

Benefit	Online Enrollment	Paper Enrollment Form	Proof Documentation Required by UNM
Health: Medical, Dental, and Vision	USE LoboWeb, via <a href="#">MyUNM Portal</a>	Enrollment Form (Use form only when MyUNM Portal is not available) Form is available at <a href="https://hr.unm.edu/benefits/enrollment">https://hr.unm.edu/benefits/enrollment</a>	Yes, If enrolling eligible dependents. See: <a href="https://hr.unm.edu/benefits/eligibility">https://hr.unm.edu/benefits/eligibility</a>
Flexible Spending Accounts	Only During Annual Open Enrollment	Use FSA Enrollment/Change Form for Initial and applicable Qualifying Change in Status Events: <a href="https://hr.unm.edu/docs/benefits/fsa-enrollmentchange-form-2016.pdf">https://hr.unm.edu/docs/benefits/fsa-enrollmentchange-form-2016.pdf</a>	For Qualifying Change in Status Events, see: <a href="https://hr.unm.edu/benefits/qualifying-change-in-status">https://hr.unm.edu/benefits/qualifying-change-in-status</a>
Life & Disability Insurance	Standard Enrollment Site: <a href="http://www.standard.com/enroll/">http://www.standard.com/enroll/</a>  Login requires employee's UNM Banner ID, a Company Key ("thestandard"), and date of birth  <a href="#">First Time Login Instructions</a> Enrollment Customer Service 1-866-623-0622	N/A	If enrolling eligible Spouse or Domestic Partner. See: <a href="https://hr.unm.edu/benefits/eligibility">https://hr.unm.edu/benefits/eligibility</a>
Long-Term Care (LTC)	N/A	Enrollment forms: <a href="http://www.unuminfo.com/unm/">http://www.unuminfo.com/unm/</a>	N/A
Defined Contribution Plan (if ARP eligible)	N/A	If eligible to participate in the ARP plan, complete the <a href="#">Alternative Retirement Plan (ARP) Election Form</a> and submit UNM Payroll within the first 90 days of employment. Contact the ARP provider selected and set up an ARP account.  Eligibility: <a href="https://hr.unm.edu/retirement/alternative-retirement-plan">https://hr.unm.edu/retirement/alternative-retirement-plan</a>	N/A

Supplemental Retirement  
Plans 403(b)/457(b)

Login to the UNM Retirement  
Manager:  
<https://www.myretirementmanager.com/MYRM/>

Based on vendor  
requirements

N/A