

ENROLLMENT INSTRUCTIONS For New Hires

LOG IN

Step 1: Log onto OAKS at: ebenefits.ohio.gov by entering your OAKS ID and password. If you need assistance with logging into OAKS, contact the OAKS help desk at 1.888.OhioOAKS (1.888.644.6625).

Step 2: Click on [Self Service](#) > [Benefits](#) > [Benefits Enrollment](#)

NEW HIRES

Step 3: On the Benefits Enrollment page, click the [Select](#) button

Step 4: On the Health Enrollment page you will see the health plans available to you. As a new hire, you are only eligible for Medical coverage. You are not eligible for Dental and Vision coverage until you have completed one year of continuous service. Click on the [Edit](#) button next to Medical.

Step 5: Review your options and click on the [button next to your plan choice](#).

ADD DEPENDENT COVERAGE

Step 6: The page will now give you the opportunity to add dependents to your coverage. Click the [Add/Review/Edit Dependents](#) button. (If you do not have any dependents, please scroll down and click [Continue](#), and skip to Step 12)

Step 7: On the Enrollment Dependent Summary page, you may add your dependent(s) by clicking on the [Add New Dependent](#) link. You must fill in all of the required fields on the Dependent Personal Information page.

PLEASE NOTE: If you are adding a dependent that is eligible under the new House Bill 1 rules, you must choose 'HB1 Dependent' from the drop-down menu next to "Relationship to Employee".

When you are done entering the information, scroll to the bottom and click [Save](#).

(Repeat the above steps to add additional dependents)

Step 8: You will receive a Save Confirmation, stating the save was successful. Click [OK](#).

Step 9: On the Dependent Personal Information Page, scroll down and click [Return to Enrollment Dependent Summary](#)

Step 10: On the Enrollment Dependent Summary page, verify the information and click [Return to Event Selection](#)

Step 11: On the Benefits Enrollment page, review your selection. You should see your new dependent listed -- be sure to click the [Check box](#) next to the dependent's name to enroll that dependent. Scroll down and click [Continue](#)

Step 12: Review your plan selection and any covered dependents, then click [OK](#) to accept your choice

CONFIRMATION

Step 13: Once you have completed making all of your changes on the Benefits Enrollment page, click [Submit](#)

Step 14: On the Submit Benefits Choices page, read the information carefully and click [Submit](#)

Step 15: On the Submit Confirmation page, read the information and click [OK](#)

Step 16: You have completed your enrollment and are directed back to the Benefits Enrollment page. It shows your current plan choice. Click the [Print This Page for Your Records](#) link in order to maintain a copy of your elections.

Step 17: Log off by clicking [Sign Out](#) in the upper right corner.

IMPORTANT NOTE: If you have enrolled a dependent, you have 31 days to supply valid proof of your dependent to your agency.