Employee Online Enrollment Guide

- Get online
- Enter the following address into your browser:
  https://www.eenroller.net/login.asp?ST=UCSD0001
- Your user name is your first initial and first 5 of last name and last four of social security number (no spaces/no hyphens, up to a maximum of 10 characters).
- Your password is the last four digits of your social security number.

Click here if you have forgotten your User Name or Password

Review your personal information on the My Family page.

It is important to review all of your personal information to ensure accuracy.

Steps

1. Click the Make Changes link to update your personal information. You can also change your password in this area.
2. Click here to add your spouse.
3. Click here to add your dependents.

<table>
<thead>
<tr>
<th>My Family: Joe Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please review the information below. All of your family members should be present and the information must be accurate.</td>
</tr>
</tbody>
</table>

Use the links to make changes. Click the 'Proceed to My Benefits' button at the bottom of the page when complete.

Other Family Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Birth Date/Status</th>
<th>Approved</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>missy sample</td>
<td>1234 any street</td>
<td>11/20/1991</td>
<td>10/28/2003</td>
<td>Make Changes</td>
</tr>
</tbody>
</table>

Add A Family Member

Proceed to My Benefits
Enroll in your benefits

If your enrollments have not been previously set up in the system, you can make your selections by following the instructions below.

Steps

1. Click a link under the Benefits menu to review a particular category of benefits.
2. In each benefit block, make a selection from your list of Manage Benefit options and click Go.

Change existing benefits

Your current elections will appear in a similar fashion as shown in the picture below. To make a change, select an option from the list in the Manage Benefit section and click Change.

Steps

1. Click here to select a Manage Benefit option, then click GO. The system will guide you through the process of making changes to your elections.
Finalize your Changes

You can review your changes during the log out process.

**Summary**
- Total Cost of Elections: $175.00
- Total Benefit dollars: $110.00
- Out of pocket expense: $65.00

Custom message can be entered here.

**Review & Finalize**

NOTE: If you have made no changes during your session, this button may not appear. In this case you may log out.

Logging out will give you an opportunity to review your changes.