Visit www.hr.virginia.edu and select the **Benefits** button.

Login into the Integrated System to access your Employee Self-Service account.  
*Tip: Select Click HERE to re-set your password and follow the instructions if you need a password reset.*

Open the UVA Employee Self-Service Menu and select **Benefits**.

Read the Legal Disclaimer. Select **Accept**, then click **Continue** to proceed.
View your Dependents (and/or Beneficiaries for ORP Life Insurance). Click **Continue** to proceed.

[Note: VRS members continue to update Life Insurance beneficiaries using paper forms found at www.varetire.org.]

Select **Enroll or View Benefits**, then click **Continue**
The Current Benefits page will default to today’s benefits. Use the drop down menu to select **01-JAN and later**, and then click the **Go** button to view the benefits you will have on January 1st.

While on the Current Benefits page, scroll down on the page to view your **Covered Dependents** by plan type:

**Covered Dependents**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Option</th>
<th>Coverage Start Date</th>
<th>Relationship</th>
<th>Social Security Number</th>
</tr>
</thead>
</table>

On the Current Benefits page, if you are in the ORP Life Insurance plan, you can also view your current **Life Insurance Beneficiaries** at the bottom of the page. [Note: VRS members continue to update Life Insurance beneficiaries using paper forms found at [www.varetire.org](http://www.varetire.org).]

**Beneficiaries**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Option</th>
<th>Beneficiary</th>
<th>Relationship</th>
<th>Social Security Number</th>
<th>Primary %</th>
<th>Contingent %</th>
</tr>
</thead>
</table>

Need our help? Contact us at 434-982-0123, [AskHR@Virginia.edu](mailto:AskHR@Virginia.edu).

To exit the system click the **Home icon**, or click the **Door icon** and close your browser to completely exit Integrated System Employee Self-Service.