

VAUMC Open Enrollment for 2025 Plan Elections

The open enrollment period for your 2025 benefits begins on Monday, October 7th and ends on Thursday, October 31st. During this period, the Unity Web online benefits enrollment system will be available 24 hours a day, seven days a week. The system is accessible from any computer with an Internet connection.

To make your 2025 benefit plan elections, please follow these steps:

Step 1: Access the Unity Web system

Unity Web can be accessed multiple ways. Please use one of the following to log into the open enrollment system:

- Access the system directly by going to unity.vaumc.org
- Go to the Virginia Conference website at www.vaumc.org, and click on the link for “2025 Annual Open Enrollment.” Clicking that link will take you directly to the benefits enrollment system.

Step 2: Log in to the system

Upon initially accessing the Unity Web system, you will need to log in to access your individual record. Most Virginia Conference clergy already have a username and password for the Unity Web system; the same credentials should be used to access the open enrollment system in Unity Web.

For clergy and lay employees who have not yet established a username and password, please log in as follows:

- Username: the last four digits of your Social Security Number followed by the first three letters of your last name
- Initial password: the last four digits of your Social Security Number

Upon initial enrollment, you will be required to change your password.

The login screen appears as follows:

Unity Web

Log in:

User Name

Password

Remember me?

Log in

[Forgot your password?](#)

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Step 3: Open the Open Enrollment system

Once you have logged in, click on the red “Open Enrollment” link:

Unity Web is a new web-based portal, designed to allow better communication between the Virginia Annual Conference and its constituent districts, churches, laity, and clergy. Short tutorial videos on its features are available [here](#).

Open Enrollment

Review/edit benefit elections for the upcoming benefits year.

Review/Edit Clergy Profile

Your clergy profile needs to be reviewed and updated for the upcoming year

Edit Contact Information

Submit a change to your email, phone number, or postal address.

Step 4: Review/change your benefit elections

To make your 2025 benefits elections, the screen will display your current elections as your default 2025 elections. The default elections maintain all your current elections, except for the Medical Flexible Spending and Dependent Care Spending Account contributions. If you want to keep your current medical, dental, vision, and life insurance elections in 2025, you do not need to do anything.

- If you would like to change your current medical, dental or life insurance elections, click the “VIEW/EDIT” button to the right of each plan you would like to change, and choose your new 2025 election.
- If you want to contribute to a Medical Flexible Spending Account or Dependent Care Spending Account in 2025, you must click the “EDIT” button for the desired account and key in the desired monthly contribution. **Pursuant to federal law, we must assume that you do not want to contribute to either of these accounts unless you specifically enroll each year.**

Elections

Benefit	Current Election	Amount	New Election as of 2024	Amount
Medical	None		Waived	View/Edit
Dental	None		Waived	View/Edit
Vision	None		Waived	View/Edit

Step 5: Review/change/add your dependent information

All dependents currently on file are shown below the Elections in the Eligible Dependents section. Please ensure that all dependents to be included in your coverage are listed.

- To add a dependent to your benefit elections, click Add Spouse or Add Dependent Child. You will be prompted to enter the dependent’s name, gender, date of birth and Social Security Number.

- To change or delete an existing dependent: please contact Stacey Anthony, Health Plan Administrator at staceyanthony@vaumc.org or 804-521-1131.

Step 6: Life insurance elections (available only to active clergy)

If you elect to add or increase the employee life, spouse life or child life coverage in 2025, you will be required to acknowledge that you understand that evidence of insurability must be provided before that coverage (or change in coverage) will become effective. You will be mailed a Statement of Health form, which you will need to complete and send to MetLife for review. The coverage amount you currently have, if applicable, will remain in place until MetLife approves your new 2025 election.

Step 7: Print confirmation statement

After submitting your 2025 benefit elections, you may print your confirmation statement by clicking on the Submit/Print Confirmation Statement button. Please keep a copy of the confirmation statement for your records and provide a copy of the confirmation to the person who will process your payroll in 2025.

Thank you for using the Unity Web online open enrollment system to enroll in your 2025 benefits!