

# Open Enrollment Instructions



**2010**  
MAY 3 - MAY 16



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## LOG IN

**Step 1** Log onto OAKS at: [ebenefits.ohio.gov](http://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).

## REVIEW CURRENT COVERAGE

**Step 2** Click on Self Service > Benefits > Benefits Summary to verify your current coverage.

**Step 3** Click on each Benefit plan to validate the dependents that you are currently covering.

## PLAN CHANGES

**Step 4** Click on Benefits Enrollment on the menu box or the Enroll In Benefits link on the bottom of the page, if applicable.

**Step 5** On the Benefits Enrollment page, click the Select button. (If you have already gone through the open enrollment process, click OK after clicking Select.)

**Step 6** On the Open Enrollment page, you will see the benefits plan(s) that you are currently enrolled in. Click the Edit button next to the benefit you would like to edit.

**Step 7** On the Benefits Enrollment page, scroll down and review your current selection. (You may review all available plans in a spreadsheet format by clicking on Overview of all Plans.)

**Step 8** To review current dependents, scroll up and click on the Add/Review/Edit Dependents button.

**Step 9** On the Enrollment Dependent Summary page, you may view information regarding existing dependents by clicking on their name(s).

**Step 10** If you see any incorrect information, there are three areas of information that you can edit for an existing dependent – Address, Telephone number, and Relationship to Employee. Make any necessary edits and click Save, then OK, then Return to Enrollment Dependent Summary.

(If no additions or changes are needed, click on the Return to Event Selection link to continue with your enrollment and proceed to Step 15.)

On the Return to Enrollment Dependent Summary page, you may choose to elect a benefit plan or waive coverage. Be sure to click the button next to the option you choose. **WARNING:** If you choose the Waive option, you are waiving benefits coverage and will not be allowed to enroll until the next Open Enrollment or until you experience a qualifying event. Your coverage will end June 30, 2010.

## **ADD DEPENDENT COVERAGE**

**Step 11** To add a new dependent, scroll up and click on the Add/Review/Edit Dependents button on the Benefits Enrollment page.

**Step 12** On the Enrollment Dependent Summary page, you may add new dependents by clicking on the Add New Dependents 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 13** You will receive a Save Confirmation, stating the save was successful. Click OK.

**Step 14** On the Benefits Enrollment page, review your selection and the dependents that you are covering for that benefit plan. If you just added a new dependent be sure to click the checkbox next to the dependent's name to enroll that dependent. Scroll down and click Continue.

**PLEASE NOTE:** The check box next to the dependent's name must be checked to ensure coverage. You may also choose to remove a dependent's coverage by removing the check next to their name.

**Step 15** Review your plan selection and covered dependents, click OK to accept your choice, or Edit to make changes.

You will need to repeat Steps 7-14 above for each plan that you wish to edit.

## **REMOVE DEPENDENT COVERAGE**

**Step 16** On the Benefits Enrollment page, review your selection and the dependents that you are covering for that benefit plan. Uncheck the box next to any dependent that you wish to remove from your coverage. Scroll down and click Continue.

## **CONFIRMATION**

**Step 17** Once you have completed making all of your changes on the Open Enrollment page, click Submit.

**Step 18** On the Submit Benefits Choices page, read the information carefully and click Submit.

**Step 19** On the Submit Confirmation page, read the information and click OK.

**Step 20** You have completed your enrollment and are directed back to the Open Enrollment page. It shows your current plan(s) and your new choice(s). Click the Print This Page For Your Records link in order to maintain a copy of your elections.

**Step 21** Log off by clicking Sign Out in the upper right corner.

**IMPORTANT NOTE:** If you have added or deleted a dependent during Open Enrollment, you have 31 days to supply valid proof to DAS HCM Benefits located at:

**Department of Administrative Services  
DAS HCM Benefits  
30 East Broad Street, 28th Floor  
Columbus, Ohio 43215**