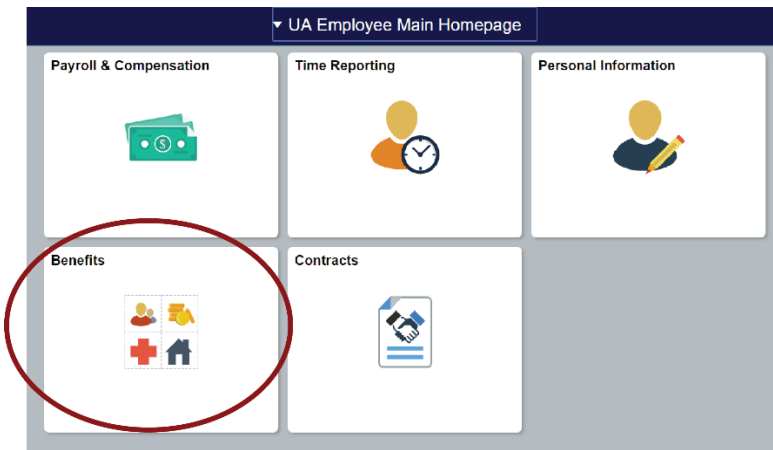


HOW TO RETRIEVE YOUR EMPLOYEE ID NUMBERS

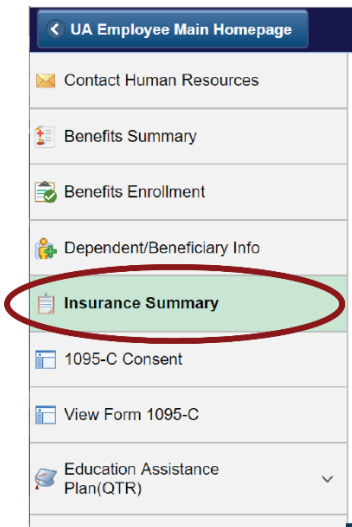
Step 1 – Log into the employee self-service in UAccess at uaccess.arizona.edu.



Step 2 – Select the "Benefits" option in UAccess Employee.



Step 3 – Select "Insurance Summary" from the sidebar menu.



Step 4 – Locate your Employee ID Number, or EIN, at the top of the webpage.

Insurance Summary

Empl ID: 12345678

Alternate Employee ID 12345678

To view your benefits as of another date, enter the date and select Go.

Benefits Summary			
Type of Benefit	Plan Description	Coverage or Participation	Coverage Begin Date

OR Locate your Alternate Employee ID Number to the right of your name. Your Alternate Employee ID Number is the 9-digit number you use in place of your social security number for health insurance purposes.

Insurance Summary

Empl ID: 12345678

Alternate Employee ID 123456789

To view your benefits as of another date, enter the date and select Go.

Benefits Summary			
Type of Benefit	Plan Description	Coverage or Participation	Coverage Begin Date

Please note: your Insurance Summary is reflective of your life insurance and long- and short-term disability insurance enrollment.

To view your comprehensive benefits enrollment, which includes all of your benefits (including medical, dental, and vision plans) please select "Benefits Summary" on the sidebar menu.

← UA Employee Main Homepage

- Contact Human Resources
- Benefits Summary**
- Benefits Enrollment
- Dependent/Beneficiary Info
- Insurance Summary
- 1095-C Consent
- View Form 1095-C
- Education Assistance Plan(QTR) ▾