My Benefits

Open Enrollment, Adding People, Reporting a Life Event,
Viewing Benefits Providers, Contacting Your Benefits Administrators

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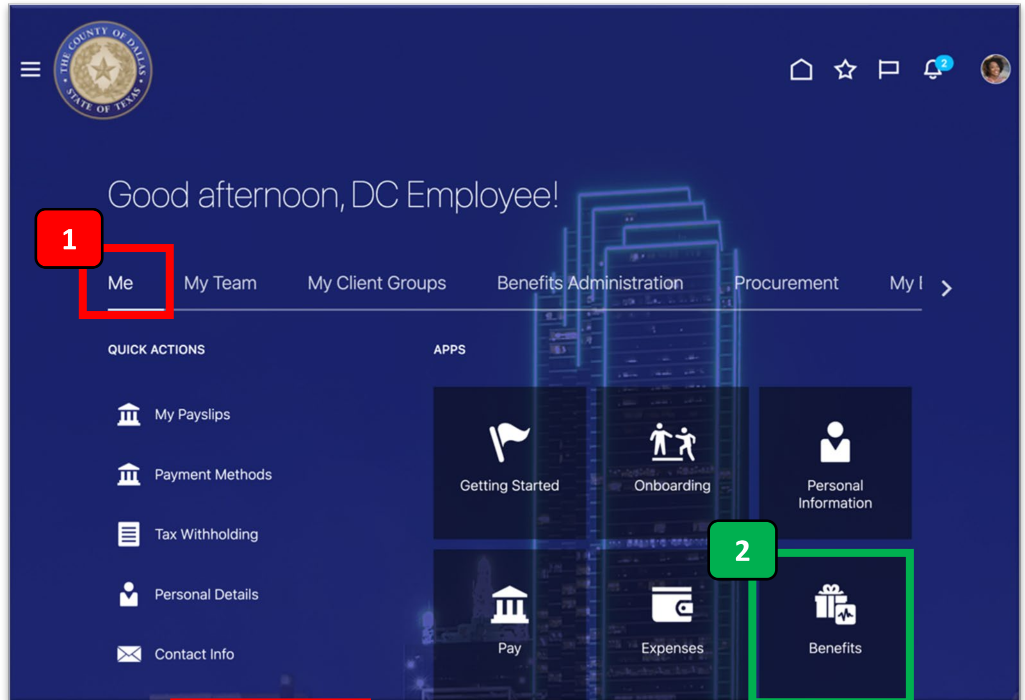
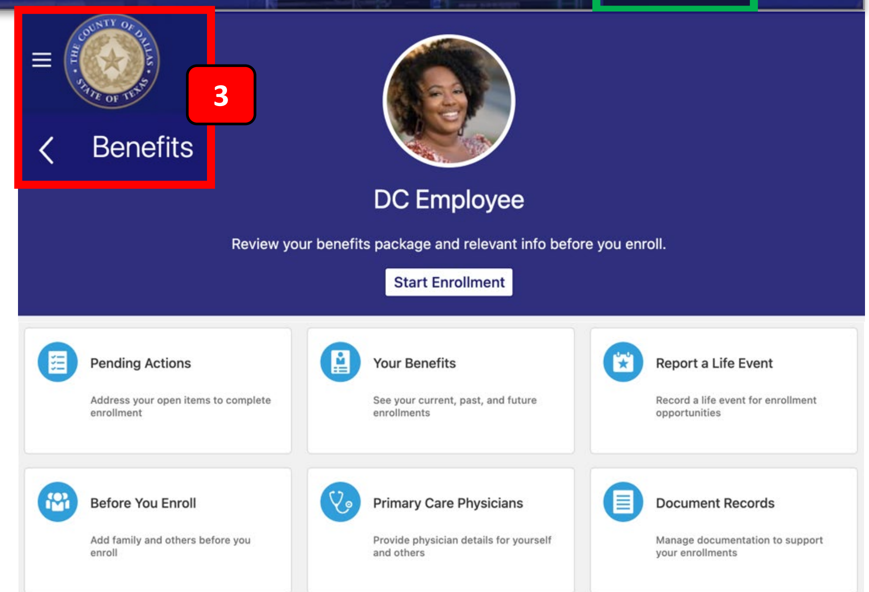
1. Navigating to My Benefits

Use the **Benefits** tile to **View Your Benefits**, **Enroll in Benefits** during Open Enrollment, **Report a Qualifying Life Event**, complete **Pending Action** and upload **Document Records**, and **Review Employee Resources**.

1. From the **Home** screen, click the **Me** tab.
2. Click the **Benefits** icon.
3. The **Benefits** screen will appear.

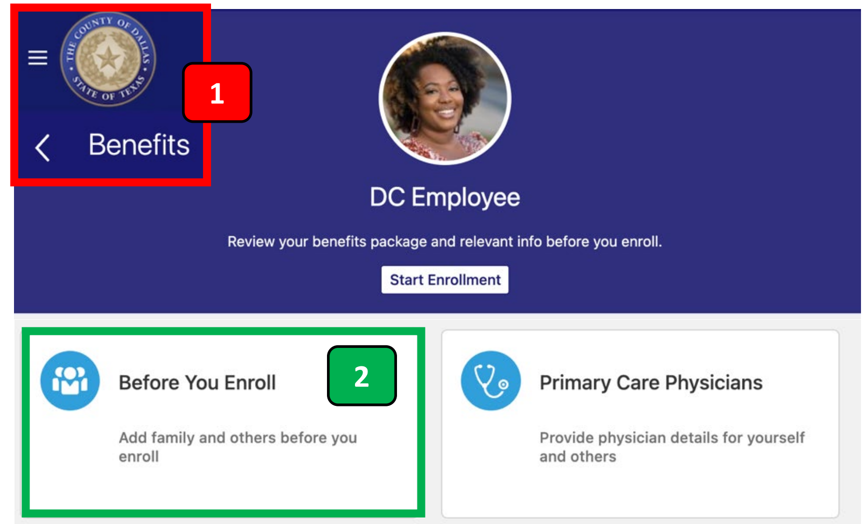




Use the tiles to complete tasks, as needed.
Instructions for the most important tasks are included in the following pages.

2. Before Enrolling in Benefits

During Employee Onboarding, Open Enrollment, or after a Qualifying Life Event, you can **Enroll in Benefits** or **Update Your Benefits.** However, there are a few tasks to perform before you enroll, such as adding people and reviewing your Benefits Options.



Before You Enroll

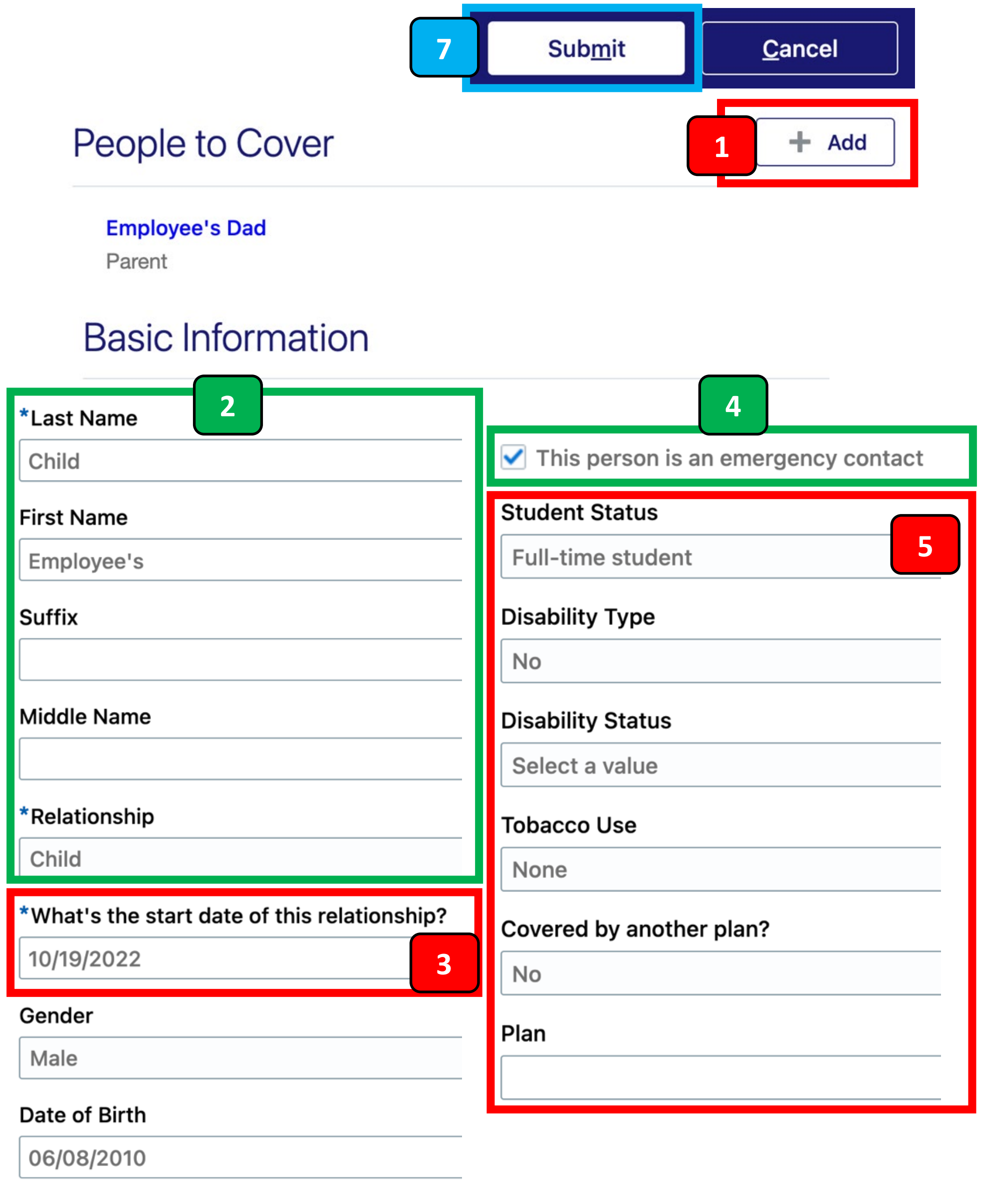
Use the **Before You Enroll** tile to add family and others to your Benefits Plan.

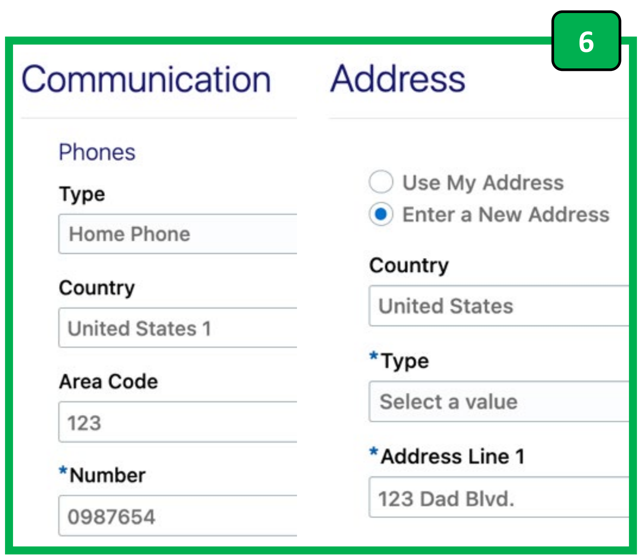
Please note: Adding People to the **Before You Enroll** section DOES NOT automatically add them to your Benefits. You'll still need to select people during the enrollment process.

1. Navigate to the **Benefits** screen (**Home → Me tab → Benefits icon).**
2. Click the **Before You Enroll** tile.
3. To view or update any existing contacts, click their **Name.**
4. To add a new contact, click the **+Add** button.

Before You Enroll - Adding a New Contact

1. To add a new contact, click the **+Add** button.
2. Add relevant information to the **Basic Information** section, such as **Name, Gender, Date of Birth.**
3. **What's the Start Date of this relationship?**
   Enter the date you're adding this person, usually Today's date.
4. If desired, click the **This person is an emergency contact** checkbox.
5. Add more information about them, such as **Student Status, Disability Type/Status, Tobacco Use,** and if they're **Covered by another plan.**
6. Add relevant information to the **Communication,** and **Address** sections, as needed.
7. Scroll to the top of the page, and click the **Submit** button.

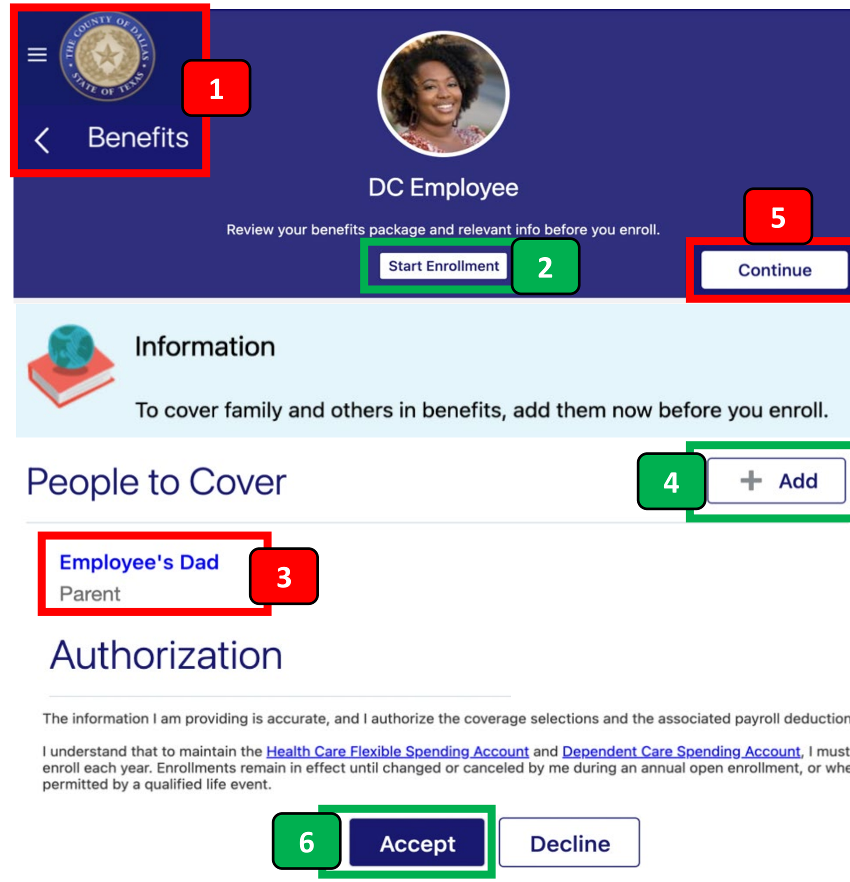




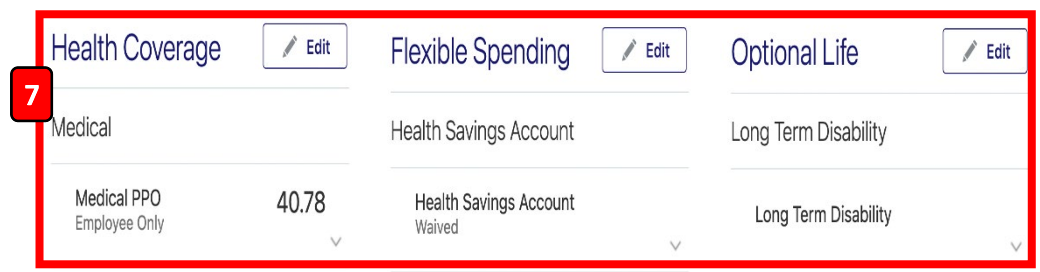
3. Enrolling in Benefits

During Open Enrollment or after a Qualifying Life Event, you can **Enroll in Benefits** or **Update Your Benefits.** Please note: Changes to your Benefits may NOT take effect immediately, but at a later date.

Note: For Qualifying events: The change is effective the first day of the month following the date you notified your employer of the qualified change in status event. Effective date exception: Newborns are effective on the date of birth, and adoptions are effective the date placed for adoption or on the adoption date.

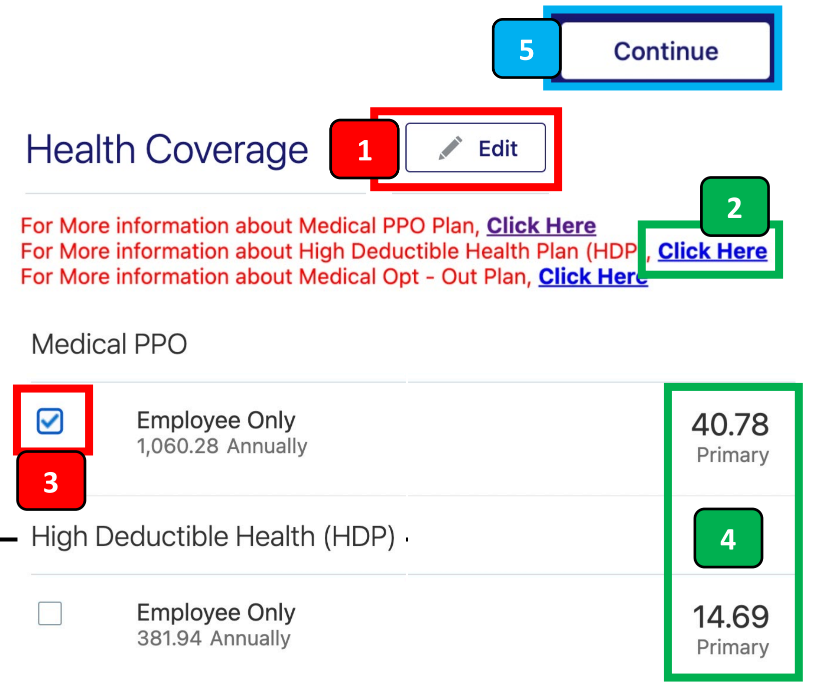


1. Navigate to the **Benefits** screen (**Home → Me tab → Benefits icon).**
2. Click the **Start Enrollment** button.
   Note: This button may be labeled as "**Make Changes**".
   If you forgot to add People to Cover, you have another opportunity to add them now.
3. To view or update any existing contacts, click their **Name.**
4. To add a new contact, click the **+Add** button.
5. Click the **Continue** button.
6. An **Authorization** message will appear, attesting that the information you provide is accurate and you agree to the coverage selection and the associated payroll deductions. Click the **Accept** button.
7. You'll see several benefits sections, such as **Health Coverage, Flexible Spending, Optional Life,** and/or **County Provided Coverage.** Click the **Edit** button next to each section to make elections.



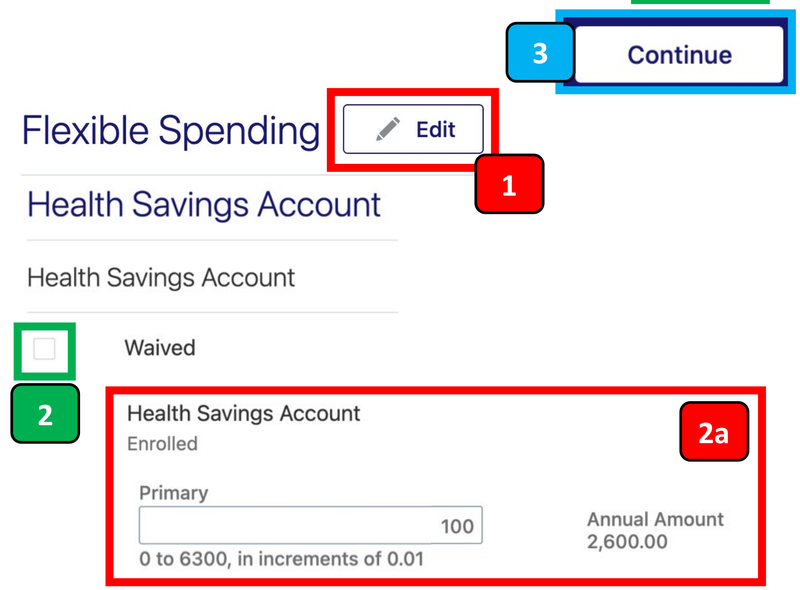
Enrolling in Benefits – Health Coverage

1. In the Health Coverage section, click the **Edit** button.
2. To learn more about the Health Coverage plans and options, use the **Click Here** links next to each option.
3. Use the **checkboxes** to make a Health Coverage election.
4. The costs associated with the plan you selected can be seen next to the plan.
5. Click the **Continue** button to save and return to make more elections.



Enrolling in Benefits – Flexible Savings

1. In the **Flexible Spending** section, click the **Edit** button.
2. Use the **checkboxes** to make a Health Savings Account election.
    a. If you elected an HSA, in the **Primary** field, enter an amount to be deducted from your paycheck EACH PAY PERIOD. The **Annual Amount** updates automatically based on the amount you entered.
3. Click the **Continue** button to save and return to make more elections.



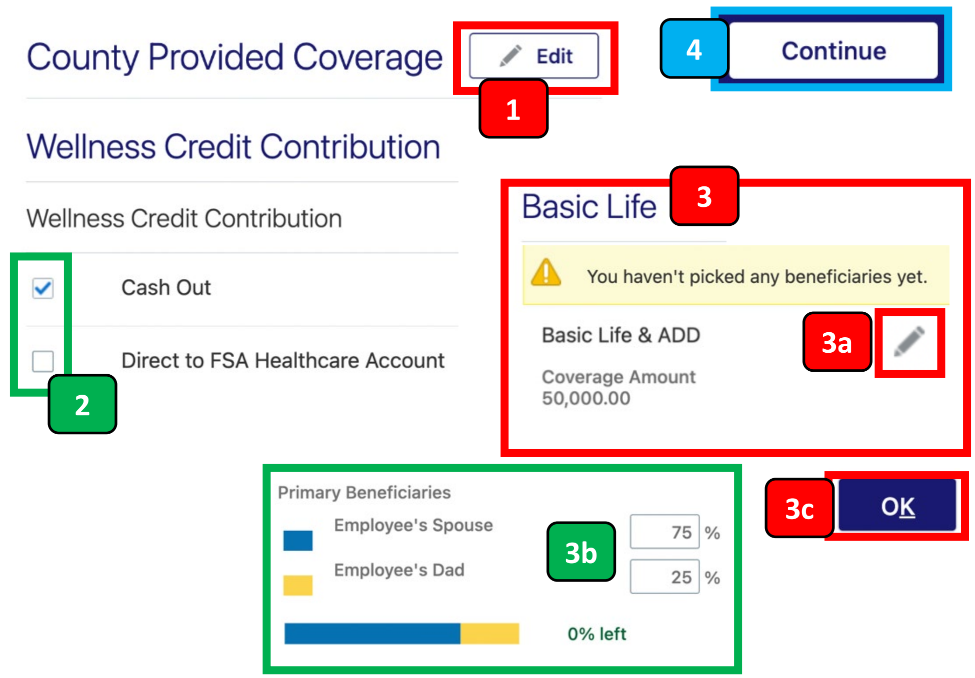
Note: There is an annual maximum limit you can contribute to an HSA. Please visit www.irs.gov for the most recent contribution limits information.

Enrolling in Benefits – Optional Life

1. In the Optional Life section, click the **Edit** button.
2. Use the **checkboxes** to make a Dependent Life elections.
   a. The per pay period costs and total coverage associated with the plan you selected are displayed near the plan.
3. Click the **Continue** button to save and return to make more elections.

Enrolling in Benefits – County Provided Coverage

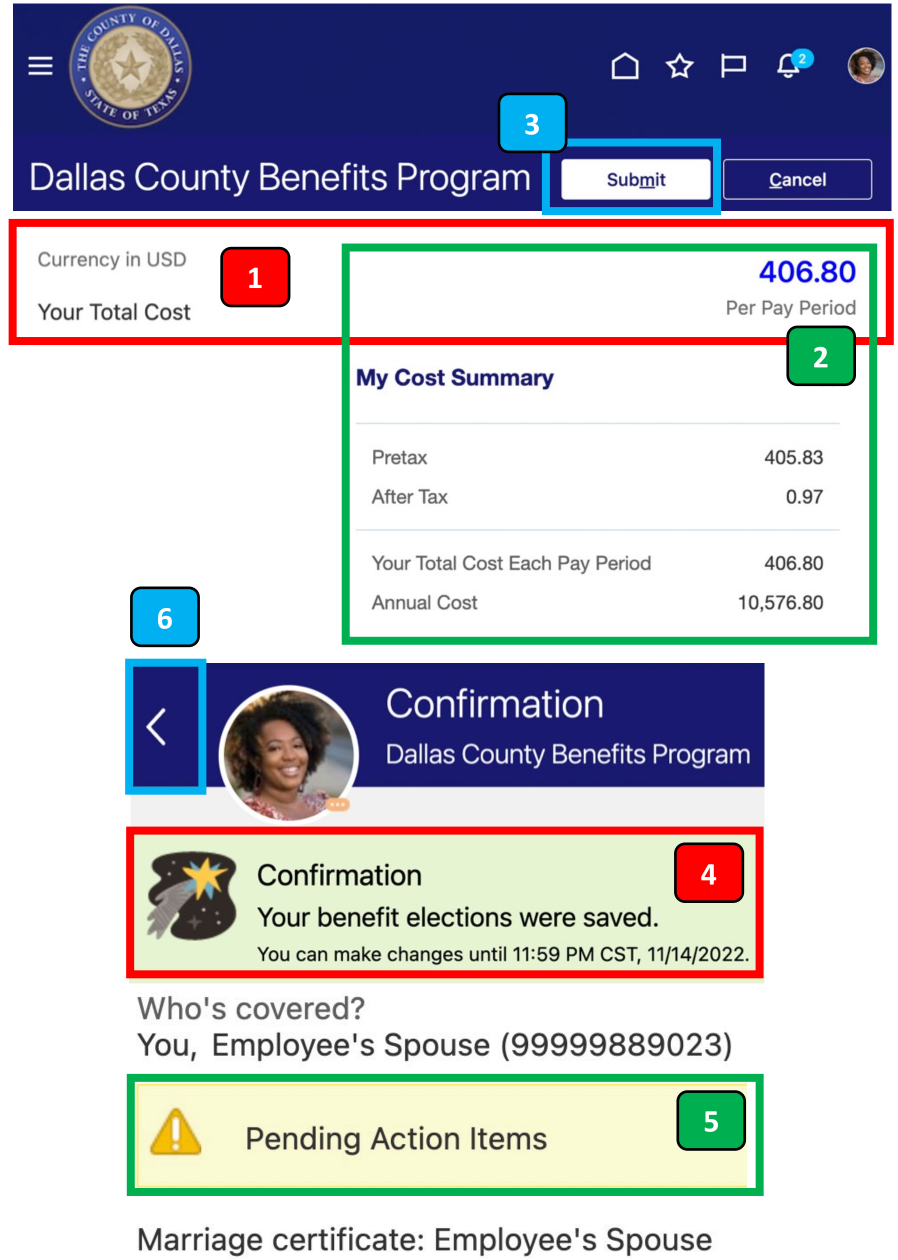
1. In the County Provided Coverage section, click the **Edit** button.
2. Use the **checkboxes** to make a Wellness Credit Contribution election.
3. You may be automatically enrolled in Basic Life & ADD coverage, and you'll need to select Beneficiaries.
   a. Click the **Edit (pencil) icon** to select Beneficiaries.
   b. In the Primary Beneficiaries section, enter a **Percentage** next to each Person, as desired. Amounts must total 100%.
   c. When completed, click the **OK** button.
4. Click the **Continue** button to save and return to make more elections.



Enrolling in Benefits – Submitting Your Benefits Elections

Be sure to review all your Benefits Elections carefully before submitting.

1. Your **Total Cost** per pay period is displayed.
2. Click the **Amount** to view **My Cost Summary**.
3. When you're ready to confirm your Benefits Elections, click the **Submit** button. If there are any discrepancies in eligibility, you'll see a warning message that prompts you to make a different election.
4. You'll receive a **Confirmation** message to show your elections were saved.
5. Scrolling down, you may see areas with **Pending Action Items** to complete. In the next section, you'll learn about **Pending Action Items** and **Document Records** that support your benefits elections.
6. Click the in-app **Back** button to return to the **Benefits** screen.



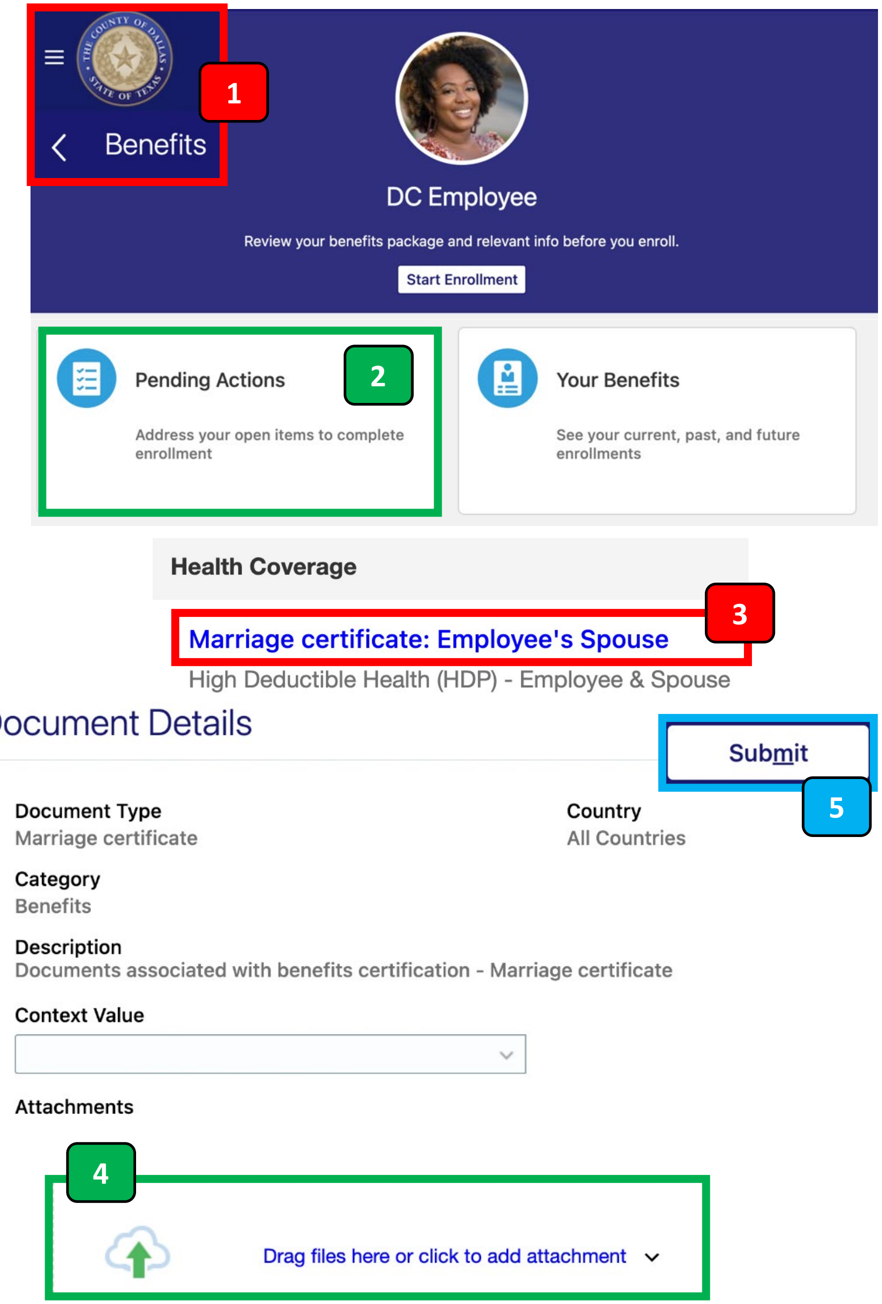
4. Pending Action Items & Document Records

Pending Actions

When Enrolling in Benefits, there may be **Pending Action Items** in which you may need to upload files to your **Document Records** to support your elections.

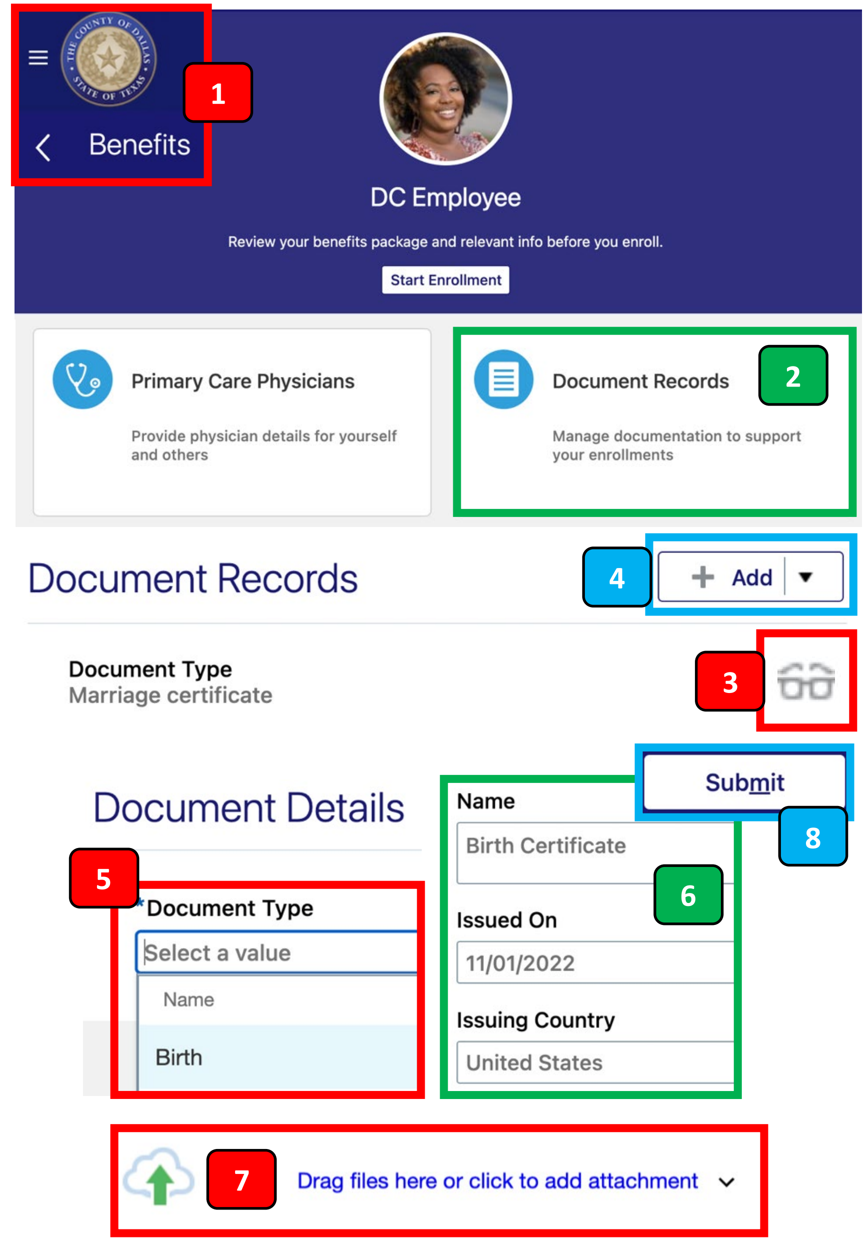
1. Navigate to the **Benefits** screen (**Home → Me tab → Benefits icon).**
2. Click the **Pending Actions** tile.
3. Click the **Action Item link** to view instructions about the type of action you need to take. There may be multiple actions you need to take to complete your benefits enrollment.
4. The **Document Details** screen will appear. For some documents, you may need to provide additional information. For this example, all you need to do is **Add an Attachment** of the document.
5. Click the **Submit** button.

The supporting documentation you uploaded will be sent to HR for review and approval. You will receive a Notification when it is approved and your elections are finalized, or if there are additional actions to take or document records you need to upload.



Document Records

At any time, you can access your **Document Records** if to upload more supporting documentation, or make changes or updates to your existing records.



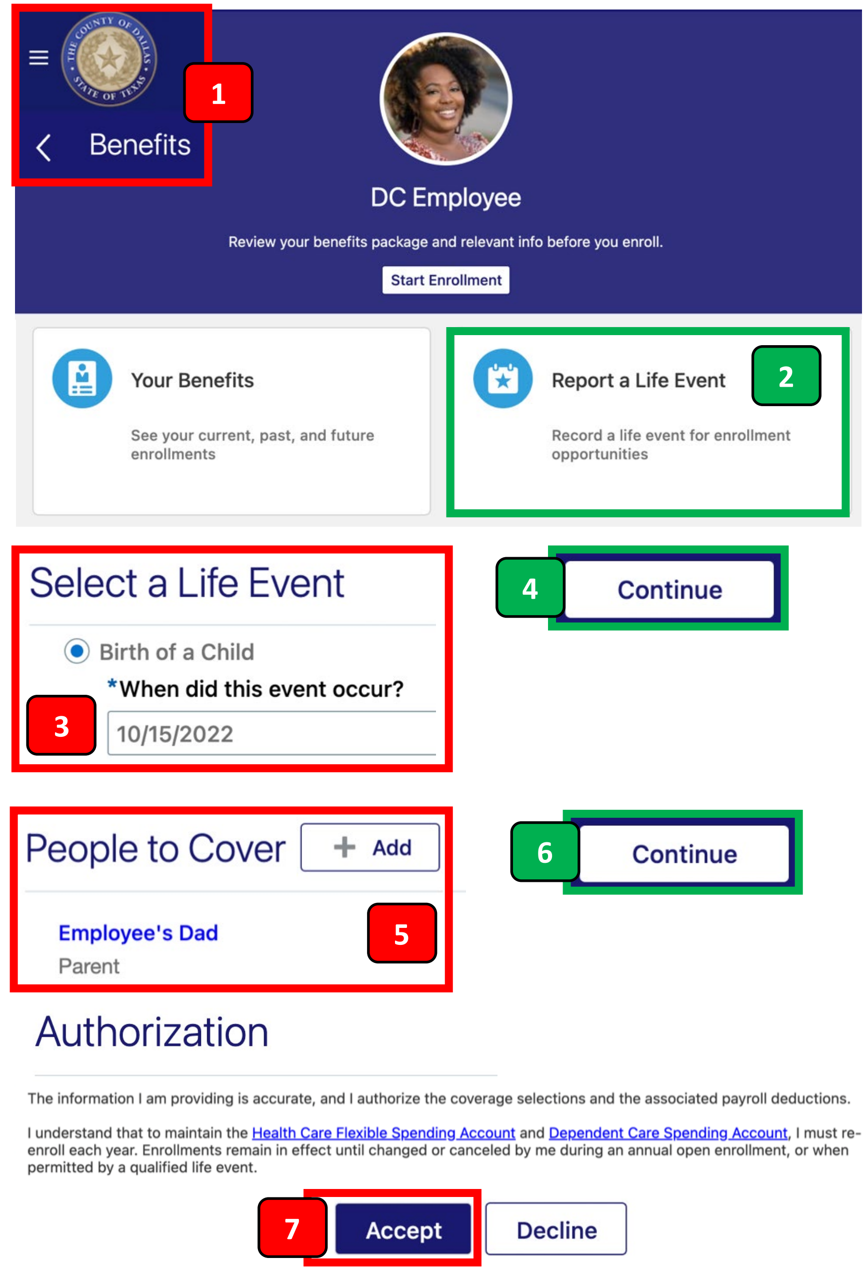
1. Navigate to the **Benefits** screen (**Home → Me tab → Benefits icon).**
2. Click the **Document Records** tile.
3. Review the list of any previously added documents. To view a document, click the **glasses icon**.
4. To add a new document or submit an updated document, click the **+Add** button.
5. Select the **Document Type** from the dropdown list.
6. The **Document Details** screen will appear. For some documents, you may need to provide additional information.
7. Add any relevant **Attachments.**
8. Click the **Submit** button.

5. Reporting Life Events

When your personal circumstances change, it may be necessary to update your benefits by **Reporting a Qualifying Life Event**. These may include Birth or Adoption of a child, Marriage, Changes to HSA Contributions, and more.

Note: You must take action within 31 days of the qualifying event – coverage elections are not retroactive. Select a life event to see if it provides you opportunities to elect new benefits or change existing ones.

1. Navigate to the **Benefits** screen (**Home → Me tab → Benefits icon).**
2. Click the **Report a Life Event** tile.
3. Select a **Life Event** and enter the **Date** the event occurred.
4. Click the **Continue** button. A confirmation message will appear.
5. You'll be redirected to the **Before You Enroll** screen, where you can add or change details about **People to Cover**. Follow the **Before You Enroll** instructions, if needed.
6. Click the **Continue** button.
7. An **Authorization** message will appear, attesting that the information you provide is accurate and you agree to the coverage selection and the associated payroll deductions. Click the **Accept** button.



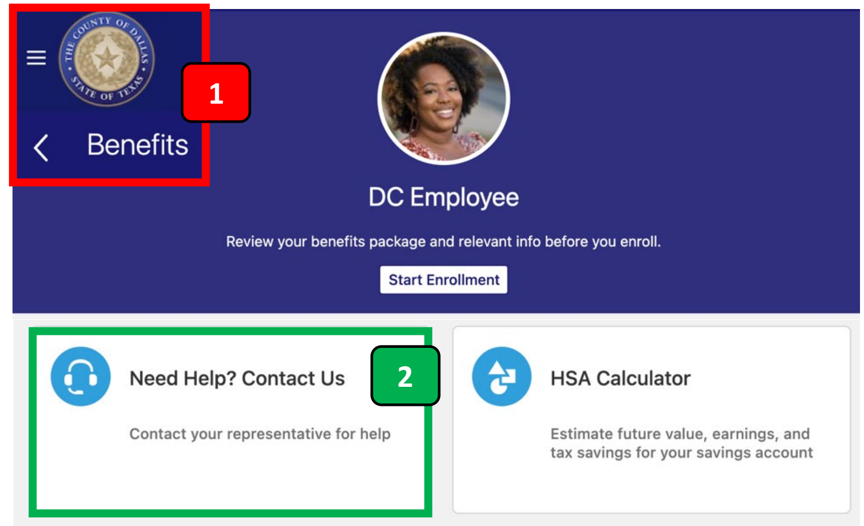
Follow the "Enrolling in Benefits" instructions to make any desired changes to your benefits elections. Please note, there may be additional Pending Action Items to complete after submitting your benefits elections.

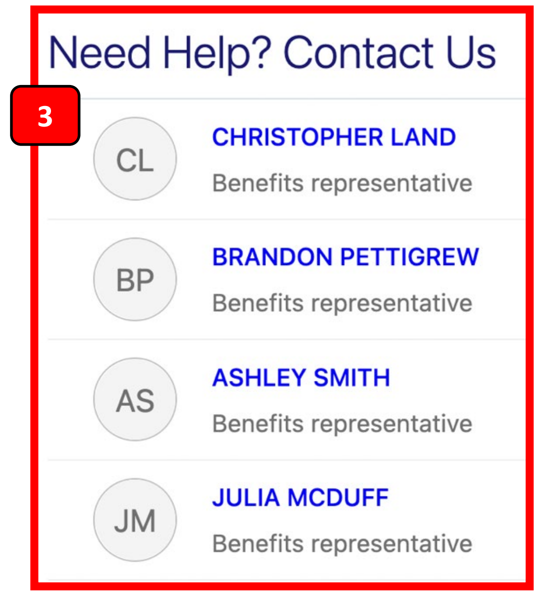
If you have any questions about Qualifying Life Events, please contact your Benefits Representative.

6. Need Help? Contact a Benefits Representative!

If you have questions about your Benefits, Plans, Enrollments, or Documentation, feel free to reach out to a Benefits Representative.

1. Navigate to the **Benefits** screen (**Home → Me tab → Benefits icon).**
2. Click the **Need Help? Contact Us** tile.
3. A list of **Benefits Representatives** will display, along with contact information. If needed, click a **Name** for more information.





7. Learn More About Oracle Cloud!

Check Out the NEW Dallas County Oracle Cloud Info Site!

Your one-stop shop for all things Oracle Cloud: Latest News & Project Updates, Training Schedules & Support Resources, and Opportunities to Get Involved to help people across the organization adopt our new HR, Finance and Budgeting system!

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https://education.oracle.com/learning-explorer