New Hire/Newly Eligible Enrollment Overview

Step One:

Go to [http://myut.utoledo.edu](http://myut.utoledo.edu) and Log-in.

![Login Page](image1.png)

Step Two:

On the Employee tab, under Benefits Information, select Benefit Enrollment – New Hire/Newly Eligible.

![Employee Tab](image2.png)
Step Three:
Log-in to the New Hire & Newly Eligible Healthcare Enrollment with your UTAD and Password.

Step Four:
Review the enrollment overview and select Continue.
Step Five:

Complete healthcare elections. To elect/change medical, dental and/or vision coverage, use the **Elect/Change** button. To enroll in a Healthcare and/or Dependent Care Flexible Spending account use the **Elect/Change** button. To enroll in a Health Savings Account, use the **Elect/Change** button. To add dependents to your coverage, use the **Add Dependent** button.

![Employee Elections](image)

**Step Six:**

Complete dependent elections. To elect or change coverage for a dependent, use the corresponding **Elect/Change** button next to each dependent’s name. If you cover a spouse or domestic partner on your Paramount ES or OBA/FrontPath plan, you will need to select the **Elect/Change** button next to the corresponding name to complete the eligibility affidavit (see Step Seven). If you cover a dependent over the age of 19, you will need to select the corresponding **Elect/Change** button to complete the adult child certification. When all selections have been made, click **Submit to HR**.

![Dependent Elections for 2012](image)
Step Seven (if applicable):

If you cover a spouse or domestic partner on your Paramount ES or OBA/FrontPath plan, you will need to complete the eligibility affidavit seen below. If your spouse or domestic partner is employed anywhere other than UT, an eligibility affidavit will be displayed for you to print. Select Click Here to print and have your spouse or domestic partner’s employer complete the eligibility affidavit and return to HR within 30 days of your eligibility date. After you have printed this document, click Save.

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Step Eight:

Congratulations! Once you have submitted your selections to HR, you have completed your New Hire/Newly Eligible Healthcare Election. A summary will be emailed to your University of Toledo email address or you have the option to Print a copy of your benefit elections. Please remember to return the completed spousal eligibility affidavit from your spouse or domestic partner’s employer (if applicable) and to return any required documentation such as marriage and/or birth certificates to HR within 30 days of your eligibility date.