

# — ANNUAL ENROLLMENT —

# BENEFITS CHECKLIST



## Attend Annual Enrollment Events

- In-person or virtual Annual Enrollment Presentation on July 9
- Benefits and Wellness Fair on July 10 (Learn more at [go.uta.edu/benefits](https://go.uta.edu/benefits).)



## Review by July 15

- Online Annual Enrollment (AE) resources, including newsletter
- Your current UT Benefits at [go.uta.edu/myutbenefits](https://go.uta.edu/myutbenefits)
- UT Benefits 2024-2025 options at [go.uta.edu/benefitsae](https://go.uta.edu/benefitsae)
- UT SELECT™ Medical PPO plan
- Dependent eligibility requirements at [go.uta.edu/benefits](https://go.uta.edu/benefits)
- UT Retirement Program at [go.uta.edu/voluntary](https://go.uta.edu/voluntary)
- Beneficiary designations at [go.uta.edu/myutbenefits](https://go.uta.edu/myutbenefits)
- Announcement emails



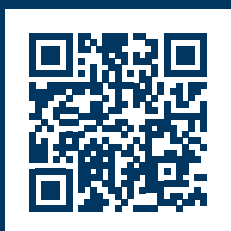
## Make Benefits Elections July 15–July 31

- Log into My UT Benefits at [go.uta.edu/myutbenefits](https://go.uta.edu/myutbenefits).
- Declare tobacco user or non-user status.
- Add or drop coverage.
- Add or remove dependents.
- Review Employee Voluntary Group Term Life plan and enroll or change coverage.
- Enroll or decline UT Flex (You must actively enroll for the 2024-2025 plan year.)
- Enroll in or change UT Retirement Program at [go.uta.edu/retirement](https://go.uta.edu/retirement).
- Register for the UT Living Well platform at [go.uta.edu/livingwell](https://go.uta.edu/livingwell).
- Review and save your Confirmation Statement from My UT Benefits.



## Follow Up by August 15

- Review your Confirmation Statement from My UT Benefits at [go.uta.edu/myutbenefits](https://go.uta.edu/myutbenefits).
- Upload dependent documents if required at [go.uta.edu/myutbenefits](https://go.uta.edu/myutbenefits).
- Submit Evidence of Insurability (EOI) if required at [go.uta.edu/myutbenefits](https://go.uta.edu/myutbenefits).
- Mark your calendar for the new plan year on September 1.
- Set a reminder to check your October 1 paycheck for new benefit premium deductions.



FOR MORE INFORMATION, VISIT:  
[GO.UTA.EDU/BENEFITSAE](https://go.uta.edu/benefitsae)

**UTA**  
Benefits Services