How to Complete Certification of Other Coverage Form

1. Visit the Oracle Cloud **here** and select to log in via **Company Single Sign-On**. It will redirect you to a login page where you will input your Dallas County Windows login information (Dallas County email and password used to log in to your Dallas County computer). You should receive this information from your HR Reps.
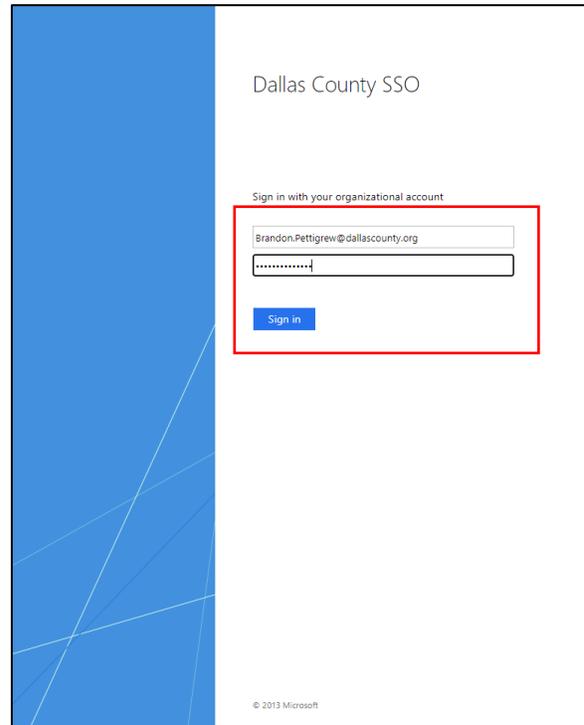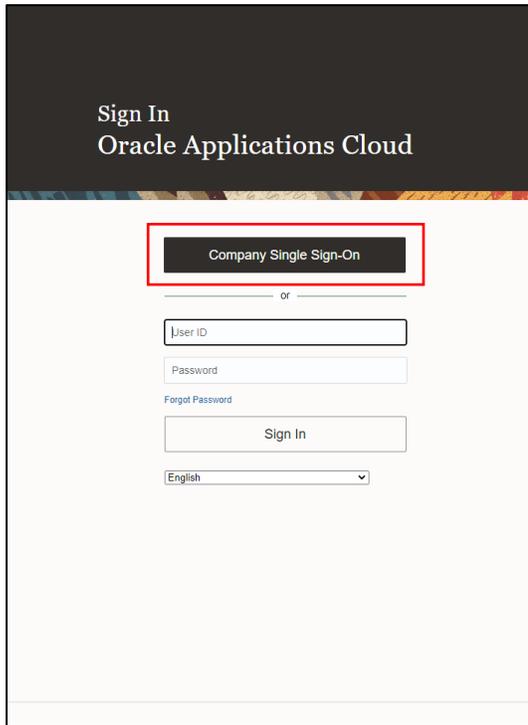
2. Once you have completed your benefits enrollments and selected to be a medical opt-out, you will select **Benefits** under the **Me** tab. Then select **Document Records** to complete the **Certification of Other Coverage Form**.
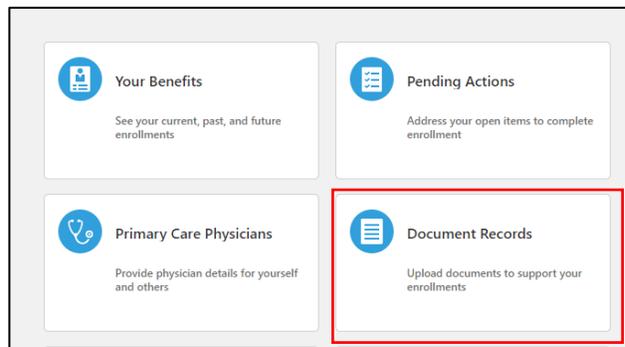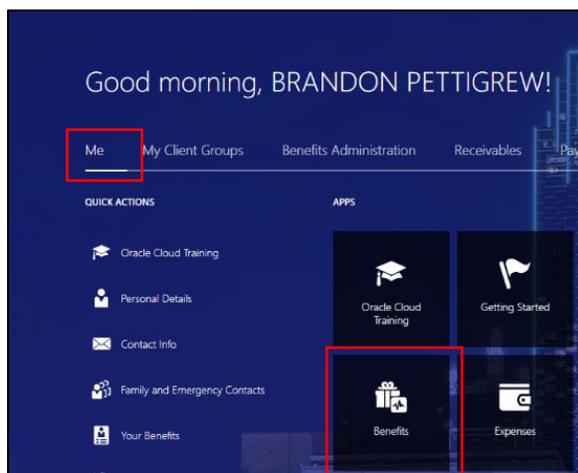
3. On the **Document Records** page you will select the **+Add** button in the right corner. You will then use the drop-down to choose the document type. Choose the **Certification of Other Coverage** option.
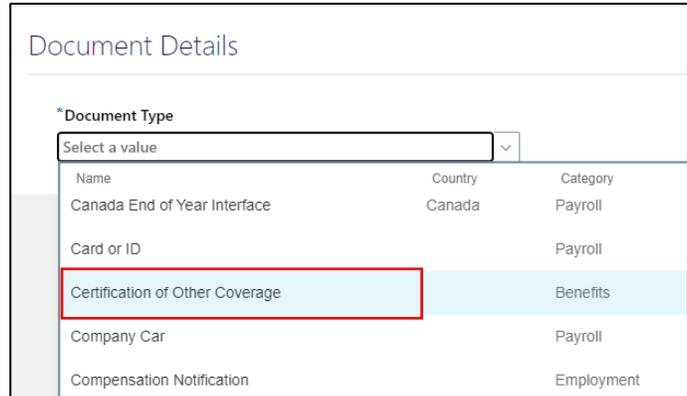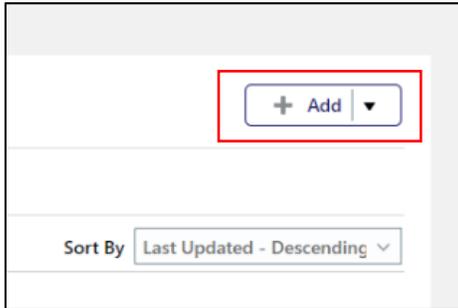
4. You will then need to fill in the fields with the information requested. A reference of the form is available to view as well. You will need to upload a copy of your comparable coverage as well using the attach doucment function at the bottom. Once you have completed the form, you will click Submit.