

VAUMC Open Enrollment for 2027 Plan Elections

The open enrollment period for your 2027 benefits begins on Monday, October 5th and ends on Friday, October 30th. 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 2027 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 “2027 Annual Open Enrollment.” Clicking the link provided will take you to the benefits enrollment system.

Step 2: Log in to the system

Virginia Conference clergy 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. Lay employees enrolled in benefits have Unity Web accounts.

For clergy and lay employees who have not changed their login credentials from prior years, the default login is 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 can change your password for enhanced security. If you encounter a problem accessing the system, please contact the VUMPI office, 804-521-1131.

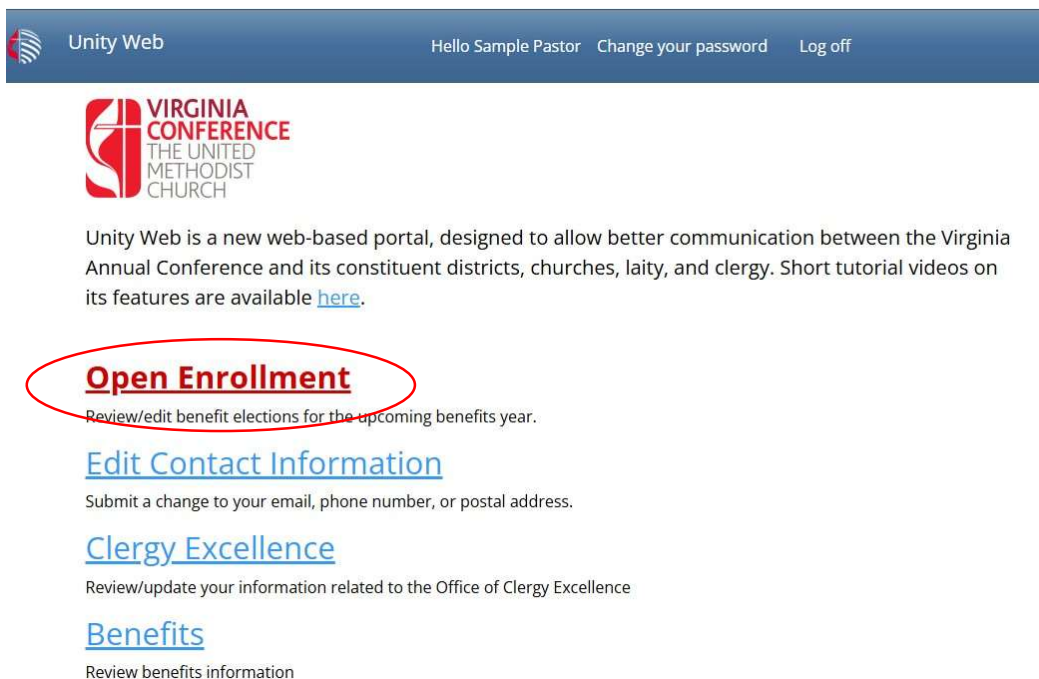
The login screen appears as follows:



The screenshot shows the Unity Web login interface. At the top is a dark blue header with the Unity Web logo on the left and a 'Log in' link on the right. Below the header, the text 'Log in:' is followed by a horizontal line. Under this line are two input fields: 'User Name' with the placeholder text 'Last 4 SSN + 1st 3 last name' and 'Password' with the placeholder text 'Last 4 SSN'. Below the password field is a checkbox labeled 'Remember me?'. A blue 'Log in' button is positioned below the checkbox. A link 'Forgot your password?' is located below the button. At the bottom of the page, a copyright notice reads: '© 2026 - Virginia Conference of the United Methodist Church. Icons by Icons8'.

Step 3: Open the Open Enrollment system

Once you have logged in, click on the red “Open Enrollment” link which will become active during the period Oct. 5 – Oct. 30:



The screenshot shows the Unity Web dashboard after a successful login. The top header is dark blue and contains the Unity Web logo, the text 'Hello Sample Pastor', and links for 'Change your password' and 'Log off'. Below the header is the Virginia Conference of the United Methodist Church logo. A paragraph of text states: '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](#).' Below this text are four links, each with a brief description: 'Open Enrollment' (circled in red) with the description 'Review/edit benefit elections for the upcoming benefits year.', 'Edit Contact Information' with the description 'Submit a change to your email, phone number, or postal address.', 'Clergy Excellence' with the description 'Review/update your information related to the Office of Clergy Excellence', and 'Benefits' with the description 'Review benefits information'.

Step 4: Review/change your benefit elections

To make your 2027 benefits elections, the screen will display your current elections as your default 2027 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 2027, 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 2027 election.
- If you want to contribute to a Medical Flexible Spending Account or Dependent Care Spending Account in 2027, 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 the FSA or DCSA unless you actively enroll each year. Previous elections do not carry forward.**
- To view plan descriptions, contribution amounts and other documents, click the [Downloadable/Printable Resources and Documents](#) link.

Elections

Benefit	Current Election	Amount	New Election as of 2027	Amount
Medical	None		Waived	View/Edit
Dental	None		Waived	View/Edit
Vision	None		Waived	View/Edit
Life Insurance for Employee	None		Waived	View/Edit

Step 5: Review/change/add your dependent information

All eligible 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 2027, 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 2027 election.

Step 7: Print confirmation statement

After completing your 2027 benefit elections, you will save and 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 2027.

Thank you for using the Unity Web online open enrollment system to enroll in your 2027 benefits!