

Instructions on how to complete the tobacco pledge in ESS

Tips:

1. Before you get started please use Google Chrome for Open Enrollment. Google Chrome and MS Edge tend to work better.
2. Enable pop up blockers.
3. If you have a technical problem logging into ESS, contact the UAMS Help Desk at (501) 686-8555.
4. If you need help completing your benefit enrollment once you are logged into ESS, contact UAMS Human Resources/Employee Services at (501) 686-5650.

The first step is to log into **Employee Self Service, ESS**. You'll find a link on the UAMS HR WEBSITE [here](#)

The image shows a screenshot of the UAMS HR website. At the top, there are two navigation tabs: "Employees" and "Financial Wellness". The "Employees" tab is active, and a red button labeled "Information" is visible. Below the "Financial Wellness" tab, there is a description: "Resources for UAMS employees and students to assist with reducing debt and gaining financial wellness." and a red button labeled "Learn More". A blue arrow points from the "Learn More" button to the "Employee Self Service" section. The "Employee Self Service" section is highlighted in blue and contains the text: "Visit ESS to update personal details, view pay stubs, and more." and a white button labeled "Login to ESS". To the right, there is a partially visible "Employment" section with the text "Work Number" and a white button labeled "F". At the bottom of the page, the UAMS logo is displayed, consisting of the letters "UAMS" in a large, bold font, followed by "University of Arkansas for Medical Sciences" in a smaller font.

You'll also find a link to Employee Self Service on the UAMS employee intranet site at inside.uams.edu Enter your domain name and password (the same one you use to sign-in for your UAMS email).

Click on 2022 Benefits Open Enrollment.

The screenshot shows the Employee Self-Service portal. At the top, there are navigation tabs: Back, Forward, History, and Favorites. Below these are icons for Employee Self-Service, Manager Self-Service, Leave Request Approval, Leave Requests, and UAMS Applications. The main content area is titled "Employee Services" and contains a list of links. A blue arrow points to the "2022 Benefits Open Enrollment" link, which is the first item on the list. Other links include Benefits, Payment, Donations to UAMS, Personal Information, Career and Job, Travel and Expenses, Life and Work Events, and Purchasing.

The first item on the list is the Tobacco Pledge. If you are a participant of the UAMS medical plan or plan to enroll for 2022 you are REQUIRED to complete the tobacco pledge.

The screenshot shows the "2022 Benefits Open Enrollment" page. It features a list of links under three categories: Updates, Dependents, and Enroll in or change Benefits. A blue arrow points to the "Tobacco Pledge" link under the Updates category. Other links include Step 1 - Dependents, Step 2 - Dependent Verification for Insurance Coverage, and Medical / Dental / Vision plans.

You will have 3 options, check ONE and hit submit.

* "Tobacco" includes any form of tobacco products that are smoked (e.g., cigarettes, cigars, pipes); applied to the gums, chewed, or ingested (e.g., dipping or chewing leaf tobacco); and/or inhaled (e.g., snuff, vaporizers or electronic cigarettes).

PLEASE CHECK ONE OF THE FOLLOWING THREE BOXES, PRESS THE SUBMIT BUTTON AT THE BOTTOM:

If you are a non-tobacco user and/or you quit tobacco within the past 12 months:

I attest that I am not a tobacco user, I will continue to NOT USE tobacco products and understand that I will not be charged a \$50 per month Tobacco Surcharge.


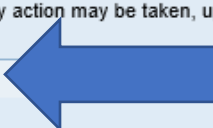
If you are a current tobacco user:

I attest that I am currently a tobacco user and I am willing to enroll in a formal "Tobacco Cessation Program" by November 30, 2021 and begin participation in that program no later than January 2022. I will complete the program so that I will not be charged a \$50 per month Tobacco Surcharge.

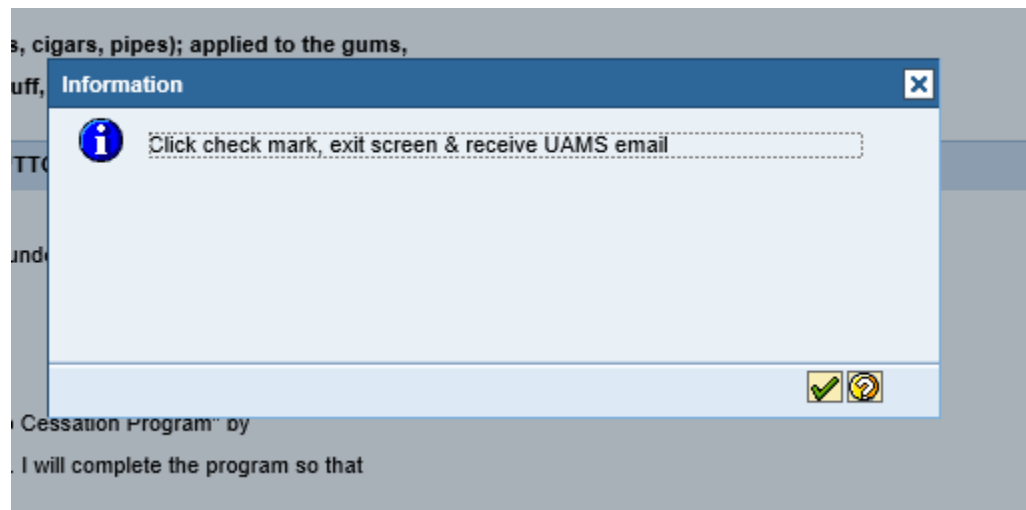
For other current tobacco users:

I choose not to participate in a smoking cessation program.
Therefore, I understand that I will be charged a \$50 monthly tobacco surcharge beginning in January 2022.

I indicate that the above information is true. I also understand that if I provide false information on this Pledge and Notice, my doing so may be considered insurance fraud. Insurance fraud is generally defined as the "intentional misrepresentation of material facts and circumstances to an insurance company to obtain payment that would not otherwise be made."
Disciplinary action may be taken, up to and including termination, should this occur.



You will immediately receive this message.



Once you click the green check mark you will immediately receive an email confirmation that your pledge is complete. The email will also indicate which choice you selected on the pledge. Please review this carefully in the event you inadvertently chose the wrong box my mistake. Please keep this email for your records.