

# Important State Benefits Enrollment Information

for

## New Hires and Newly Benefit Eligible Employees

The enrollment window for state benefit plans is 30 calendar days from the date of benefit eligibility. Due to communications among multiple parties in this process, it's critical that you complete your required steps as soon as possible.

**If the enrollment deadline for state benefit plans is missed, you will default into the Quality Care health and dental plans and your dependents will not be covered.**

#1



### Retrieve Your UI New Hire Login Information

If you've just been hired or a job change made you state benefit eligible, a Logon ID for UI New Hire will be sent to you via email. Watch for this email and take action when you receive it.

For new hires, the email will be sent to the email address provided to Human Resources or your department during the hiring process.

For newly state benefit eligible employees, the email will be sent to your university email address.

#3



### Retrieve MyBenefits Login Information

You will receive your MyBenefits login information via U.S. Postal Mail and/or email.

- Watch for this critical MyBenefits communication.
- This login information will include an Employee ID (EID) which you will later use as your Login ID for the MyBenefits website. It is not the same as your University Identification Number (UIN).
- Remember, you only have 30 calendar days from your benefit eligibility date to make state benefit selections. You may choose not to wait for this communication and self-authenticate and register as a MyBenefits portal user at: [www.mybenefits.illinois.gov](http://www.mybenefits.illinois.gov).

#5



### Make Your State Benefits Plan Selections

When you are confident of your state benefits plan selections, submit your choices.

- Do not submit your selections unless you are confident of your choices.
- The submit action is permitted only once, after which additional selections or changes are prohibited.

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## Critical Steps You Must Follow

In order to receive the benefits and coverage you and your family needs.

#2



### Enter Bio/Demo Data

Login to UI New Hire and fill out your biographical and demographic information, register for a Benefits Orientation session and select any university plan choices such as Prudential Long Term Disability Insurance.

During this step, please choose email as your preferred method of communication to expedite future communications from MyBenefits.

- To trigger the next step in the benefits enrollment process, you must submit your biographical and demographic information.

#4



### Login to MyBenefits

Login to the MyBenefits employee portal and carefully review your choices for state benefits plans.

If you have any questions, you may call the MyBenefits Service Center, Monday - Friday, 8:00am to 6:00pm CT at:

Toll free: (844) 251-1777  
TDD/TTY: (844) 251-1778

#6



### Upload Required Documentation

You will need to upload required documentation such as dependent birth certificates in order to complete your enrollment in state benefits plans.