

# Enrollment

## Enrolling at Hire

You can enroll by using [myOhio.gov](https://myOhio.gov) and clicking on myBenefits or by submitting a completed [Benefit Enrollment/Change Form \(ADM 4717\)](#) for medical coverage to your agency within 31 days of your date of hire. If you do not enroll within this time frame, you must wait until the next open enrollment period or until you experience a change in status/qualifying event. Documentation will be required for enrolling dependents. For information, visit [das.ohio.gov/EligibilityRequirements](https://das.ohio.gov/EligibilityRequirements).

Medical coverage begins on the first day of the month following the month of your date of hire, regardless of when your start date falls and regardless of when your 31-day deadline falls.

## Enrolling/Making Changes During Open Enrollment

You may enroll or add/drop dependents during the open enrollment period. You can enroll by using [myOhio.gov](https://myOhio.gov) and accessing myBenefits or by submitting a completed [Benefit Enrollment/Change Form \(ADM 4717\)](#) for medical coverage to your agency during the open enrollment period. Coverage becomes effective on the first day of the next benefit period, which begins July 1. Documentation will be required for adding dependents. For information about dependent eligibility requirements, visit [das.ohio.gov/EligibilityRequirements](https://das.ohio.gov/EligibilityRequirements).

## Enrolling/Making Changes Due to A Change in Status/Qualifying Event

Under normal circumstances, you cannot change or drop your coverage until open enrollment unless you experience a change in status/qualifying event. Click here for more information. You can enroll by using [myOhio.gov](https://myOhio.gov) and accessing Self-Service or by submitting a completed [Benefit Enrollment/Change Form \(ADM 4717\)](#) to your agency within 31 days of the event. Documentation will be required for any changes. For information about dependent eligibility requirements, visit [das.ohio.gov/EligibilityRequirements](https://das.ohio.gov/EligibilityRequirements).