

# UAB *for* ME Online Benefits Instructions for Accessing the Portal

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.

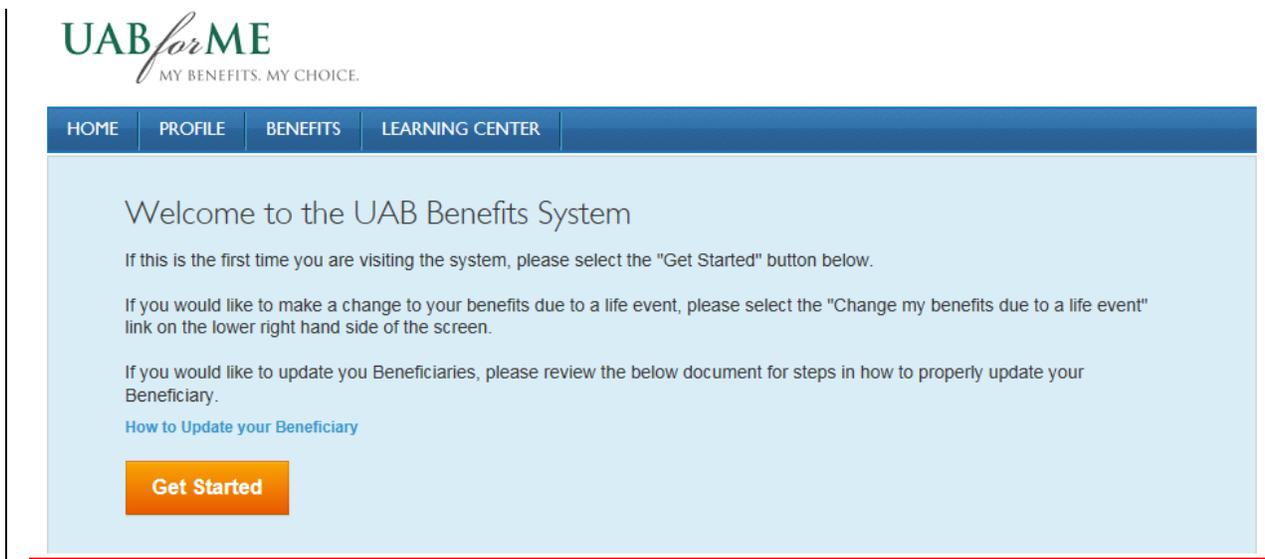
How to access UAB for Me:

[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

The screenshot shows the UAB for ME online benefits portal. At the top, the logo reads "UAB *for* ME" with the tagline "MY BENEFITS. MY CHOICE." below it. A navigation bar contains three tabs: "Home", "UAB Benefits", and "UAB Employee Wellness". On the left, a "QuickLinks" sidebar lists: "Benefit Resources", "Benefit Two Year Plan", "Health Plan Case Scenarios", and "2015 Health Care". The main content area features a "Welcome Carly!" message with a mouse cursor icon, followed by a paragraph: "Welcome to your UAB benefits portal. We recommend that you bookmark this site and check here first when you have a question regarding your benefits." Below this is another paragraph: "As of January 1, 2015, this portal is available year-round to provide employees access to plan information, decision-making tools, and important communication and education pieces. In addition, employees may access this site to update plan information following a qualifying life event that requires plan modifications." On the right side, there are two prominent buttons: a green "ENROLL NOW" button with a mouse cursor icon and the text "Click here to enroll, update, or view your benefits", and a grey "LIFE EVENTS" button with a mouse cursor icon and the text "Click here to update your benefits due to a qualifying life event".

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](mailto:Benefits@uab.edu) or (205) 934-3458.