How to Enroll in AFLAC Supplemental Health Plans from 8-17-22 through 8-31-22

The online Supplemental Health Plan enrollment system will be down for maintenance August 17 – August 31. Employees newly eligible for benefits or those with a qualifying life event can still enroll during this time by completing the Health Benefits Enrollment Form for Life Event form and submitting it to UCPath as instructed below:

- Log on to UCPath online
- From the home page, navigate down to the Forms Library
- In the Forms Library, select Faculty/Staff Benefits
- From the Faculty/Staff Benefits select FR.065 "Health Benefits Enrollment Form for Life Event"
- Complete the following sections of the form:
    - Section 1: Personal Information
    - Section 2: Qualifying Life event
        - Date Life Event Occurred: New Hire Date or Date of Life Event
        - If a Life Event: Select Event
        - If a New Hire: Select "Other" and enter a brief description such as "New Hire – Date of Hire"
    - Section 3: Dependent Information
    - Section 4: Benefit Election: Fill out only the "Supplemental Health Plans" selections towards the bottom of the section
    - Section 5: Authorization and Signature
    - Print document and save to desktop
- To submit the form, follow the following steps
    - Open a new tab and navigate back to UCPath online
    - From the home page, in the top right-hand corner, select the "ASK UCPATH" button
    - From the menu bar, select "Submit an Inquiry"
    - From the inquiry page select or type:
        - Subject: New AFLAC Supplemental Health Plan Enrollment
        - Description: New enrollment in AFLAC due to (Enter Event: Marriage, Birth, New Hire, etc.)
        - Topic: Benefits
        - Category: Submit Form – Other Benefits Form
        - Phone Number: Contact Number
        - Best Contact Email: Email Address
        - Add Attachment: Upload File → Owned by Me → Browse computer for saved, completed form
        - Select Add
        - Select Submit

After submitting the inquiry, an email with an Inquiry Number and expected resolution date will be sent. Employees can check the status of their inquiry online at http://ucpath.universityofcalifornia.edu.

Need Help? Call the UCPath Center at 1-855-982-7284, Monday through Friday 8 a.m. to 5 p.m. (PST).