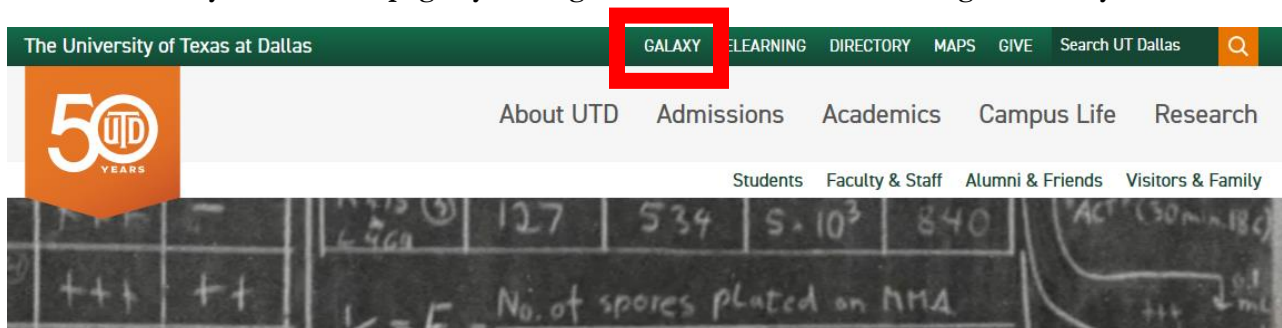
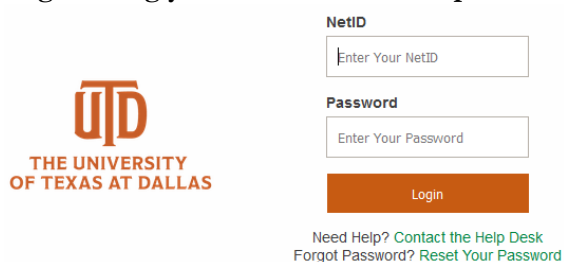


My UT Benefits Premium Sharing Enrollment Guide

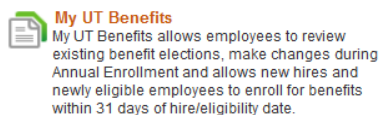
1. Access the My UT Benefits page by visiting www.utdallas.edu and clicking the Galaxy link



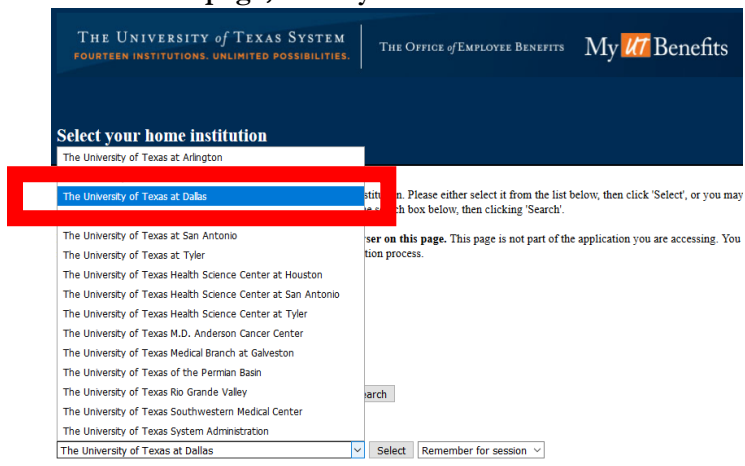
2. Login Using your UTD Net ID and password:



3. On your Galaxy home page, find and click the “My UT Benefits” link under the My Menu column

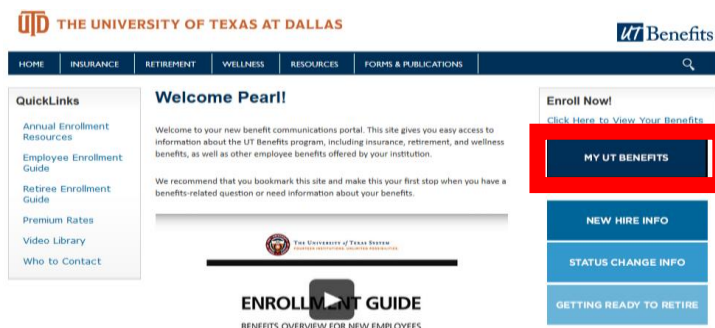


4. On the next page, select your home institution from the drop-down menu “The University of Texas at Dallas”



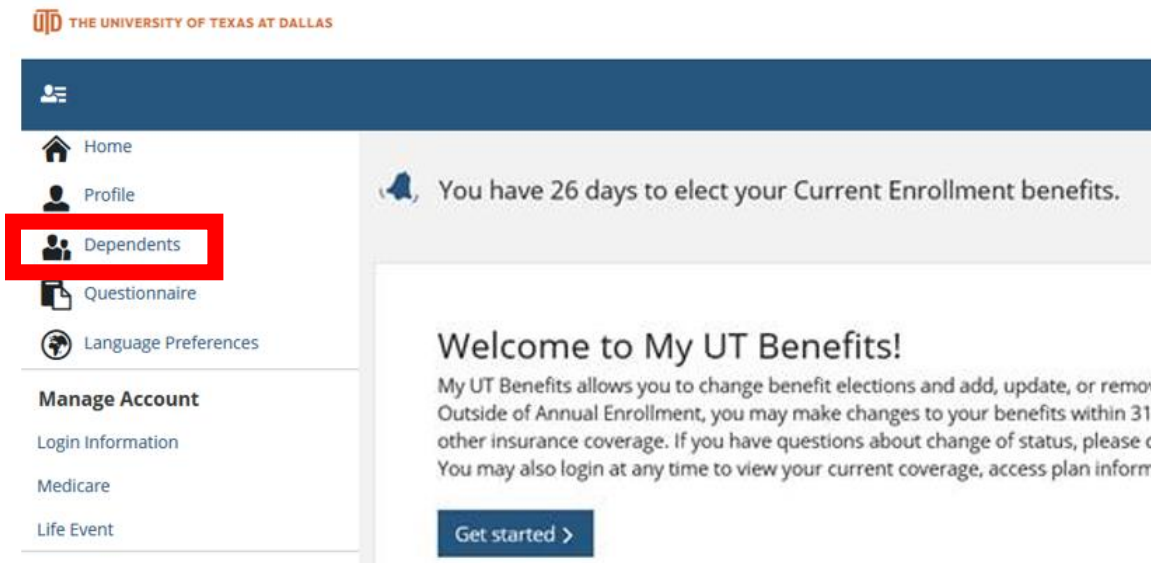
Need assistance? Send email to [The UT System Administration Help Desk](mailto:UT System Administration Help Desk) with a description of the problem.

5. You will be routed to the Communication Portal page, click on “My UT Benefits”



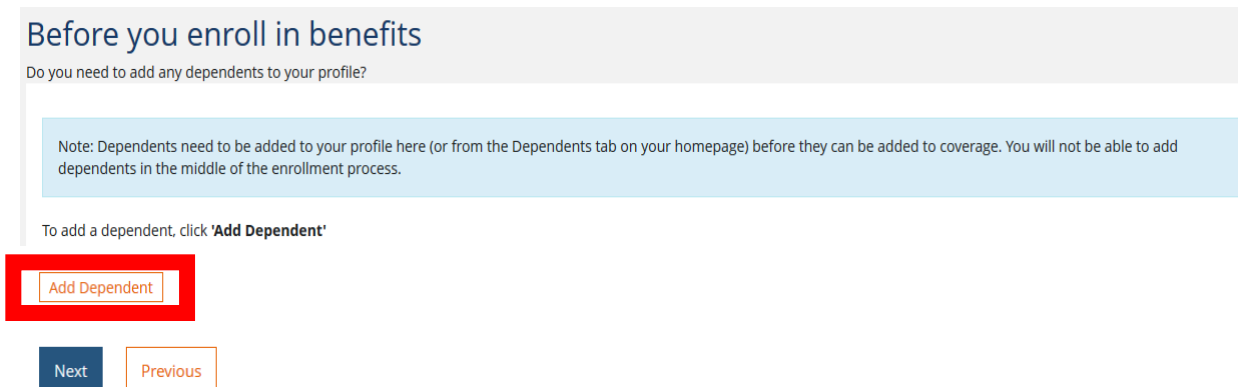
My UT Benefits Premium Sharing Enrollment Guide

6. If you have no dependents to add, skip to step 8 and click “Get Started.” If you have dependents to add to your coverage, add them before you begin your enrollment by clicking on “Dependents” on the left-hand menu. Adding dependents will also require you to upload [proof of relationship documents](#) to verify their eligibility. The steps on uploading eligibility documents will be included further in your enrollment workflow process and outlined beginning on step 20 (continue with these steps, do not jump to step 20).



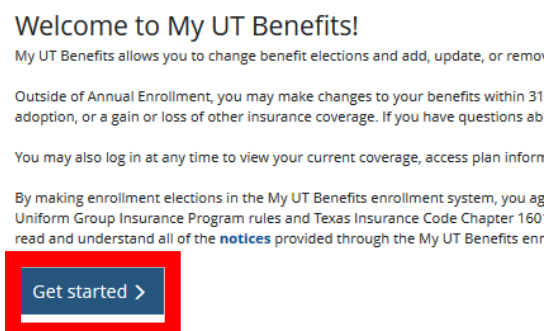
The screenshot shows the My UT Benefits homepage. At the top left is the UT Dallas logo. Below it is a navigation menu with the following items: Home, Profile, Dependents (highlighted with a red box), Questionnaire, and Language Preferences. Under the 'Manage Account' section, there are links for Login Information, Medicare, and Life Event. On the right side of the page, there is a notification: 'You have 26 days to elect your Current Enrollment benefits.' Below this is a 'Welcome to My UT Benefits!' message, followed by a paragraph explaining that users can change benefit elections and add, update, or remove dependents. A blue 'Get started >' button is located at the bottom right of the main content area.

7. Click on “Add Dependent,” enter their information and save



The screenshot shows the 'Before you enroll in benefits' screen. At the top, it asks 'Do you need to add any dependents to your profile?'. Below this is a light blue note: 'Note: Dependents need to be added to your profile here (or from the Dependents tab on your homepage) before they can be added to coverage. You will not be able to add dependents in the middle of the enrollment process.' Underneath the note, it says 'To add a dependent, click 'Add Dependent''. There are two buttons: 'Add Dependent' (highlighted with a red box) and 'Next' (a dark blue button). A 'Previous' button is also visible.

8. Now you are ready to begin your enrollment. On the home page, click the blue “Get Started” button




The screenshot shows the 'Welcome to My UT Benefits!' screen. It includes the same text as the previous screenshot: 'Welcome to My UT Benefits!', 'My UT Benefits allows you to change benefit elections and add, update, or remove dependents. Outside of Annual Enrollment, you may make changes to your benefits within 31 days of enrollment, or a gain or loss of other insurance coverage. If you have questions about your coverage, you may also log in at any time to view your current coverage, access plan information, and contact your HR representative.' At the bottom, there is a blue 'Get started >' button (highlighted with a red box).

My UT Benefits Premium Sharing Enrollment Guide

9. Your next screen will list all the benefits beginning with Medical coverage and allow you to make changes as you wish. If you have outside group coverage, or you are enrolled in the Student Health Insurance Plan, and would like to waive the UTD employee medical plan and enroll in Premium Sharing, click on “Edit Coverage” under the Medical Coverage section:

Current Benefits
You have incomplete benefits. Please check the steps below to make sure you have completed all the steps in the enrollment process.

Your benefits

 1. Your Medical coverage
UT SELECT Medical 2019-20 (Pharmacy included)
Effective Date: 12/16/2019
Persons Covered:


[Edit coverage](#) [Show Plan Details](#) ▾

10. On the next window, scroll down and click “Decline Coverage”


[Decline Coverage](#) I would like to decline Medical coverage.

[Previous](#) [Cancel](#)

11. Next, under the Premium Sharing Credit section, click “Edit Coverage”

 **Medical**
Cancelled as of 12/16/2019

[Edit coverage](#)

 **Premium Sharing Credit**

[Edit coverage](#)

12. You will then see this pop-up alert. Click close once you have finished reading the message.

Additional Premium Sharing Credit Information: ×

Additional Premium Sharing Credit Information:

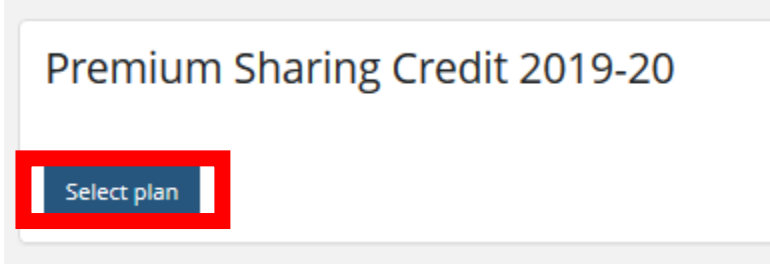
If you are a benefits-eligible employee with coverage under another group health plan and elect to waive the basic coverage package, you are eligible to use state premium sharing (50% if you are full-time and 25% if you are part-time) to purchase one or more of the following optional coverages that are paid on a pre-tax basis: Dental, Vision, and Voluntary Accidental Death and Dismemberment (AD&D). If you waive, you will not be enrolled in Basic Group Life Insurance or Basic Accidental Death and Dismemberment (AD&D) insurance.

Important: Those who wish to waive the Basic Coverage Package and receive partial Premium Sharing for eligible optional coverages, must submit proof of other group health insurance to their employing institution.

[Close](#)

My UT Benefits Premium Sharing Enrollment Guide

13. Click on the blue “Select Plan” button under Premium Sharing Credit to choose this option



14. Select the “I agree” box and click “Next” to accept the requirement of providing group health plan documentation such as a copy of your medical ID card, or a copy of the Student Health Insurance Coverage Letter, required to qualify for Premium Sharing Credits

Premium Sharing Credit

Eligibility of Waiver Credit

Eligibility of Waiver Credit (EOW)

To receive this credit, Documentation of other group health plan coverage must be uploaded via the Document Center or submitted to your Benefits Office for review. You will not receive the premium sharing credit until the documentation has been approved


By checking the box below, you are acknowledging that you understand the process for submitting documentation and the approval process to receive the Premium Share Credit.


A Premium Sharing Credit document (proof of other coverage) can be uploaded to your Document Center, accessible from the main menu on your homepage. The coverage you elected will not be approved without proof of other insurance coverage.

I agree

Next Previous Cancel

15. Click Save on the next screen:

 Medical
Cancelled as of 12/16/2019
[Edit coverage](#)

 Premium Sharing Credit
Premium Sharing Credit 2019-20
Effective Date: 12/16/2019
You Pay: \$0.00 per month

Additional Information
[Show details](#) ▾

[Edit coverage](#)

[Save](#) [Cancel](#)

My UT Benefits Premium Sharing Enrollment Guide

16. Premium Sharing Credits can be used for Dental, Vision, and Accidental Death & Dismemberment (AD&D) plans for you and your dependents. To enroll, open each section by clicking “Begin Enrollment” for each of those plans

3. Choose your Dental coverage

Begin enrollment

Decline coverage

17. You can add dependents to each plan by clicking their name button to highlight them green.

Choose your Dental plan.

Please review your options and choose the plan that best meets your needs.



Who do you want to cover on this plan?

✓ JANE SMITH

JOHN SMITH

18. There are three dental plan options. Once you decide which plan you would like, click on the blue “Select Plan” button and then click save. Follow the same steps for the Vision plans and AD&D plans.

UT SELECT Dental Plus 2019-20

Deductible

Maximum Annual Benefit

Orthodontic Maximum Benefits (Lifetime)

Diagnostic & Preventative Services

Select plan

Plan details

Plan Documents ▾

19. Once you are finished selecting your plans, click on the green “Save Changes” button on the bottom of your enrollment workflow

Save changes

Cancel

20. After you save your elections, click on the “Document Center” on the left-hand menu from the home page under “My Documents” to upload your proof of group coverage such as a copy of your medical ID card, or copy of your Student Health Insurance Plan (SHIP) coverage letter to qualify for the Premium Sharing Credit plan. If you added dependents, you also need to upload your [proof of relationship documents](#) to verify their eligibility via the Document Center.

My Documents

Document Center

Confirmation Statement

My UT Benefits Premium Sharing Enrollment Guide

21. Click “Add Document” to upload your proof of group medical coverage, or SHIP letter, and [proof of relationship documents](#) if applicable

Document Manager

For requests with a status of “Document Required”, upload a document to associate it. The Document will then show as “Pending Approval” until it is approved or denied by an administrator. When adding a document through the “Add Document” option, it can then be associated with a “Document Required” request and can be viewed by selecting the filter for “All Documents”.

+ Add Document

22. Click “Choose File” to upload the document. For the Document Name field, enter “Proof of Coverage” or Birth Certificate or Marriage License, etc. For the “Category” option, select “Proof of Other Coverage” or the appropriate document type such as birth certificate, etc. Enter a description if you wish, and click Save

Please complete the information below.

Browse for File* (?)

Choose File

No File Chosen

Hover over the (?) above to view accepted file types.

Document name*

Proof of Coverage

Category*

Proof of Other Coverage

Date

08/20/2019

Description

Proof of SHIP Coverage

Cancel

Save

23. To review your elections for accuracy, click on “Confirmation Statement” found on the left menu of your home screen

My Documents

Document Center

Confirmation Statement

Once Your Enrollment is Approved, Your Statement Will Have the \$157.01 in credits applied

Please note that your confirmation statement will show a premium upon initial review. Once your Benefits Administrator reviews your documentation and approves your enrollment, that’s when the Premium Sharing Credits of \$157.01 will be applied. Any premiums over that cost, will be your out of pocket monthly cost

Current Elections	Monthly Employee Costs: \$0.00
Jane Doe	
ⓧ UT SELECT Medical 2019-20 (Pharmacy Included) <small>Cancelled</small>	Effective: 09/01/2019 - 09/01/2019
✔ Premium Sharing Credit 2019-20 <small>Subscriber Only</small>	Effective: 09/01/2019 Monthly Cost \$0.00
✔ UT SELECT Dental Plus 2019-20 <small>Subscriber Only</small>	Effective: 09/01/2019 Monthly Cost \$0.00
✔ Superior Vision (Standard Plan) 2019-20 <small>Subscriber Only</small>	Effective: 09/01/2019 Monthly Cost \$0.00
✔ Tobacco Premium Program (TPP) 2018-19 <small>Subscriber & Spouse</small>	Effective: 03/01/2019 Monthly Cost \$0.00
✔ UT SELECT Dental 2018-19 <small>Subscriber & Spouse</small>	Effective: 03/01/2019 Monthly Cost \$0.00