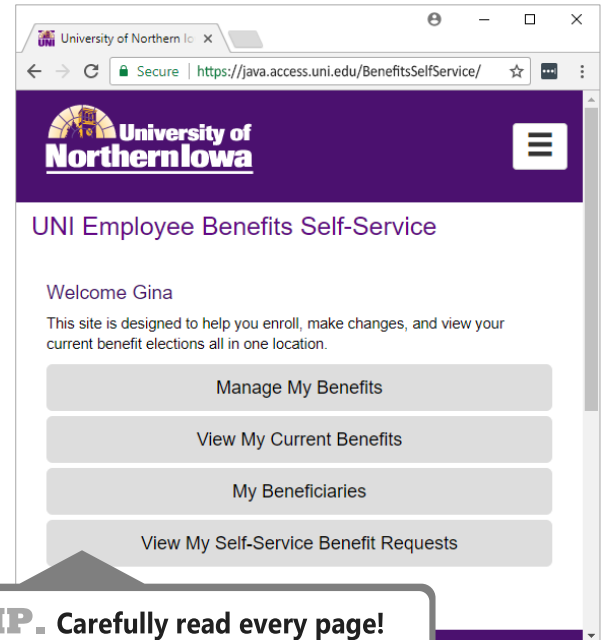
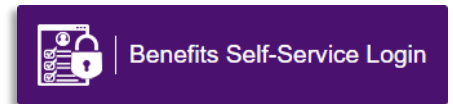


University of Northern Iowa Benefits Self-Service System: Getting Started

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.