Enroll in Universal Benefit Account® online.

During open enrollment, sign in to Universal Benefit Account to review your employer's benefit plans and make your benefit account selections.

1. Click **ENROLL NOW** in the bar at the top of your screen.

   You can now enroll in benefit accounts.  **ENROLL NOW**

   Benefit plans are listed in the left navigation menu.

2. Enter your contribution amounts and scroll down to review important benefit plan dates and details.

3. Click **Enroll and continue** to proceed, or **Skip** if you did not make any selections.
   - You can also use the left navigation menu to move between benefit plans.

4. Click **Review enrollment** to go over your selections.
   - To change a benefit plan election, click **Edit contribution**.
   - To unenroll from a benefit plan, click **Unenroll**.

5. When all changes are complete, click **Done**.

**TIPS**

- The annual amount you enter (left) is rounded down per paycheck.
- The per paycheck amount you enter (right) automatically determines the annual contribution amount.
- Benefit plans with a monthly election will not include the deduction per paycheck field.
- Your employer may need to approve your enrollment after you make your selections.

**HAVEN'T SIGNED IN YET?** You'll need to **sign up** first before you can enroll.

Questions? Ask your employer or contact your Plan Administrator
Total Administrative Services Corporation • cttasc.com • 1-888-698-1429

CT-4247-091521