

How to Enroll/Waive Coverage Using the UCHealth Plan Administrators Online Enrollment System

The following instructions walk you through the steps to complete your online enrollment. You have thirty-one (31) days from your benefit effective date to enroll. You can enroll for medical, dental, and vision insurance along with medical and dependent care flexible spending accounts using the online system.

*****Failure to complete your online enrollment within the required 31 days will result in no medical, dental, vision, or flexible spending account benefits.**

You will need to be sure to have the following information to complete your online enrollment:

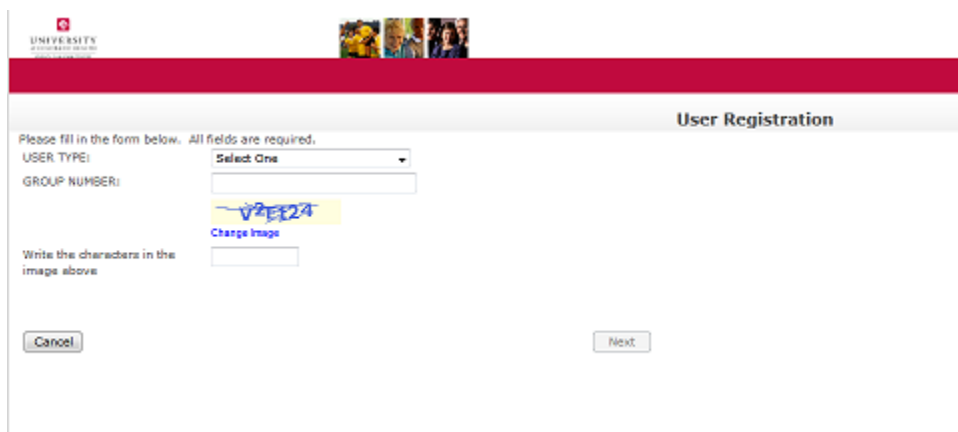
- Dependent Name(s), Social Security Number(s) and Date(s) of Birth; and
- the Corporate Code noted on the Benefit Eligibility Notice you received via email. If you have not received the notice, please contact Benefits Services at 970-490-3382 (last names A-L) or 970-490-3499 (last names M-Z).

Be sure to read all instructions on each web page as you complete your online enrollment. Go to the UCHealth Plan Administrators website: <http://tpa.uchealth.org>

On the right side of the screen click on the Medical Plan Members button. Answer "Yes" to the question, "Are you a Poudre School District employee?" then click on umaclientservices.org.

If you have never used the website, select New User Registration. If you have previously used the website, enter your User ID and Password and Submit. Entering your User ID and password will take you to the Welcome screen and you are ready to use the site. If you don't remember your User ID and password, contact UCHealth Plan Administrators at 970-224-4600.

Once you select New User Registration, a Registration Info box will appear -click on Register. On the next screen, Select User Type - Employee. The Group Number is PSD0000 (PSD followed by 4 zeros). Once the Group Number is entered, additional demographic questions will appear.



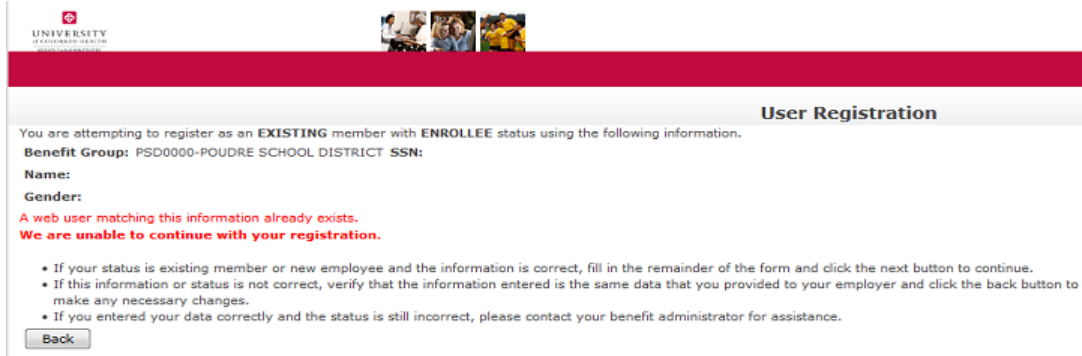
The screenshot shows the 'User Registration' form on the UCHealth Plan Administrators website. The form includes the following fields and options:

- USER TYPE:** A dropdown menu currently set to 'Select One'.
- GROUP NUMBER:** A text input field containing 'V2E124'. Below the field is a 'Change Image' link.
- Verification:** A text input field labeled 'Write the characters in the image above' with a small image of the characters 'V2E124' displayed above it.
- Buttons:** 'Cancel' and 'Next' buttons are located at the bottom of the form.

Enter the characters that appear in the image in the box provided (in this case V2E124). If the image is not clear, a new image can be requested by selecting Change Image. Next type in

your Social Security Number.

If the website recognizes your information as a previous website user, you will receive an error screen. Please contact UCHealth Plan Administrators at (970) 224-4600 for further assistance.



The screenshot shows the top of the University of Colorado Health website with the logo and navigation icons. Below is a red header bar with the text "User Registration". The main content area has a white background and contains the following text:

You are attempting to register as an **EXISTING** member with **ENROLLEE** status using the following information.
Benefit Group: PSD0000-POUDRE SCHOOL DISTRICT **SSN:**

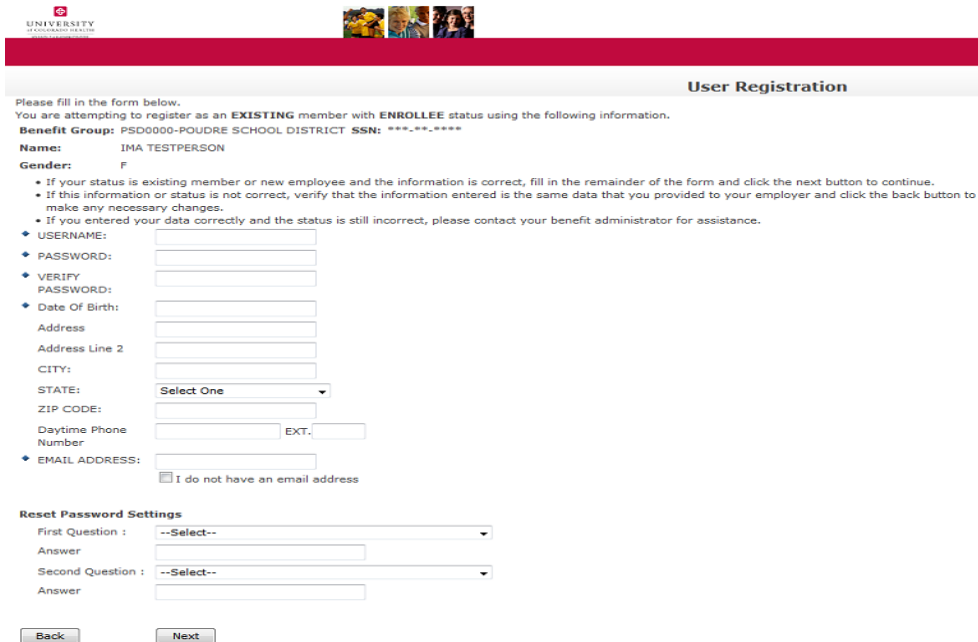
Name:
Gender:

A web user matching this information already exists.
We are unable to continue with your registration.

- If your status is existing member or new employee and the information is correct, fill in the remainder of the form and click the next button to continue.
- If this information or status is not correct, verify that the information entered is the same data that you provided to your employer and click the back button to make any necessary changes.
- If you entered your data correctly and the status is still incorrect, please contact your benefit administrator for assistance.

At the bottom left is a "Back" button.

The User Registration page is where you set up your User Name and Password for the website. The User Name can be any combination of letters and numbers. The Password is case sensitive and must be at least 6 characters. Enter the requested demographic information and select Next.



The screenshot shows the top of the University of Colorado Health website with the logo and navigation icons. Below is a red header bar with the text "User Registration". The main content area has a white background and contains the following text:

Please fill in the form below.
You are attempting to register as an **EXISTING** member with **ENROLLEE** status using the following information.
Benefit Group: PSD0000-POUDRE SCHOOL DISTRICT **SSN:** ***.***.****

Name: JMA TESTPERSON
Gender: F

- If your status is existing member or new employee and the information is correct, fill in the remainder of the form and click the next button to continue.
- If this information or status is not correct, verify that the information entered is the same data that you provided to your employer and click the back button to make any necessary changes.
- If you entered your data correctly and the status is still incorrect, please contact your benefit administrator for assistance.

• **USERNAME:**

• **PASSWORD:**

• **VERIFY PASSWORD:**

• **Date Of Birth:**

Address

Address Line 2

CITY:

STATE:

ZIP CODE:

Daytime Phone Number **EXT.:**

• **EMAIL ADDRESS:**

I do not have an email address

Reset Password Settings

First Question :

Answer

Second Question :

Answer

At the bottom are "Back" and "Next" buttons.

Successful completion of the User Registration form will take you to the Welcome screen where you can do such things as enroll in benefits, view claims, check your coverage, and search for a provider.