

Late Open Enrollment Request for Members to Change Medical Plan

The Open Enrollment portal in UCPATH will close at 5 p.m. on Friday, November 21, 2025. Members of UPTE and CNA may submit a request for an exception to the Open Enrollment deadline to enroll in either the Kaiser HMO or Health Net Blue & Gold HMO medical plan for 2026.

Requests for exceptions to the deadline may be submitted by following the instructions below. These requests, which are limited to changing the medical plan to Kaiser HMO or Health Net Blue & Gold HMO, must be received by 5:00 pm on December 5, 2025.

Requests for exceptions received after December 5, 2025, or for changes to benefits enrollments other than electing Kaiser HMO or the Blue & Gold HMO, will be referred to the [benefits eligibility appeals process](#).

UPTE and CNA members should submit an *Open Enrollment Benefits eForm* through the UCPATH self-service portal to request late enrollment in Kaiser HMO or the Health Net Blue & Gold HMO plan, using these steps:

1. Log into UCPATH at <http://ucpath.universityofcalifornia.edu/> and enter your Single Sign-On credentials
2. On the UCPATH Main Menu bar at the top of the page, select Benefits & Retirement
3. Under Forms, select Benefits Request eForm
4. On the Benefits eForm Hub menu, click on Submit. This will create a new eForm with your personal information

Enter the following:

- Event Date: **01/01/2026**
 - Employee Benefit Category: **Faculty/StaF Benefits**
 - Reason for Request: **Annual Open Enrollment**
 - Click the Next box
5. The Late Enrollment section will populate. In the **Reason For Late Enrollment Request** comment section, enter: **UPTE or CNA member requesting to enroll in (choose one) Kaiser or UC Blue & Gold HMO**
 6. Update your dependents, if needed. Click Next

7. Change your medical plan to Kaiser HMO or Health Net Blue & Gold HMO, as desired. Don't forget to enroll your dependents as needed at the bottom of the medical plans page. Hit Next
8. Click Next to move to the pages on other benefit options. **Do not request changes to any plans other than medical on this form.** If you want to make changes to non-medical plans, you must submit another form with a detailed explanation of the extenuating circumstances for requesting late enrollment for the non-medical plan(s)
9. Submit the eForm no later than **5 pm on December 5, 2025**

Once the Open Enrollment eForm has been reviewed by UCPath, a follow-up email will be sent indicating if the enrollment request has been approved or denied.

Employees without computer access should contact UCPath by phone at **1-855-982-7284** for assistance.

Note that approved late enrollment requests may not be processed by the medical plans by the first day of the new plan year, but coverage is effective January 1, 2026. Open Enrollment requests processed late will have coverage backdated to January 1, 2026, if needed. Member ID cards, typically delivered by January 1, may be delayed.