

ENROLLMENT INSTRUCTIONS For New Hires

LOG IN

Step 1: Navigate to [myOhio.gov](https://myohio.gov), click on the button titled [My Employee Self Service Login](#).

Step 2: Log into the system by entering your OAKS employee ID (emplid) and password. [If you need assistance with logging into the system, please contact HR Customer Service at 1-800-409-1205, Option 1.](#)

Step 3: Click on [Self Service > Benefits > Benefits Enrollment](#).

NEW HIRES

Step 4: On the Benefits Enrollment page, click the [Select](#) button

Step 5: 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 a year of continuous service. Click on the [Edit](#) button next to Medical.

Step 6: Review your options and [click on the button next to your plan choice](#).

ADD DEPENDENT COVERAGE

Step 7: 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 8: 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 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 9: You will receive a Save Confirmation, stating the save was successful. Click [OK](#).

Step 10: On the [Dependent Personal Information](#) page, scroll down and click [Return to Enrollment Dependent Summary](#).

Step 11: On the [Enrollment Dependent Summary](#) page, verify the information and click [Return to Event Selection](#).

Step 12: On the [Benefits Enrollment](#) page, review your selection. You should see your new dependent listed -- be sure to click the checkbox next to the dependent's name to enroll that dependent. Scroll down and click [Continue](#).

Step 13: Review your plan selection and any covered dependents, then click [OK](#) to accept your choice.

CONFIRMATION

Step 14: Once you have completed making all of your changes on the [Benefits Enrollment](#) page, click [Submit](#).

Step 15: On the [Submit Benefits Choices](#) page, read the information carefully and click [Submit](#).

Step 16: On the [Submit Confirmation](#) page, read the information and click [OK](#).

Step 17: 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 18: 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.**