

— ANNUAL ENROLLMENT — BENEFITS CHECKLIST



Attend Annual Enrollment Events

- ❑ Benefits and Wellness Fair on July 9 (Learn more at go.uta.edu/benefits.)
- ❑ Virtual Annual Enrollment Presentation on July 10



Review by July 15

- ❑ Online Annual Enrollment (AE) resources, including newsletter
- ❑ Your current UT Benefits at go.uta.edu/myutbenefits
- ❑ UT Benefits 2025-2026 options at go.uta.edu/benefitsae
- ❑ UT SELECT™ Medical PPO plan
- ❑ Dependent eligibility requirements at go.uta.edu/benefits
- ❑ UT Retirement Program at go.uta.edu/voluntary
- ❑ Beneficiary designations at go.uta.edu/myutbenefits
- ❑ Announcement emails



Make Benefits Elections July 15–July 31

- ❑ Log into My UT Benefits at 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 2025-2026 plan year.)
- ❑ Enroll in or change UT Retirement Program at go.uta.edu/retirement.
- ❑ Register for the UT Living Well platform at 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.
- ❑ Upload dependent documents if required at go.uta.edu/myutbenefits.
- ❑ Submit Evidence of Insurability (EOI) if required at 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)

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