

Charles County Public Schools Health, Life, and Flexible Spending Online Benefit Enrollment Instructions

Before you enroll:

Familiarize yourself with your options by reading the Benefit Guide. Have the following information available (including your dependents):

- Social Security Number (s).
- Copies of birth certificates and/or marriage licenses.
- Information on any other medical coverage (i.e. Medicare).
- Disability certification form for dependents needing continued coverage.

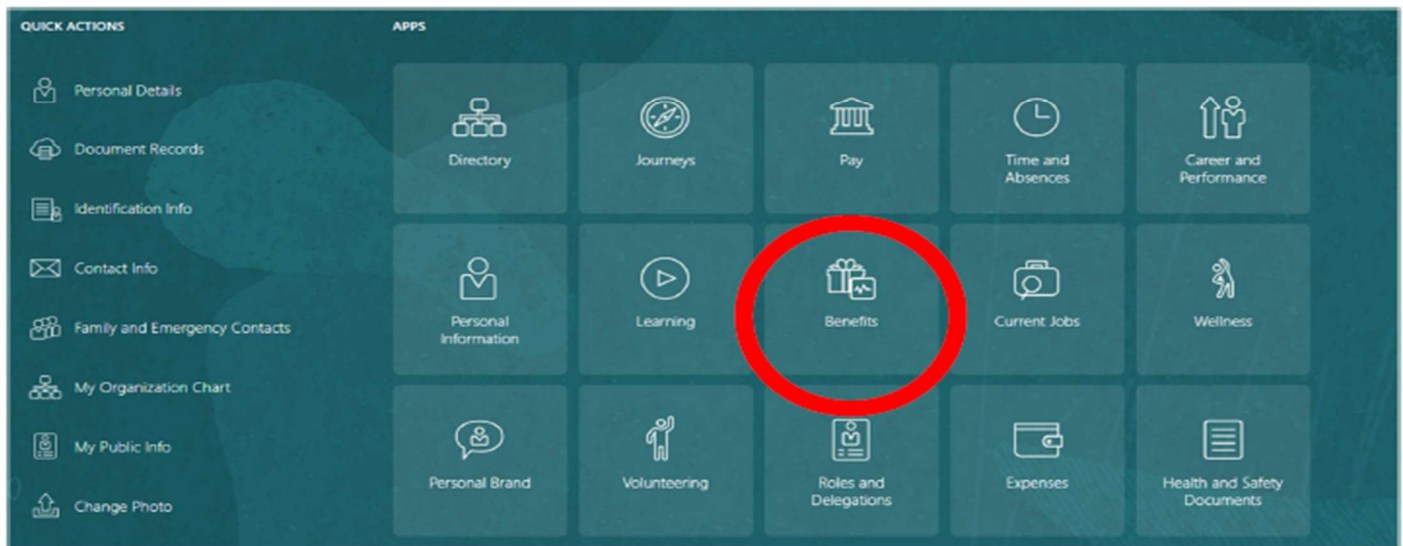
How to Enroll in your Benefits: Access your account in Oracle.

 Oracle Fusion CCPS...

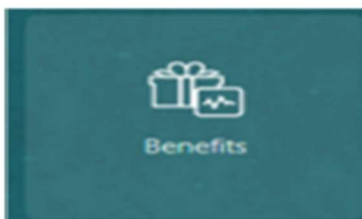
Your log in is the same as your Network Email.

Click on "Me"

Me














Click on the "Benefits" Icon:



Review your benefits package and relevant info before you enroll.












Make Changes

 Pending Actions Address your open items to complete enrollment	 Your Benefits See your current, past, and future enrollments	 Report a Life Event Record a life event for enrollment opportunities	 Before You Enroll Add family and others before you enroll
 Primary Care Physicians Provide physician details for yourself and others	 Document Records Upload documents to support your enrollments	 Review Employee Resources Review enrollment guidelines before you enroll	 Need Help? Contact Us Contact your representative for help
 Dependent Care FSA Calculator See how much you can save by enrolling in a flexible spending account	 Health Care FSA Calculator Estimate your annual health care costs and see how you can save money with a flexible spending account	 Wellness Participate in corporate wellness goals and competitions, finish tasks, and engage in other activities.	

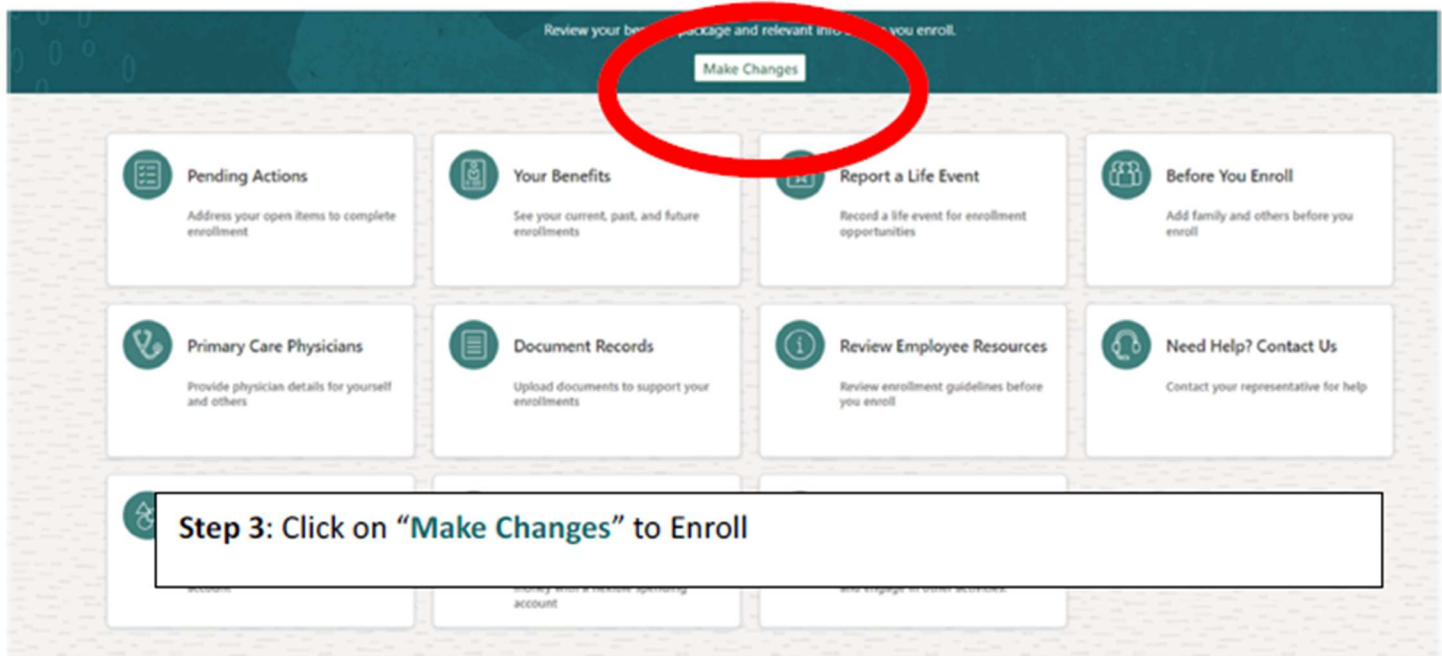
Step 1: Add your Beneficiaries and Family to the system.

Review your benefits package and relevant info before you enroll.

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Step 2: Upload all dependent documentation and Affidavit.



If you have problems logging in, please contact the Office of Fiscal Services- Employee Benefits at 301-934-7202 or 301-934-7317 or EmployeeBenefits@ccboe.com.