University of Northern Iowa
Benefits Self-Service System: Getting Started

LET’S GET STARTED

1. Go to the HRS My Benefits website → https://hrs.uni.edu/mybenefits
2. On this page, click once on the Benefits Self-Service Login button.
3. Using your University CatID, log into the Benefits Self-Service secure site.
4. To enroll or make changes to your benefits, click once on the Manage My Benefits button.
5. On the “I am Making a Change” web page, select the reason for making a change.
6. On the same page, type the date in the Month Change Takes Place field. Read the instructions carefully to determine what date and format should be used.
7. Click once on the Continue button.
8. The “Change Benefits” web page will appear. All of the benefits you can change will display. To make changes to a benefit, click once on the Change this Benefit button.
9. On the “Change Benefits - Select Plan & Plan Option” web page, read each option carefully and then select a different option.
10. On the same web page, click I Agree and then click once on the Save Changes button.
11. Repeat Steps #8-10 for each benefit.
12. When you are done making changes, scroll down to read the “Authorization and Certification” section and click I Agree.

FINAL STEP TO SUBMIT CHANGES

13. To submit your changes, click once on the Submit All Changes button.

Change This Benefit EXAMPLES

- Change your health, dental, and vision options.
- Enroll or remove a dependent(s).
- Enroll or re-enroll in a Flexible Spending Account to see medical out-of-pocket expenses savings and/or dependent [day] care expenses savings.
- Invest in your future and enroll or increase your contributions in a Tax-Deferred Annuity (TDA)—even the smallest amount can make a big impact.
- Add and/or update your life insurance beneficiaries.

Last Updated: 11-DEC-2017