



# Benefits Enrollment Instructions

If you are not currently enrolled in coverage or you want to add or remove a dependent from your current coverage, please follow the steps below:

1. Review information about available benefits by carefully reading this Open Enrollment edition of *Pathways to myBenefits*. If you have questions, contact your agency benefits representative, human resources office or the Ohio Department of Administrative Services' HR Customer Service desk at 1.800.409.1205.
2. Enroll in coverage or make changes to your dependents' medical, dental and vision online at: [myOhio.gov](http://myOhio.gov) or by using a paper enrollment and change form available from your agency benefits representative or available online at the Benefits Administration website at: [das.ohio.gov/healthcareforms](http://das.ohio.gov/healthcareforms).

A. **ONLINE** – Go to: [myOhio.gov](http://myOhio.gov).

- Enter your Employee ID number and password.

If you have forgotten your Employee ID number or your password, contact HR Customer Service by calling toll-free, 1.800.409.1205, or in Columbus, 614.466.8857. Make sure to select **Option 1** when prompted;

- Click on **myBenefits** under **Self Service Quick Access** on the right side of the page;
- The **Benefits Summary** page will open;
- Click on **Enroll in Benefits**.
- For detailed instructions on how to enroll or make changes online, go to: [das.ohio.gov/enrollmentinstructions](http://das.ohio.gov/enrollmentinstructions).
- Online Open Enrollment is available May 6 to 20, 2013, as follows:  
Weekdays – All day except 7 to 9 p.m.  
Saturdays – All day except 4 to 6 p.m.  
Sundays – All day except 4 p.m. to midnight

B. **PAPER**

For medical coverage for all eligible employees and/or dental/vision coverage for exempt employees, obtain a paper **State of Ohio Benefit Enrollment/Change Form (ADM 4717)** on the Benefits Administration website at: [das.ohio.gov/healthcareforms](http://das.ohio.gov/healthcareforms) or from your agency's human resources office.

3. Submit your enrollment or changes:

A. **ONLINE** – Make and submit your selections through [myOhio.gov](http://myOhio.gov) by Monday, May 20. Make sure your online changes are correctly submitted. At the end of the process you will receive a confirmation message.

B. **PAPER** – Give your completed and signed **State of Ohio Benefit Enrollment/Change Form (ADM 4717)** to your agency's human resources office by 4 p.m. Monday, May 20.

Following Open Enrollment you will receive a confirmation letter in the mail. This letter should arrive in early June. Please review this letter carefully to ensure your enrollment elections have been processed correctly.

## Important

If you are enrolling for the first time and/or adding new dependents during this Open Enrollment, you must provide the required eligibility documentation for your dependents. A listing of the required documentation can be found at: [das.ohio.gov/eligibilityrequirements](http://das.ohio.gov/eligibilityrequirements).

Coverage will not be provided for dependents until the eligibility documents are received and approved. The final deadline to submit all required documentation is July 31.