me: uab.edu/hrintouch

1. You will need to have your Blazer ID and Password.
2. Once your Blazer ID and Password are accepted, Proceed to the enrollment system.
3. You will be in the enrollment system and in the Welcome Page section of UAB for Me.



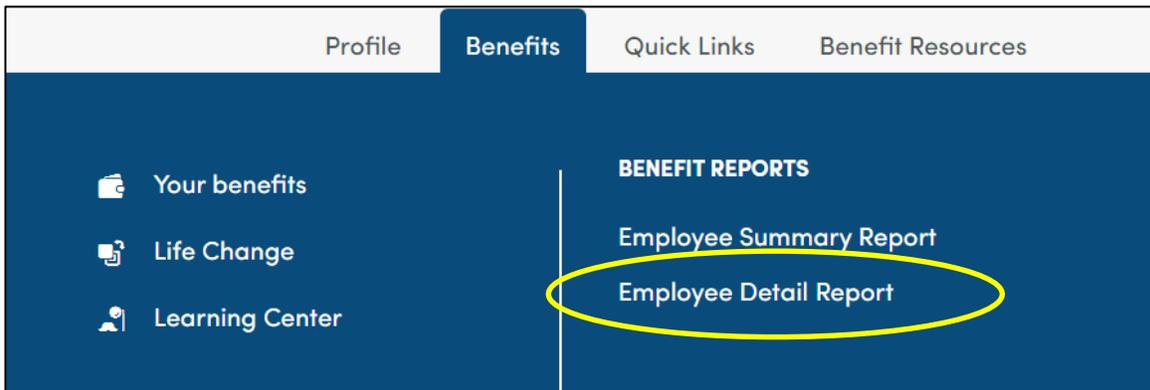
4. New Hires, Rehires and employees who transferred to a benefit eligible job assignment will have 31 days to enroll into their benefits. You will click on the "Get Started" button to proceed with enrollment.

Get started >

5. Information about your benefit options is accessible from a single location. Hover over "Benefit Resources" on the menu displayed in the top righthand corner of the portal home page. Select a page from the displayed menu for more information about the topic.



6. You can always go into UAB for Me to check on your benefits or make changes due to a qualifying life event. Once your elections are complete, an Employee Detail Report is available under the Benefits section of the enrollment site throughout the year.



7. Employees who would like to create a qualifying life event (i.e. marriage, birth, loss of other coverage etc.) will click on the "Change Your Current Benefits" box.



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 Portal in the "Benefit Resources" menu. Hover over "Benefit Resources" on the menu and review your Voluntary Retirement plans.

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