

University of Arizona Employee Registration Instructions

- ▶ Log on to your Employee Self Service portal (<http://uaccess.arizona.edu/>)
- ▶ Select Main Menu > Self Service> Benefits> Benefits Summary. Refer to your **Health Insurance ID** as the registration EIN for the Mayo Healthy Living Portal and eMindful portal.

The screenshot shows the navigation path: Main Menu > Benefits > Enroll In Benefits > Health Benefits. A search menu is open, displaying a list of folders: UA Customizations, Self Service (highlighted), Manager Self Service, Recruiting, Workforce Administration, Benefits, and Time and Labor. A sub-menu for 'Self Service' is also visible, containing: Time Reporting, Personal Information, Payroll and Compensation, Benefits (highlighted), and Educational Assistance. A 'Benefits Summary' link is also present.

The header shows the navigation path: Favorites > Main Menu > Self Service > Benefits > Benefits Summary. Below the path is the 'UAccess EMPLOYEE' logo.

Benefits Summary

Empl ID: 23' 65

Health Insurance ID: 1824

To view your benefits as of another date, enter the date and click Go:

01/23/2015



Go