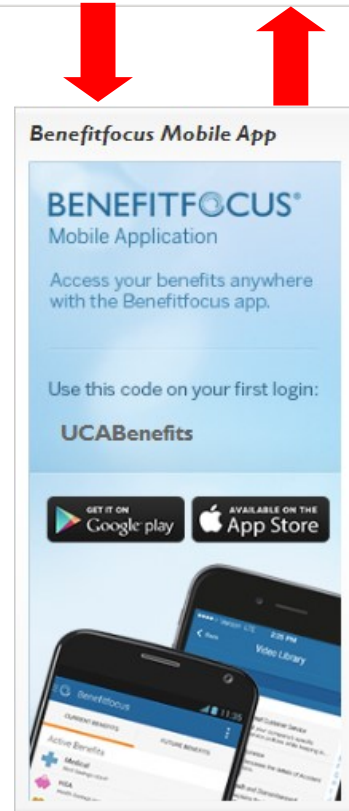
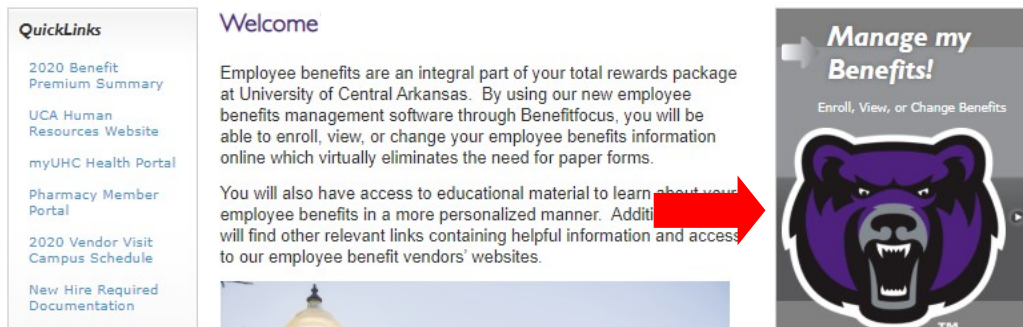
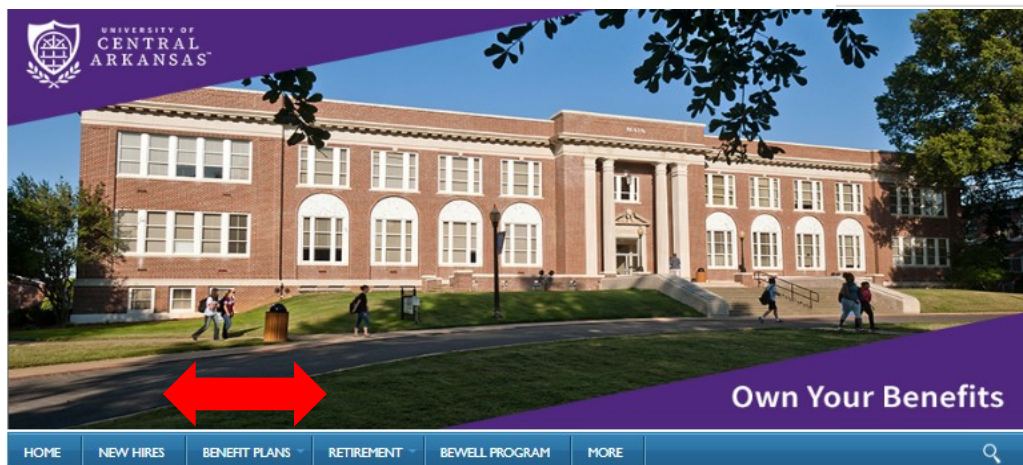
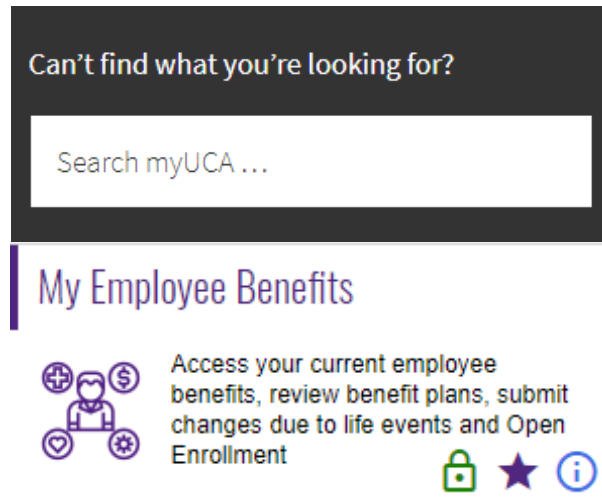


Benefits Portal Navigation Guide

Get Started

- Go to <http://my.uca.edu>, and log in using your UCA credentials. Do not use Internet Explorer.
- At the bottom of the page, search myUCA for **My Employee Benefits**. The My Employee Benefits task bar should appear.
Note: It is recommended that you save this task bar as a favorite by clicking on the star in the bottom right corner.
- Click on the **My Employee Benefits** icon to land on the Communications Portal Homepage.



Communications Portal Homepage

- Browse the main navigation bar at the top of the page to learn what UCA has to offer. You can view plan documents, forms, retirement information, new hire information, what you will need for Qualifying Life Events, plus much more.
- Click the purple bear to enter the **Benefits Portal**. Here, you can enroll, view or change your specific benefit plans.
- Download the **Benefitfocus App** on your Smartphone.

*Note: Before you log in on the app, first you must enter the Communications Portal to view your **Company Code**. Then enter the Benefits Portal and click on **Login Information** to view your username and create your password.*

Welcome back

Thursday, September 28 at 2:24 PM CDT

17

ACTIVE
BENEFITS
View benefits



Change your current benefits



Print your benefits



Manage your beneficiaries













Add a dependent



Update your profile

Your benefits at a glance

 Medical 2023 Preferred Provider... \$286.29/twice per month	 Pharmacy 2023 Pharmacy \$0.00/twice per month	 Gap 2023 GAP \$0.00/twice per month	 Health Flexible... 2023 Health Flexible... \$12.50/twice per month	 Your BeWell... 2023 BeWell -\$20.00/twice per month
 Dental 2023 Dental Basic Plan \$13.90/twice per month	 Vision 2023 Vision Gray Plan \$8.95/twice per month	 Employer Paid... 2023 Basic Life and AD&D \$0.00/twice per month	 Optional Spouse... 2023 Supplemental... \$1.20/twice per month	 Supplemental... 2023 Supplemental... \$0.75/twice per month

Benefits Portal Homepage

- Click **Change your Current Benefits** if you experience a qualifying life event or if you want to update a year-round benefit.
- Print your benefits, manage your beneficiaries, add a dependent, and update your profile if needed.
- View your current benefits at a glance.



Profile

Benefits

Quick Links

Benefits Portal Top Right Corner of Homepage

- **Profile:** View your profile, dependents, beneficiaries, and document center.
Note: You cannot update your personal information from the Benefits Portal. This must be done in Self-Service or by contacting HR.
- **Benefits:** Review your benefits, what can be changed year-round, initiate a life change, learning center, benefit reports and tax documents.
- **Quick Links:** Link view/manage your Flexible Spending Account and/or Health Savings Account.