Follow the steps below to begin making your benefits elections for you and your dependents. Please note you have 31 days from your date of hire to make your elections.

1. Logon to the employee portal: [http://inside.uthscsa.edu/](http://inside.uthscsa.edu/)
2. Under the Enterprise Menu, click “Employee Self Service,” then click on “Self-Service.”
3. Select “Benefits Enrollment” under the Benefits section.
4. Click “Select” to begin your enrollment. In the Enrollment Summary section, you will view the available benefits choices (i.e., Medical, Dental, Vision).
5. Select “Edit” button to add coverage in each section. **Note:** The system will default coverage to UT SELECT Blue Cross/Blue Shield for Subscriber Only.
6. Submit your elections.

Click Submit to send your final elections to the Benefits Department.

**Important:** Your enrollment will not be complete until you Submit your elections.
**Medical Coverage**

If you do not wish to elect Medical coverage during your initial enrollment as a new hire, you will need to provide the following:

- Proof of other medical group coverage
- Complete the forms required to waive UT Select Blue Cross and Blue Shield medical coverage (contact your Benefits Advisor).

**Life Insurance**

If you choose to enroll in Life Insurance with Dearborn National, you may elect up to 3 times your salary without providing Evidence of Insurability (EOI). If you choose to elect 4, 5 or 6 times your annual salary you must complete the EOI form and mail it directly to Dearborn National. You will be notified of the decision by Dearborn National.

If eligible for Life Insurance with The Standard Plan, you may elect up to 6 times your annual salary without submitting the EOI, not to exceed $1,500,000. If you choose $2,000,000 or more, you must complete the EOI form and mail it directly to The Standard Plan. You will be notified of the decision by The Standard Plan.

**Beneficiary**

A beneficiary designation form is required for finalizing your benefit elections and for payout on your retirement and/or Life and AD&D insurance. You must complete the beneficiary form, which is part of the Initial Enrollment New Hire process.

**Making Benefits Changes**

Outside of initial enrollment, there are two other times during which benefit changes can be made:

- **Change of Status Event** — Includes changes such as marriage, divorce, birth, etc. You have **31 days** from the date of a qualifying change of status event to notify the Office of Human Resources. If the change is not made within **31 days** of the event, you must wait until the next Annual Enrollment.
- **Annual Enrollment** — Held each year from July 15 to July 31. During this time, you may change your benefits elections and add/update/remove dependents from coverage using the MY UT Benefits online system. Annual Enrollment elections become effective on September 1st.