Enroll in Universal Benefit Account® online.



During open enrollment, sign in to Universal Benefit Account to review your employer's benefit plans and make your benefit account selections.

1. Click **ENROLL NOW** in the bar at the top of your screen.



HAVEN'T SIGNED IN YET? You'll need to **sign up** first before you can enroll.

Benefit plans are listed in the left navigation menu.



2. Enter your contribution amounts and scroll down to review important benefit plan dates and details.

3. Click **Enroll and continue** to proceed, or **Skip** if you did not make any selections.

- You can also use the left navigation menu to move between benefit plans.

4. Click **Review enrollment** to go over your selections.

- To change a benefit plan election, click **Edit contribution**.
- To unenroll from a benefit plan, click **Unenroll**.

5. When all changes are complete, click **Done**.

TIPS

The annual amount you enter *(left)* is rounded down per paycheck.

The per paycheck amount you enter *(right)* automatically determines the annual contribution amount.

Benefit plans with a monthly election will not include the deduction per paycheck field.

Your employer may need to approve your enrollment after you make your selections.