Benefit Enrollment Instructions
To enroll in benefits, go to: https://benefits.plansource.com/

Login Page
Enter your username and password.

Username: Your username is your UBIT name. For help with Login contact ubgmehr@buffalo.edu

Password: Your initial password is your birthdate in the YYYYMMDD format.

So, if your birthdate is June 5, 1973, your password would be 19730605. The first time you log in, you will be prompted to change your password.

Homepage
On the Homepage, click “Get Started” to begin.
Enroll in Benefits

Profile
First, you'll be asked to review and update your profile and ensure that all information listed about yourself and your family members is correct.

Select your Benefits
You can then begin shopping for benefits!
Educational material about the specific plan type is available by clicking on each benefit.

Plan Overview
Plan choices are displayed on “cards,” which provide a brief summary of what is included in the plan. Click a card to get more detail.
Plan Details
The plan detail page will give you information about each plan, including deductible, cost per pay period and projected costs.

Add Your Benefits
For each family member you’d like to be on your benefit plan, clicking the box next to each of their names. Click “Update Cart” to update the plan.

Declining Benefits
If you decide you would like to decline a benefit, click “Decline Coverage”.

Shopping Cart
The shopping cart displays a running total of your combined benefits costs and shows your progress. You will need to select or decline a plan in each benefit type before you can check out.

Checkout
To finalize your choices, click “Review and Checkout.” You must complete the checkout process in order to be enrolled in benefits.