



University Enterprises, Inc.

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Human Resources

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### + How do I login to BeneTrac?

*Enter your user name with the following format:*

- *First initial of your first name*
- *First initial of your last name*
- *First five digits of your social security number*

*(For example, John Doe's user id would be JD12345)*

*Your temporary password is the last 4 digits of your social security number.*

### + What is the Employer Code?

UEIC2929

### + Some of my information looks incorrect; who do I contact to fix it?

*Please contact Ari Williams in the UEI Human Resources Department at (916) 278-4726.*