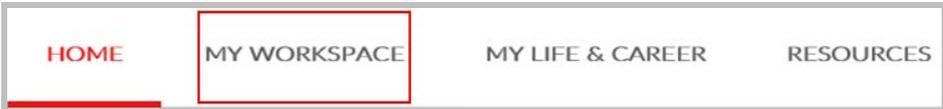
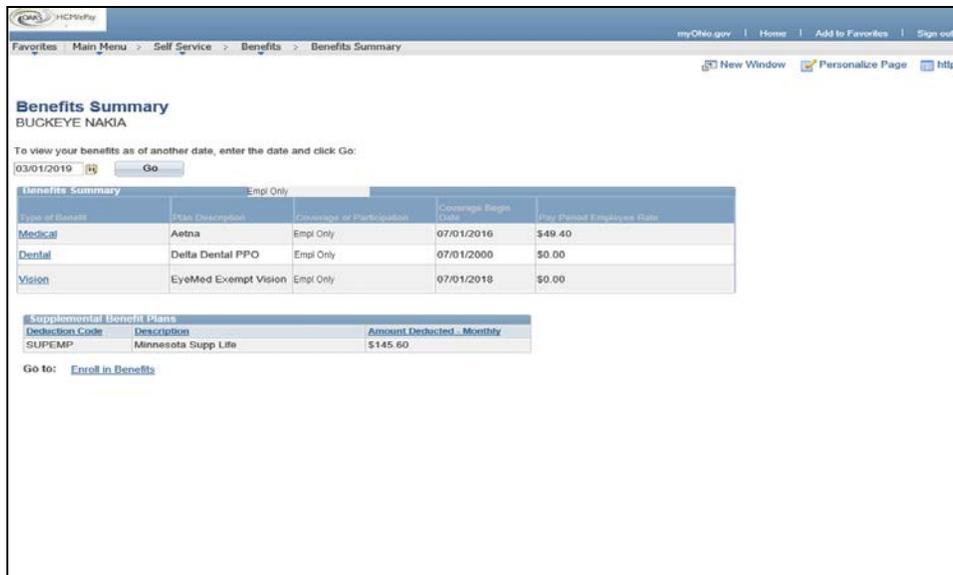


I'm enrolled and want to switch from PPO to HDHP/HSA

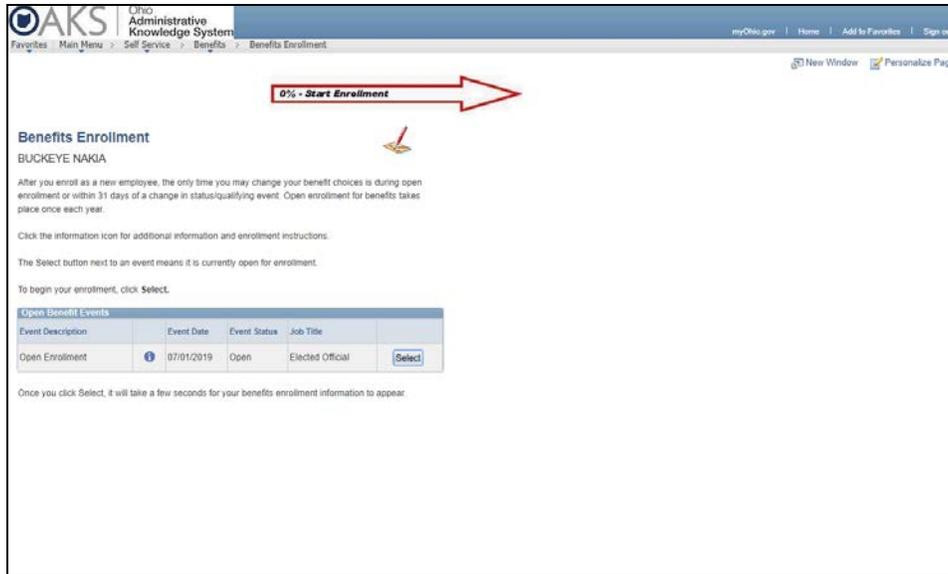


Step	Action
1.	<p>Log in to myOhio.gov.</p> <p>From the navigation tabs at the top of the page navigate using MY WORKSPACE.</p> <p>Click the MY WORKSPACE tab.</p> 
2.	<p>The Resources Directory page displays. From the Self Service Quick Access section select the myBenefits item to navigate to the desired activity.</p> <p>Click the myBenefits list item.</p> 

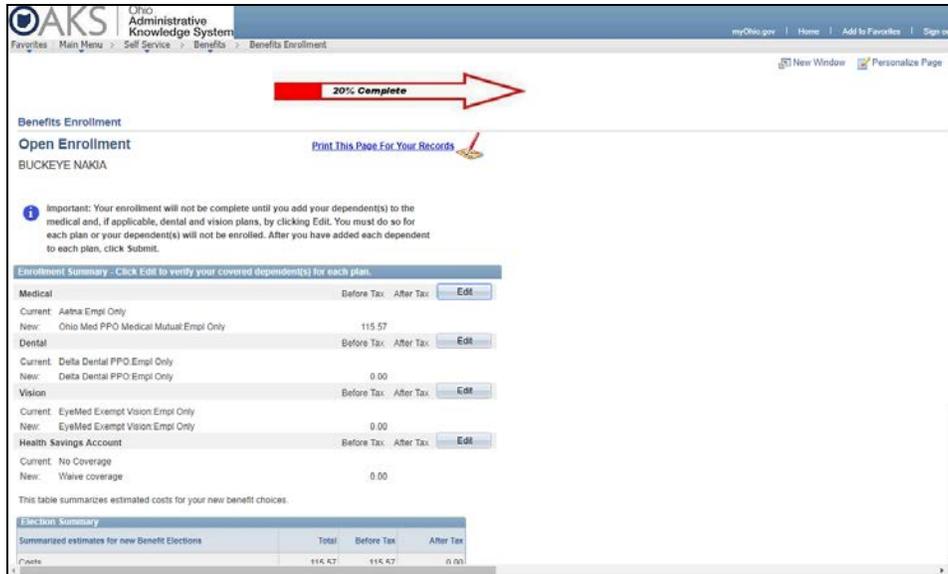
Step	Action
3.	<p>The myBenefits page displays. From the General section select the Benefits Summary item to navigate to the desired activity in OAKS.</p> <p>Click the Benefits Summary list item.</p> 



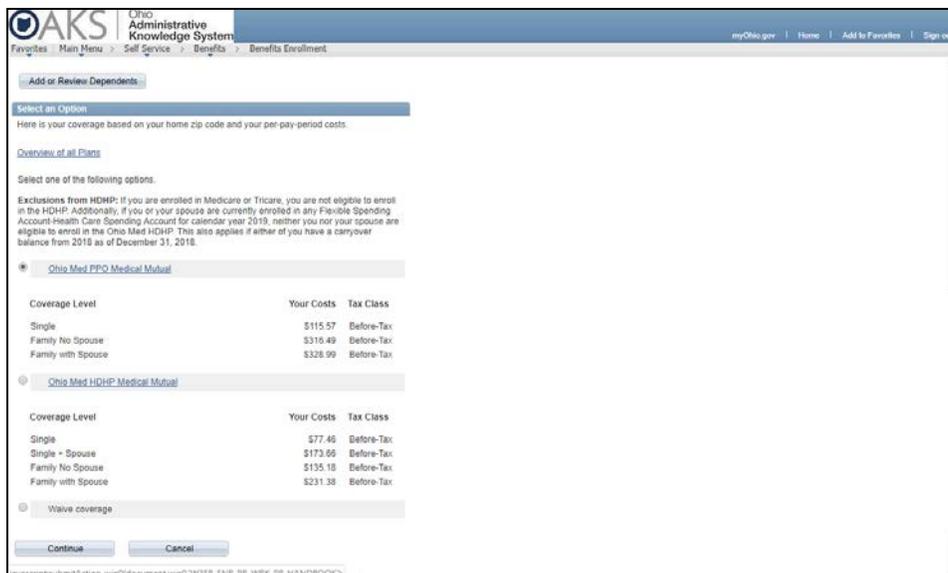
Step	Action
4.	<p>The Benefits Summary page displays. Review your current benefits and proceed to benefit enrollment.</p> <p>Click the Enroll in Benefits list item.</p> 



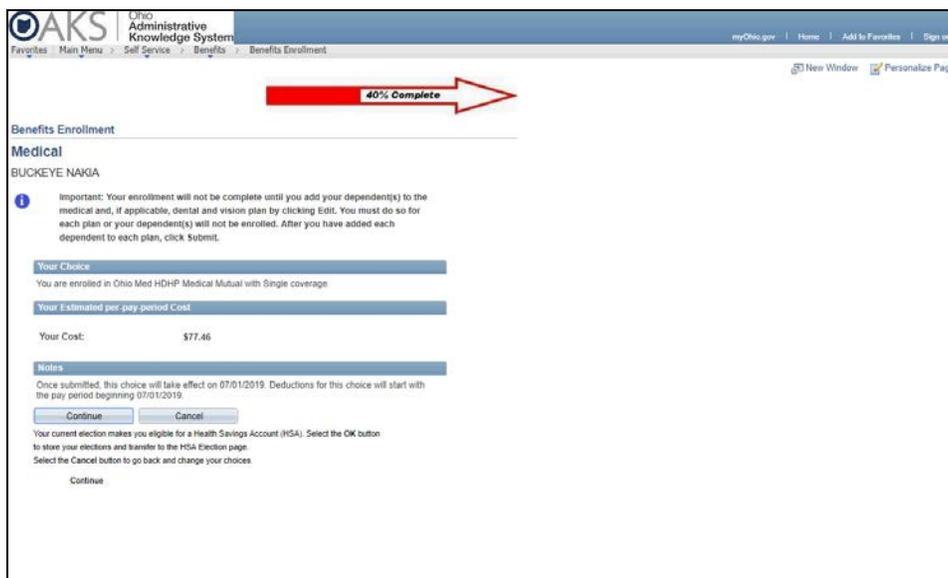
Step	Action															
5.	<p>The Benefits Enrollment page displays. There you will see the Open Benefits Events section. When first accessing the page, the Event Status will be listed as Open.</p> <p>However, you are free to return and edit as often as needed. After your initial selection of benefits, the Event Status will be listed as Submitted.</p>															
6.	<p>Let's begin the open enrollment process.</p> <p>Click the Select button.</p> <table border="1"> <thead> <tr> <th colspan="5">Open Benefit Events</th> </tr> <tr> <th>Event Description</th> <th>Event Date</th> <th>Event Status</th> <th>Job Title</th> <th></th> </tr> </thead> <tbody> <tr> <td>Open Enrollment</td> <td>07/01/2019</td> <td>Open</td> <td>Elected Official</td> <td>Select</td> </tr> </tbody> </table>	Open Benefit Events					Event Description	Event Date	Event Status	Job Title		Open Enrollment	07/01/2019	Open	Elected Official	Select
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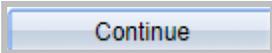


Step	Action												
7.	<p>In this situation, you only wish to change the medical coverage. The current election is displayed, as well as the new default coverage. Let's change the coverage now to the new HDHP Plan.</p> <p>Click the Edit button.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Enrollment Summary - Click Edit to verify your covered dependent(s) for each plan.</p> <table border="1"> <thead> <tr> <th>Medical</th> <th>Before Tax</th> <th>After Tax</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Current: Aetna:Empl Only</td> <td></td> <td></td> <td></td> </tr> <tr> <td>New: Ohio Med PPO Medical Mutual:Empl Only</td> <td>115.57</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Medical	Before Tax	After Tax	Edit	Current: Aetna:Empl Only				New: Ohio Med PPO Medical Mutual:Empl Only	115.57		
Medical	Before Tax	After Tax	Edit										
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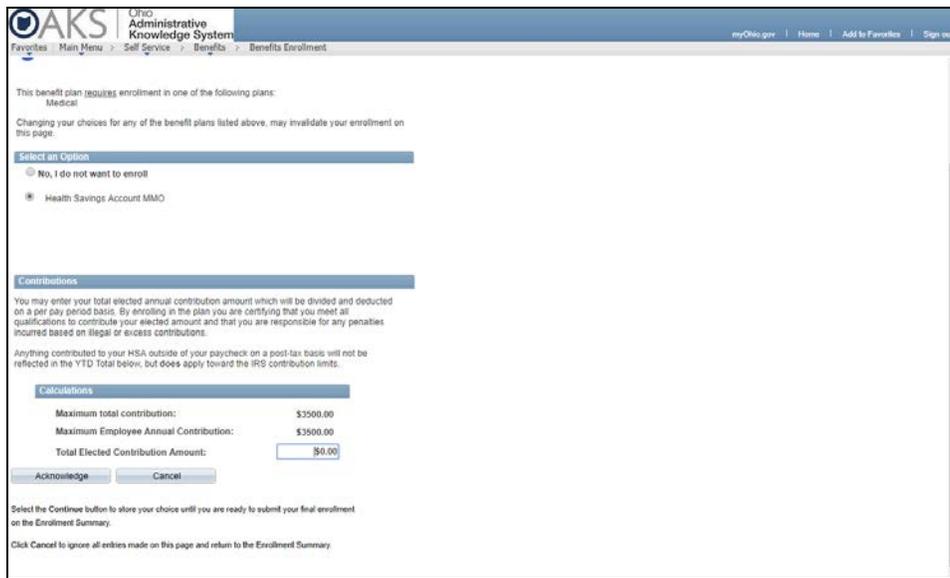


Step	Action
8.	<p>The Benefits Enrollment - Medical page displays.</p> <p>The current plan, in this case Ohio Med PPO Medical Mutual is selected as indicated by the enabled radio button. To change the selection, simply select the radio button for the Ohio Med HDHP Medical Mutual plan.</p> <p>Click the Ohio Med HDHP Medical Mutual option.</p> 
9.	<p>Click the Continue button.</p> 

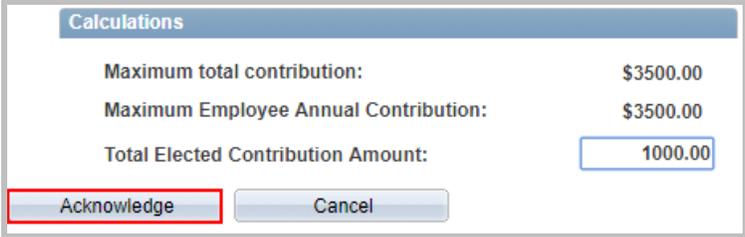


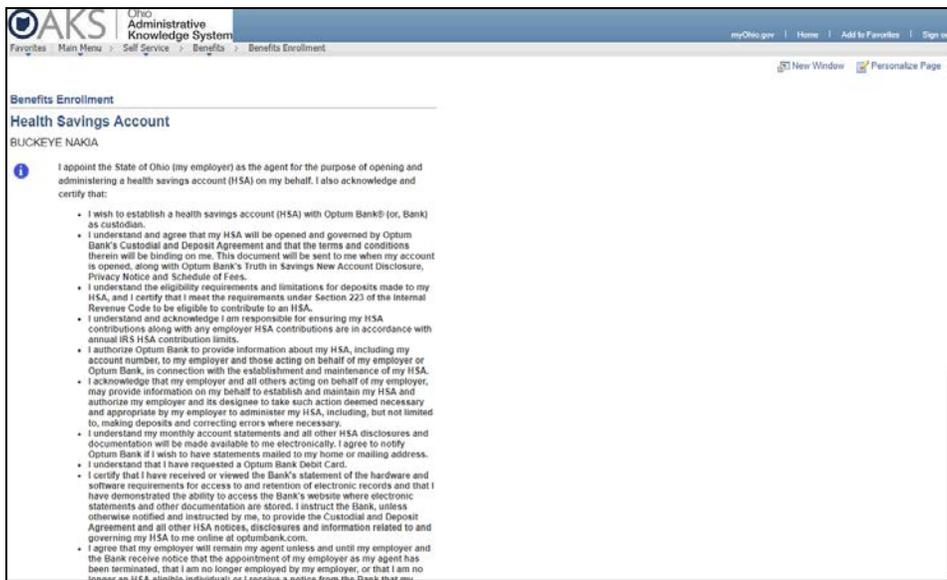
Step	Action
10.	<p>A confirmation page displays, on this page Your Choice, Your Estimated pay-per-period Cost, and applicable Notes are shown.</p> <p>As an enrollee in the HDHP plan, you are eligible for a Health Savings Account (HSA). Clicking the Continue button advances you to the HSA Election page.</p>
11.	<p>Click the Continue button.</p> 

Step	Action
12.	<p>To enroll in the Health Savings Account MMO select the corresponding radio button.</p> <p>Click the Health Savings Account MMO option.</p> 

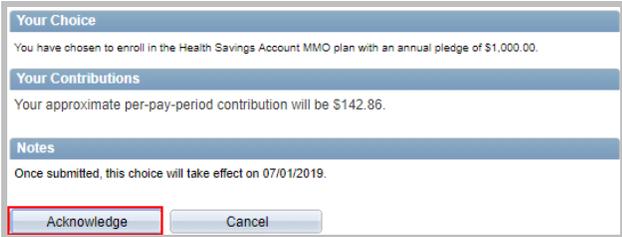
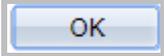


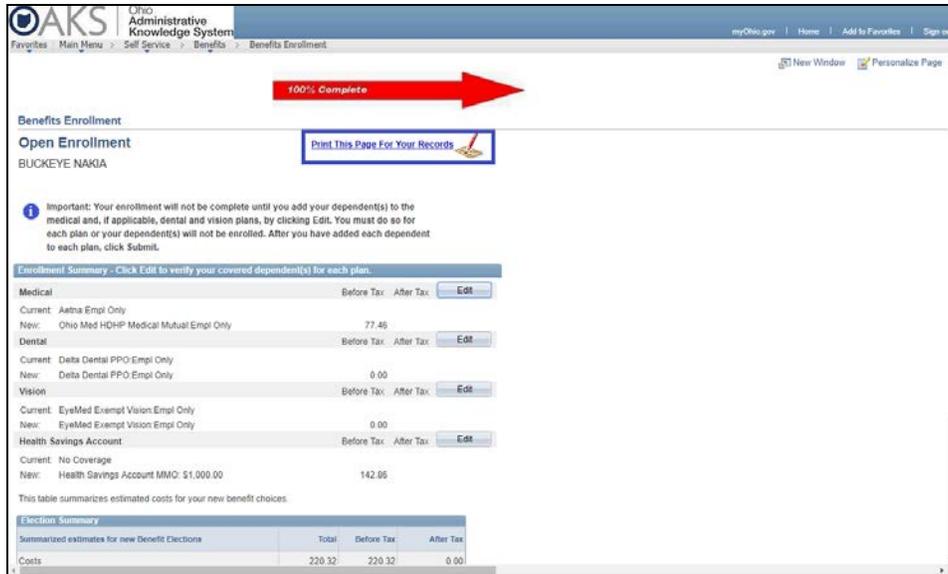
Step	Action
13.	<p>HSA accounts allow you to contribute pre-tax directly through payroll deductions.</p> <p>The contribution maximums are set by the IRS. Please familiarize yourself with the HSA account prior to determining your Elected Contribution Amount.</p> <p>Note: The contribution amount may be adjusted as necessary during the benefits year.</p>
14.	<p>Enter the desired information into the Total Elected Contribution Amount field. Enter a valid value e.g. "1000.00".</p>

Step	Action
15.	<p>Confirm your choice for the Elected Contribution Amount.</p> <p>Click the Acknowledge button.</p> 



Step	Action
16.	<p>Read through the statement regarding the establishment of a health savings account in its entirety.</p>

Step	Action
17.	<p>At the bottom of the Acknowledgement page, Your Choice, Your Contributions, and Notes regarding your selection are found.</p> <p>Having reviewed the information, click the Acknowledge button to move forward, or click the Cancel button to go back and change your choices.</p> <p>Click the Acknowledge button.</p> 
18.	<p>Authorize your Elections using the Submit button.</p> <p>Use the Cancel button to return to the Enrollment Summary.</p> <p>Click the Submit button.</p> 
19.	<p>The Submit Confirmation page displays.</p> <p>Click the OK button.</p> 



Step	Action
20.	<p>Notice that the progress arrow now displays 100% Complete.</p> <p>If desired, you may print this page for your records using the provided link.</p> <p>You may now close your browser window.</p>
21.	<p>End of Procedure.</p>