

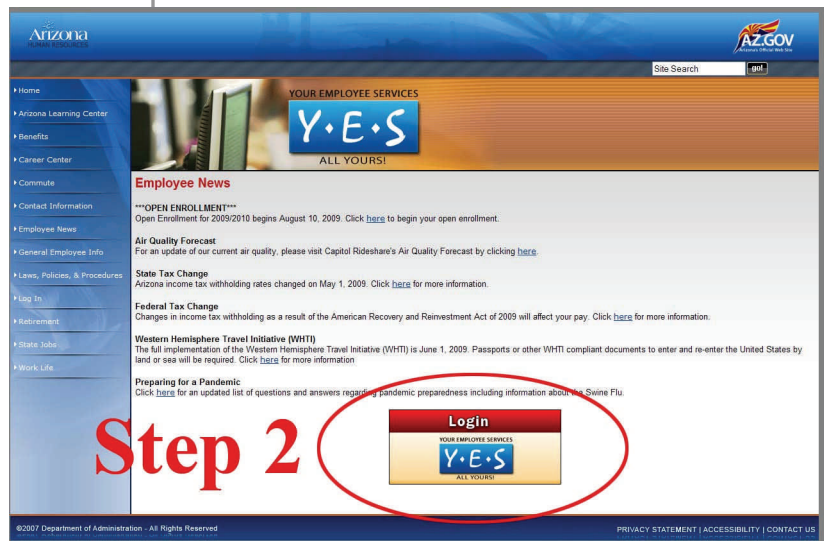
## WHERE TO ENROLL — STATE

During the 2011 Open Enrollment, November 1st through November 19th, benefit elections must be made using the YES system online at [yes.az.gov](http://yes.az.gov). For employees unfamiliar with the YES website function, some basic instructions are listed below.

### YES Login

1. Open the YES website at [yes.az.gov](http://yes.az.gov)
2. Click Login located at the bottom of the YES homepage
3. In the Login window, enter your Username and Password and then click the Login tab
4. Once you are logged into YES, click the Open Enrollment link on the left navigational bar
5. Follow the instructions to begin your benefit elections

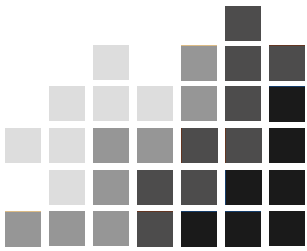
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### First Time YES Users

1. Open the YES website at [yes.az.gov](http://yes.az.gov)
2. Click Login located at the bottom of the YES homepage
3. a. In the Login window, Enter your Employee Identification Number (EIN) as your Username which is the 5 or 6 digit number given to you by your Human Resource Office
- b. Enter your Password which is your 4 digit birth year plus the last four numbers of your SSN





## WHERE TO ENROLL — UNIVERSITIES



1. Login to [My ASU](#) using your ASURITE ID and password.
2. Click on the Benefits tab in the My Employment section.
3. Click on the Open Enrollment link.
4. Follow screen prompts.
5. **IMPORTANT:** After making your elections, print the enrollment summary, and then click the Submit button.
6. After you verify your elections, click the Submit button to authorize your elections.
7. When your confirmation appears, click the OK button.



1. Go to <https://peoplesoft.nau.edu> and log into LOUIE using your employee ID and password.
2. Select “Self Service” from the left menu.
3. Under “Benefits” select Benefits Enrollment.
4. On the Benefits Enrollment page there will be an Open Enrollment event. To begin click “Select.”
5. **IMPORTANT:** After making your elections, click Submit.
6. After you verify your elections, click the Submit button again to authorize your elections.
7. When your confirmation appears, click “OK.”
8. The event status **MUST** be “open” to make elections.

If the event is not listed or the event listed is not “open” please contact the Human Resources Department at 928.523.2223 or send an email to [Hr.Contact@nau.edu](mailto:Hr.Contact@nau.edu).



1. Go to UAccess Employee at <http://uaccess.arizona.edu/> and select “Employee/Manager Self Service”.
2. Log in with your UA NetID and password.
3. Select “Self Service” from the left hand menu.
4. Select “Benefits”
5. Select “Benefits Enrollment”
6. On the Benefits Enrollment page, click the “Select” button for your Open Enrollment benefits event. If you do not see an open event, contact Human Resources at 520.621.3662, option 3.