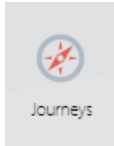


Navigating Your Open Enrollment Journey

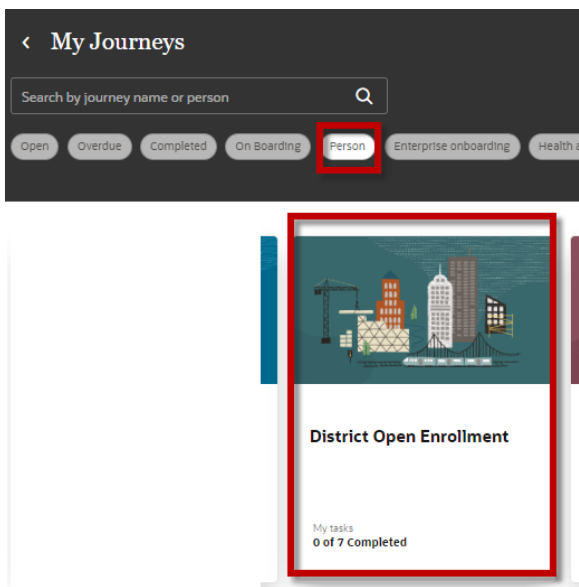
How to Find Your Open Enrollment Journey

Step 1: Log into [Oracle](#)

Step 2: Select the Journeys icon



Step 3: Select your open enrollment journey. This journey should originally appear under the Open tab but can also be found under the Person tab. In the event you don't see those tabs, select My Tasks (at the bottom of your page) then Person tab (at the top of your page). You should then see your journey.



Step 4: You will review and complete each task in the journey.

Navigating Your Open Enrollment Journey

Task Details for Your Open Enrollment Journey

Task: CHANGES TO THIS OPEN ENROLLMENT

In this task you will review the major changes to your plan.

- Select the arrow to the right of the task to read the information.
- Once you have read the information, select the Move to Next Task button.

Task: Review your contact information

In this task you will review your address, phone numbers, and email addresses.

- Select the arrow to the right of the task to read the information.
- Select the 'Review My Contact Information' link at the bottom of the page.
- When you finish reviewing your contact information, select the back arrow in the upper left side of your page to go back to the journey.
- Expand the 'Review My Contact Information' task by selecting the arrow to the right of the task.
- Select "Completed. Move to Next Task".

Task: Review your emergency contact information

In this task you will review your emergency contacts.

- Select the arrow to the right of the task to read the information.
- Select the 'Review My Emergency Contact Information' link at the bottom of the page.
- When you finish reviewing your contact information, select the back arrow in the upper left side of your page to go back to the journey.
- Expand the 'Review My Emergency Contact Information' task by selecting the arrow to the right of the task.
- Select "Completed. Move to Next Task".

Task: Medical (Highmark Performance Flex Blue)

In this task you will review your medical insurance information.

- Select the arrow to the right of the task to read the information.
- Read the information provided and select the links within the task.
- When you finish reading your information, select 'Move to Next Task'.

Task: Prescription Drug/Pharmacy (Optum Rx)

In this task you will review your prescription drug information.

- Select the arrow to the right of the task to read the information.
- Read the information provided and select the links within the task.
- When you finish reading your information, select 'Move to Next Task'.

Task: Dental (Cigna)

In this task you will review your dental insurance information.

- Select the arrow to the right of the task to read the information.
- Read the information provided and select the links within the task.
- When you finish reading your information, select 'Move to Next Task'.

Navigating Your Open Enrollment Journey

Task: Vision (Davis Vision)

In this task you will review your vision insurance information.

- Select the arrow to the right of the task to read the information.
- Read the information provided and select the links within the task.
- When you finish reading your information, select 'Move to Next Task'.

Task: FSA (Flexible Benefits Administrators)

In this task you will review your FSA information.

- Select the arrow to the right of the task to read the information.
- Read the information provided and select the links within the task.
- When you finish reading your information, select 'Move to Next Task'.

Task: Basic Life Insurance (district paid)

In this task you will review your basic life insurance information.

- Select the arrow to the right of the task to read the information.
- Read the information provided and select the link within the task.
- When you finish reading your information, select 'Move to Next Task'.

Task: Voluntary Benefits

In this task you will review your voluntary benefits options.

- Select the arrow to the right of the 'Voluntary Benefits' task to expand the task.
- Read the information provided, select the links within the task, and complete the question at the bottom of the page.
- When you finish reading your information, select 'Move to Next Task'.

Task: Supplemental Retirement – 403(b)/Roth 403(b)

In this task you will review your 403(b) information.

- Select the arrow to the right of the task to read the information.
- Read the information provided and select the links within the task.
- When you finish reading your information, select 'Move to Next Task'.

Task: Complete Open Enrollment

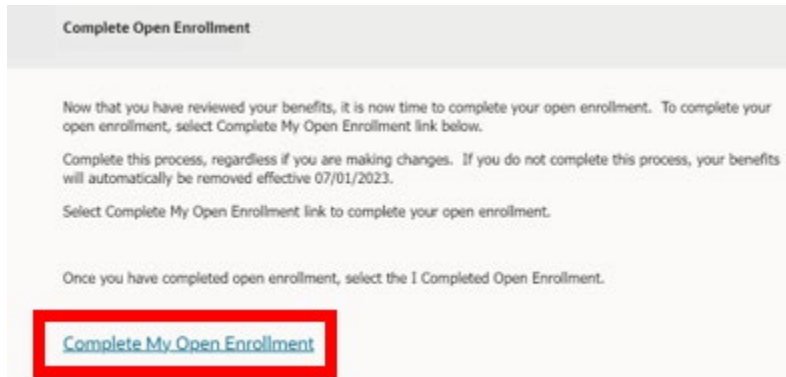
In this task you will complete open enrollment by electing your benefits.

- Select the arrow to the right of the task to read the information.
- Select the 'Complete My Open Enrollment' link at the bottom of the page.
- Review and make changes to your benefits. Remember to select the Submit button to confirm your elections.
- When you finish electing your benefits and see your confirmation page, select the back arrow in the upper left side of your page to go back to the journey.
- Expand the 'Complete My Open Enrollment' task by selecting the arrow to the right of the task.
- Select 'Enrollment completed and confirmation page received' to complete your journey and the open enrollment process.

Please refer to the 'Electing Your Benefits During Open Enrollment' document to complete the open enrollment process (enclosed).

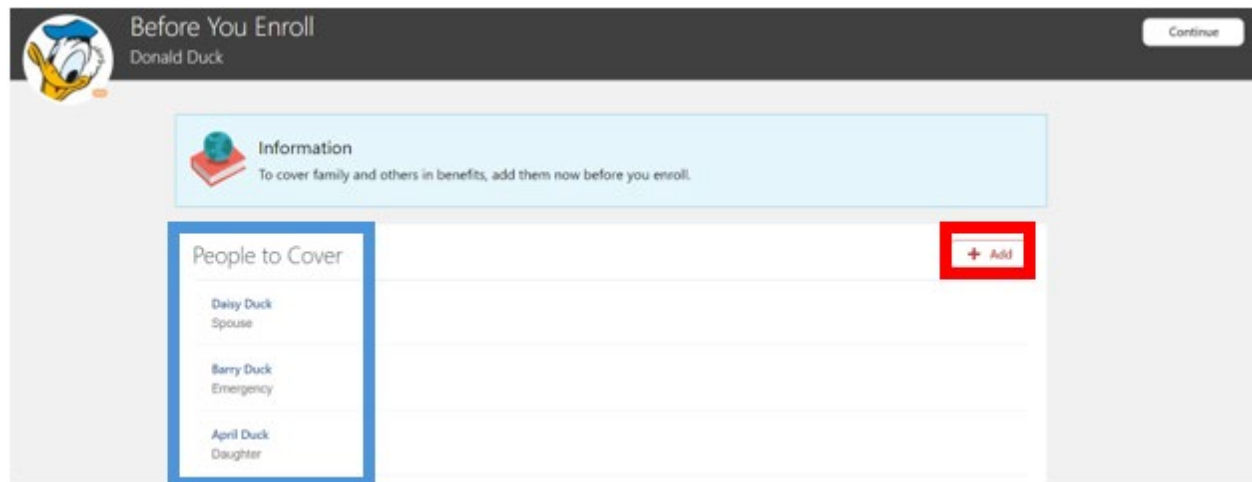
Electing Your Benefits During Open Enrollment.

Select the Complete My Open Enrollment link in the last task in your open enrollment journey.



The Before you Enroll page will populate. This page is where you will add a contact record for the person(s) you would like to cover on your medical, dental, or vision benefits. If you already see the person's contact record you do not need to add a new one.

To add a new contact record, select the +Add button to the right of the People to Cover section.



When adding a contact record, you must include the following information.

Last Name

First Name

Relationship

What's the start date of this relationship?

Gender

Date of Birth

Social Security Number

Electing Your Benefits During Open Enrollment.

Basic Information

*Last Name <input type="text"/>	Preferred Name <input type="text"/>
First Name <input type="text"/>	Suffix <input type="text"/>
Middle Name <input type="text"/>	Previous Last Name <input type="text"/>
Title Select a value <input type="text"/>	
*Relationship Select a value <input type="text"/>	*Gender Select a value <input type="text"/>
*What's the start date of this relationship? mm/dd/yyyy <input type="text"/>	Date of Birth mm/dd/yyyy <input type="text"/>

National Identifiers

Country United States <input type="text"/>	Issue Date mm/dd/yyyy <input type="text"/>
*National ID Type Social Security Number <input type="text"/>	Expiration Date mm/dd/yyyy <input type="text"/>
*National ID <input type="text"/>	

When you have added all of the required fields, select the Submit button in the upper right corner of the page. You should now see your contact record listed.

Once you have all contact records for the person(s) you want to cover on your medical, dental, and vision benefits, select the continue button in the upper right corner.

Before You Enroll
Donald Duck

Continue

Information
To cover family and others in benefits, add them now before you enroll.

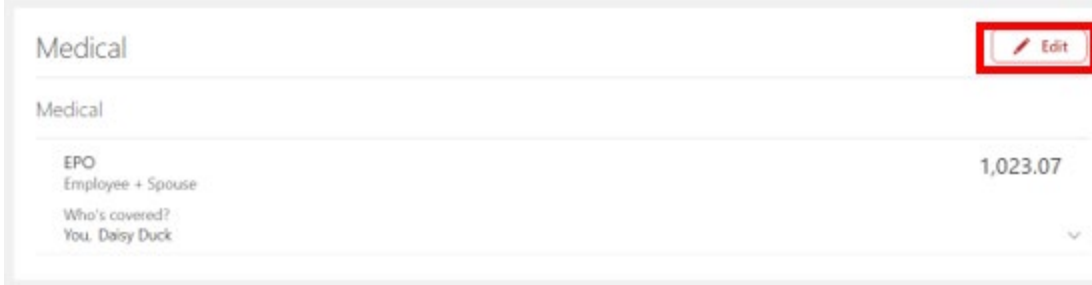
People to Cover

Daisy Duck
Spouse

The next page to populate is your benefits election page. This page will show your current elections. If you do not wish to make changes to your elections you see on this page, select the Submit button in the upper right corner of the page.

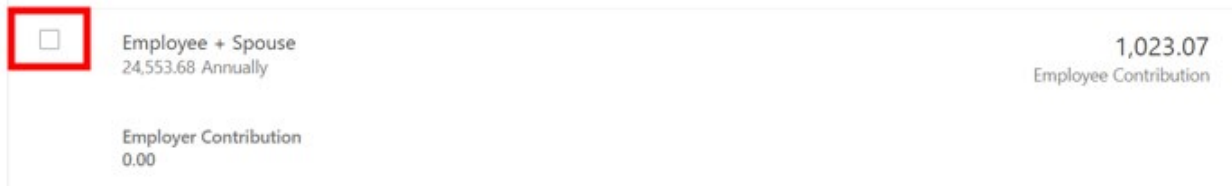
To make a change to your current elections, select the Edit button to the right of the benefit type.

Electing Your Benefits During Open Enrollment.

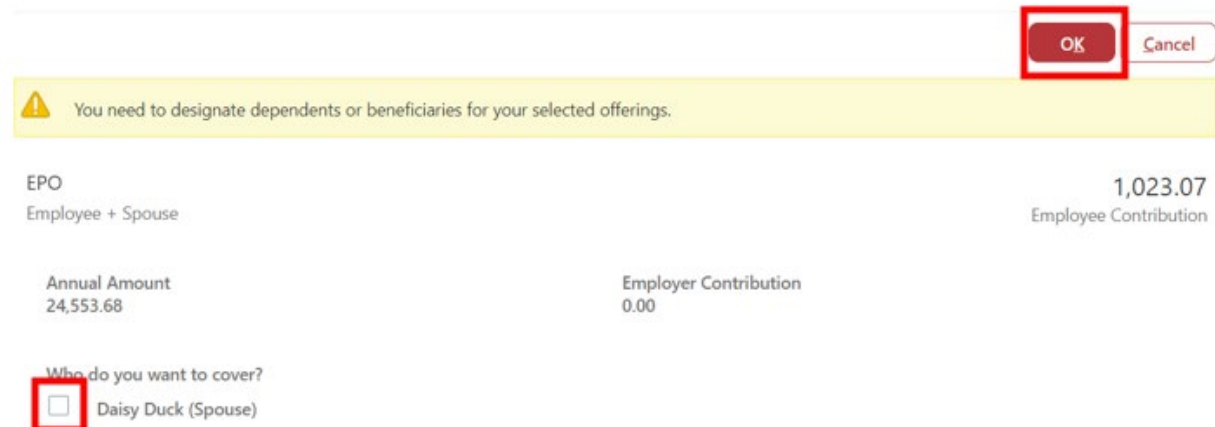


Your eligible options will populate based on your union contract or employment agreement and the eligible contact records you created on the Before You Enroll page.

To elect your benefit option, check the box to the left of the option.



If you make an election that includes any dependents, you need to check the box to each dependent name you want to cover then select OK.



You will now see the elected option with the name(s) of your dependents listed under Who's Covered? Then scroll to the top of the page and select Continue.

Once you select Continue, you will be directed back to your election page. If you want to make any changes for any other benefit (medical, dental, vision), select the Edit button to the right of the benefit. Note: remember to scroll your page to see all benefits.

Once you have made all changes, select the Submit button in the upper right corner of your page.

A confirmation page will populate. This page will confirm your elections and cost per pay for each benefit type. Note: when you add a new dependent to your benefit(s), that election is incomplete until the required certification document(s) are received. Please upload your document(s) in Oracle under Document Records. Document Records is found under the Benefits icon.

Electing Your Benefits During Open Enrollment.



Confirmation

Your benefit elections were saved.

You can make changes until 11:59 PM EST, 04/30/2021.

Currency in USD

Your Total Cost Each Pay Period

637.06

Medical

This plan is pending. Complete your pending actions to resume coverage.

EPO 500.07
Employee + Spouse
Who's covered?
You, Daisy Duck v

Dental

This plan is pending. Complete your pending actions to resume coverage.

Dental 47.47
Employee + Family
Who's covered?
You, Daisy Duck, Test Contact 2 Test, Test Contact Duck v

Vision

This plan is pending. Complete your pending actions to resume coverage.

Vision - VSA 6.19
Employee + Family
Who's covered?
You, Daisy Duck, Test Contact 2 Test, Test Contact Duck v