Premium Sharing Credit Enrollment Guidance
For Continuing Benefits Eligible Academic Graduate Student (AGS) Employees

AGS employees enrolled in AcademicBlue SHIP may receive dental, vision and/or voluntary AD&D plans at no premium cost, by enrolling in the Premium Sharing Credit plan, along with dental, vision and/or voluntary AD&D plans by October 1. The premium sharing credit is also available for dependent dental, vision and/or voluntary AD&D coverage.

This guidance is specific to continuing AGS employees who transitioned from full-time to part-time insurance status effective September 1, 2021 and were automatically enrolled in AcademicBlue SHIP.

Abbreviated guidance is included for continuing full-time AGS employees who want to change to AcademicBlue SHIP and enroll in the Premium Sharing Credit plan, starting on page 14.

1. Visit Managing your UT Benefits and click the orange “UT Austin Active & Retired Employee Login” link below.

PLEASE NOTE: For the best experience using My UT Benefits, we recommend using an up-to-date version of Google Chrome, Safari, Microsoft Edge, or Firefox. Click here to learn more about supported browsers. You can also use the mobile app for convenient access from your phone (see details below).

For login issues or technical assistance with the My UT Benefits site, please call (844) 870-0044.

For questions about eligibility or available benefit options, please contact your institution HR or Benefits Office for assistance.

Login Options for My UT Benefits

<table>
<thead>
<tr>
<th>All UT Institutions (except UT Austin)</th>
<th>UT Austin (only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Employee Login</td>
<td>UT Austin Active &amp; Retired Employee Login</td>
</tr>
<tr>
<td>Retired Employee Login</td>
<td></td>
</tr>
</tbody>
</table>
2. From the Select your home institution page, choose “The University of Texas at Austin” from the drop-down menu and click “Select.”
3. Sign in with your UT EID and password.

Sign in with your UT EID

[UT EID]

Password

SIGN IN

I forgot my UT EID or password.
I have a temporary password.
I need a UT EID.
Help

If you are a new AGS employee and receive the “Verify your identity” request below after you sign in, this means your information has NOT been sent to My UT Benefits. Entering your last name and date of birth will not resolve this issue and will result in an error message. To resolve, either your department must complete your hire process, or you must complete outstanding onboarding tasks in Workday. Contact your department HR contact for information about the status of your hire process.

Verify your identity

Provide your identifying information

Last Name

[ ]

Date of Birth (mm/dd/yyyy)

[ ]
4. Click “Enroll Now” in the upper right of the communication portal page.

5. Click “Get Started” on the “Welcome to My UT Benefits!” page.
6. Add any dependents you would like to cover on your insurance plans. Click “Next” when done or to skip adding dependents.

7. Select “Yes” or “No” regarding your tobacco product use, then click “Save & Continue.”
8. Under “Choose your Medical coverage,” click “Begin enrollment.”

9. Select the reason below for changing your benefit coverage.
10. Click “Decline Coverage” at the bottom of the UT SELECT Medical plan section.

11. Click “Close” after reviewing “Additional Premium Sharing Credit Information.”
12. Click “Select plan” for “Premium Sharing Credit 2021-22.”

13. Check the “I agree” box below “Eligibility of Wavier Credit (EOW),” then click “Next.”

*If you are enrolled in AcademicBlue SHIP, you do NOT need to upload documentation of other group health plan coverage; however, you must check “I agree” to continue with the enrollment process. If you are not enrolled in AcademicBlue SHIP, you must upload documentation of other health plan coverage.*
14. On the “Select benefits to update” page, you will see your Premium Sharing Credit coverage.

15. Scroll down to the “Update your Dental coverage” section and click “Edit coverage”
16. Add dependents, if needed, then click “Select plan” for your desired dental plan.

17. You will see your dental plan coverage and may scroll down to the “Update your Vision coverage” section and click “Edit coverage.”
18. Add dependents, if needed, then click “Select Plan” for your desired vision plan.

19. You will see your vision plan coverage and may scroll down to the “Update your Voluntary AD&D coverage” section and click “Edit coverage.”
20. Click the “Coverage amount” and then “Select plan” for your desired voluntary AD&D plan.

21. Click “Edit coverage” for any other plans you would like to elect or change and select those plans.

22. Click “Save changes” at the bottom of the page when your enrollment is complete.
23. You will receive the “Success!” message below, based upon your specific plan enrollment; click “Continue.”

Success! You have updated these benefits.

- Medical
- Premium Sharing Credit
- Dental
- Vision
- Voluntary A&MD

Continue

24. Respond to survey and click “Next” or click “Skip Survey.”
25. You may now review and print your Confirmation Statement or may access it at any time from the left-side menu. You may also review your benefits enrollment under “Your benefits at a glance.”

You will see premium amounts listed for dental, vision and/or voluntary AD&D plans. Premiums are not immediately adjusted. An approval process occurs three times per month to apply your premium sharing credit to your dental, vision and/or voluntary AD&D premiums.

26. If you need to make additional changes, click “Change current benefits” at the bottom of your “Welcome to My UT Benefits!” page by October 1.

Additional Guidance
“Life Event” may be listed on the left-side menu of your “Welcome to My UT Benefits!” home page. You may select that to initiate your changes, although the order of steps may differ.

Full-time AGS Employees
If you are a full-time AGS employee and change your health plan from UT Select to AcademicBlue SHIP, you will become eligible for the Premium Sharing Credit plan to receive dental, vision and/or voluntary AD&D plans at no premium cost. You must make these changes by October 1.

- Enroll in AcademicBlue SHIP in the AcademicHealthPlans enrollment system.
- Then follow steps #1-4 to log into My UT Benefits.
- Select “Change current benefits” from the bottom of your “Welcome to My UT Benefits!” page or select “Life Event” from the left-side menu.
- Select “Gain of Academic Blue (UT Student Health Insurance Plan)” as your reason for change and “08/31/2021” as the date of the life event.
Click “Edit Coverage” under “Update your Medical Coverage” to decline UT Select.
Click “Edit coverage” under “Choose your Premium Sharing coverage” to select the Premium Sharing Credit plan.
  - Select “I agree” for the Eligibility of Waiver Credit (EOW) to proceed with enrollment, although you don’t have to provide documentation if you are enrolled in AcademicBlue SHIP.
Click “Edit coverage” under each of the dental, vision and/or voluntary AD&D plans to select or change that coverage.
Click “Edit coverage” under any other plans that you would like to select or change.
Click “Save changes” at the bottom of the enrollment page when you are done.
Click “Continue” after receiving your “Success!” message.
Respond to or skip survey.
Review your Confirmation Statement and “Your benefits at a glance.”
  - You will see premium amounts listed for dental, vision and/or voluntary AD&D plans. Premiums are not immediately adjusted. An approval process occurs three times per month to apply your premium sharing credit to your dental, vision and/or voluntary AD&D premiums.

My UT Benefits Enrollment Support
For technical or navigational assistance with your My UT Benefits enrollment, please contact My UT Benefits Support at (844) 870-0044 or via Live Online Assistance within the system (bottom left corner). My UT Benefits Support is available Monday through Friday from 8:00 a.m. until 5:00 p.m. CST.

 Benefitfocus® is a registered mark of Benefitfocus.com, Inc.