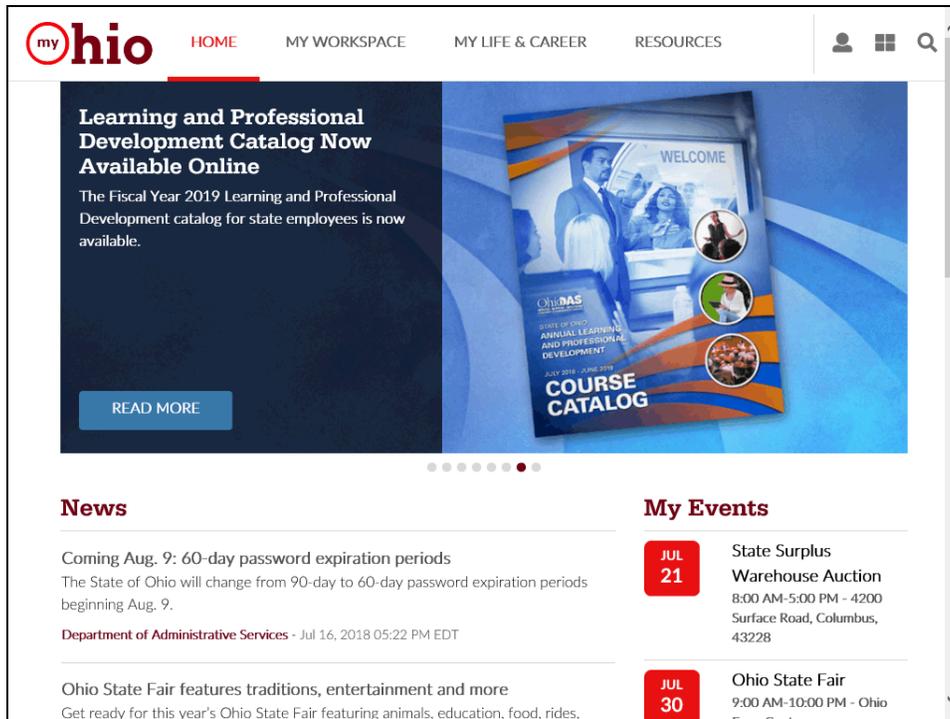
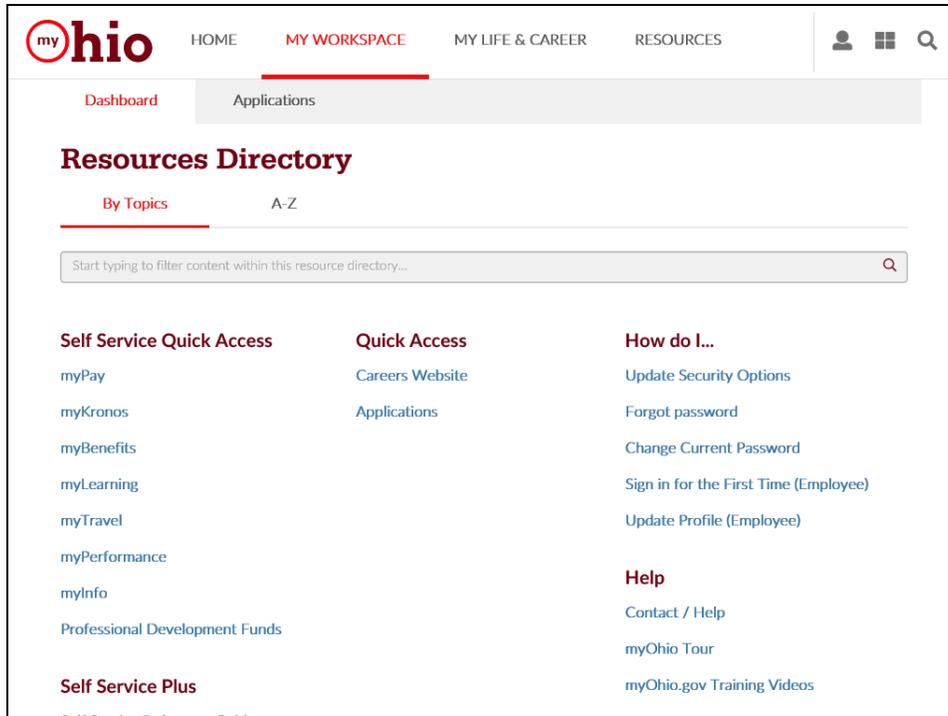


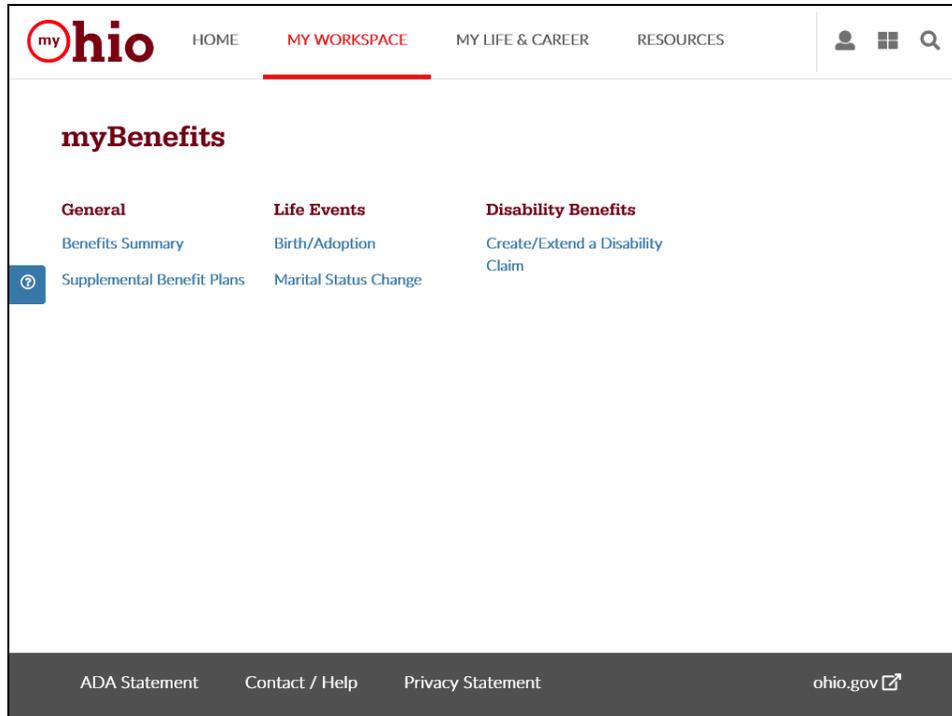
## My dependent was removed during the dependent verification process



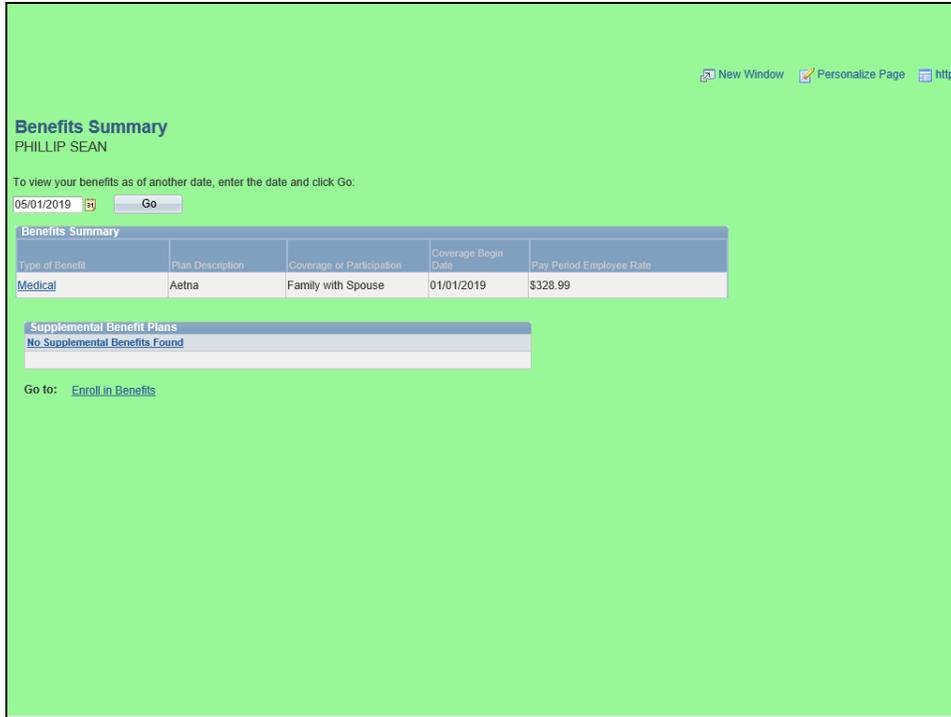
Step	Action
1.	<p>Begin by navigating to the <b>Self Service Quick Action</b> section in myOhio.</p> <p>Open myOhio in your web browser.</p> <p>Click the <b>My Workspace</b> link.</p> 

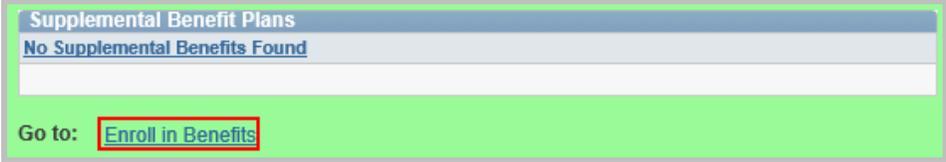


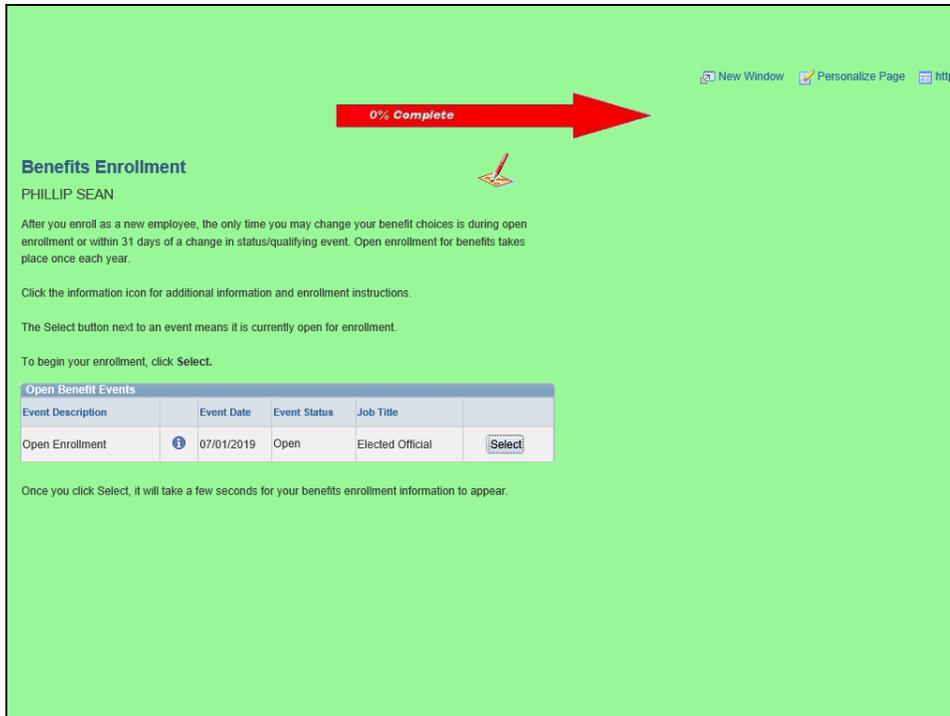
Step	Action
2.	<p>The <b>Resources Directory</b> page displays. From the <b>Self Service Quick Access</b> section select the <b>myBenefits</b> item to navigate to the desired activity.</p> <p>Click the <b>myBenefits</b> link.</p> 

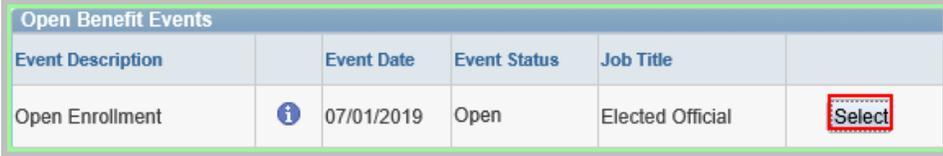
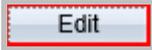


Step	Action
3.	<p>The <b>myBenefits</b> page displays. From the <b>General</b> section select the <b>Benefits Summary</b> item to navigate to the desired activity in OAKS.</p> <p>Click the <b>Benefits Summary</b> link.</p> <div data-bbox="354 1167 621 1409" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>myBenefits</b></p> <p><b>General</b></p> <p><u>Benefits Summary</u></p> <p>Supplemental Benefit Plans</p> </div>

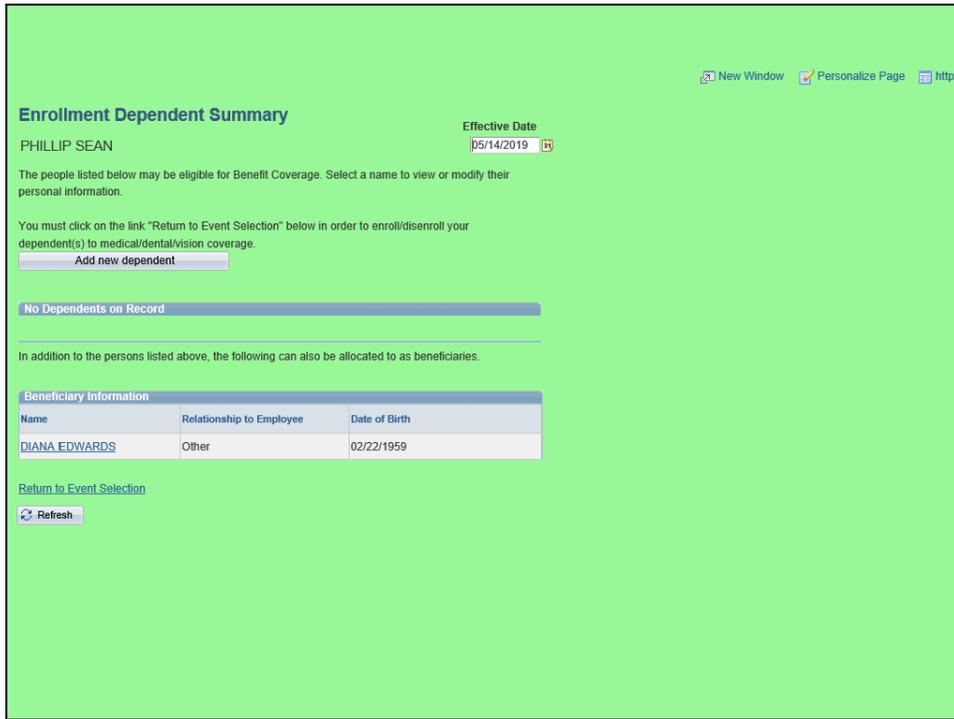


Step	Action
4.	<p>The <b>Benefits Summary</b> page displays. Review your current benefits and proceed to benefit enrollment.</p> <p>Click the <b>Enroll in Benefits</b> link.</p> 



Step	Action
5.	<p>The <b>Benefits Enrollment</b> page displays. There you will see the <b>Open Benefits Events</b> section. When first accessing the page, the <b>Event Status</b> will be listed as <b>Open</b>.</p> <p>However, you are free to return and edit as often as needed. After your initial selection of benefits, the <b>Event Status</b> will be listed as <b>Submitted</b>.</p>
6.	<p>Let's begin the open enrollment process.</p> <p>Click the <b>Select</b> button.</p> 
7.	<p>To reclassify the individual as a dependent, click the <b>Medical</b> plan <b>Edit</b> button.</p> <p>Click the <b>Edit</b> button.</p> 

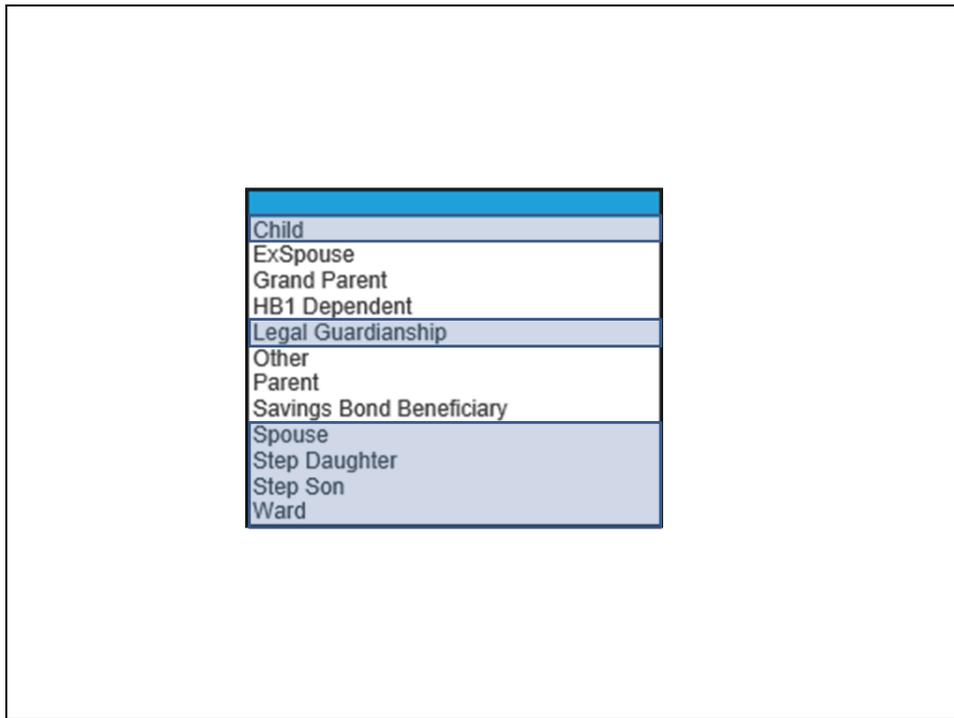
Step	Action
8.	Click the <b>Add or Review Dependents</b> button.

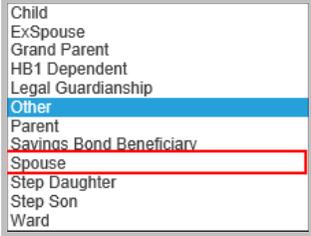


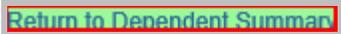
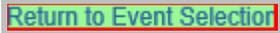
Step	Action
9.	Normally, your dependents would appear in the section labeled <b>Dependents on Record</b> (here seen as No Dependents on Record).  Since your dependent was removed during the dependent verification process, they are now listed below the <b>Beneficiary Information</b> section.
10.	To re-establish a dependent, click on their name, which is a link to the <b>Dependent Personal Information</b> page.  Click the <b>DIANA EDWARDS</b> link.

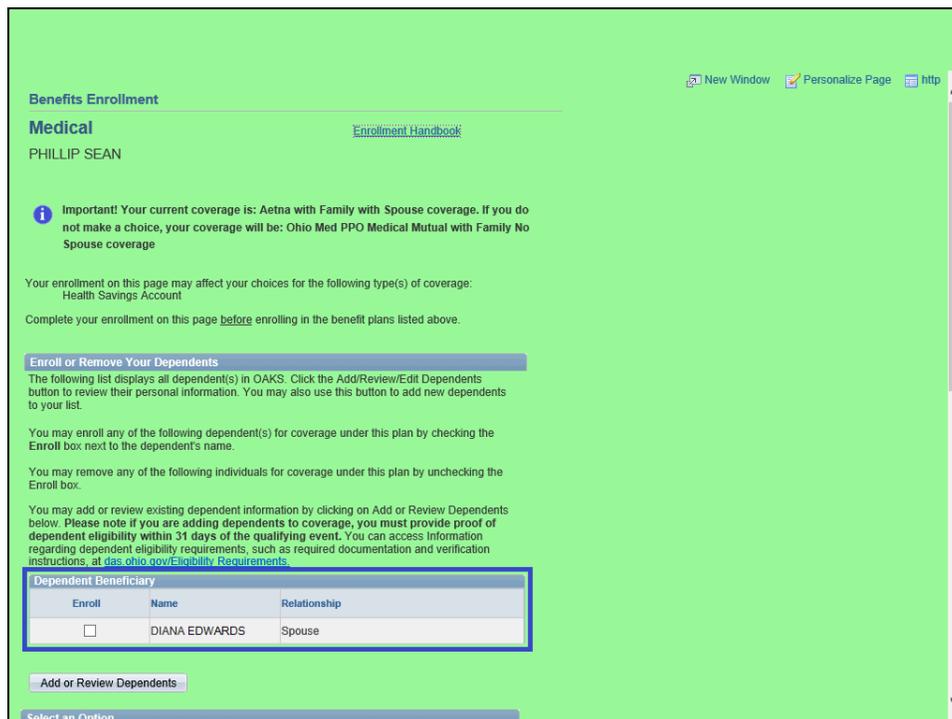


Step	Action
11.	<p>Select the appropriate relationship the dependent is "to you".</p> <p>In this example we will select <b>Spouse</b>.</p> <p><b>Note:</b> This is what the dependent is to you, not what you are to the dependent.</p> <p>Click the <b>Relationship to Employee</b> dropdown button to activate the menu.</p> 

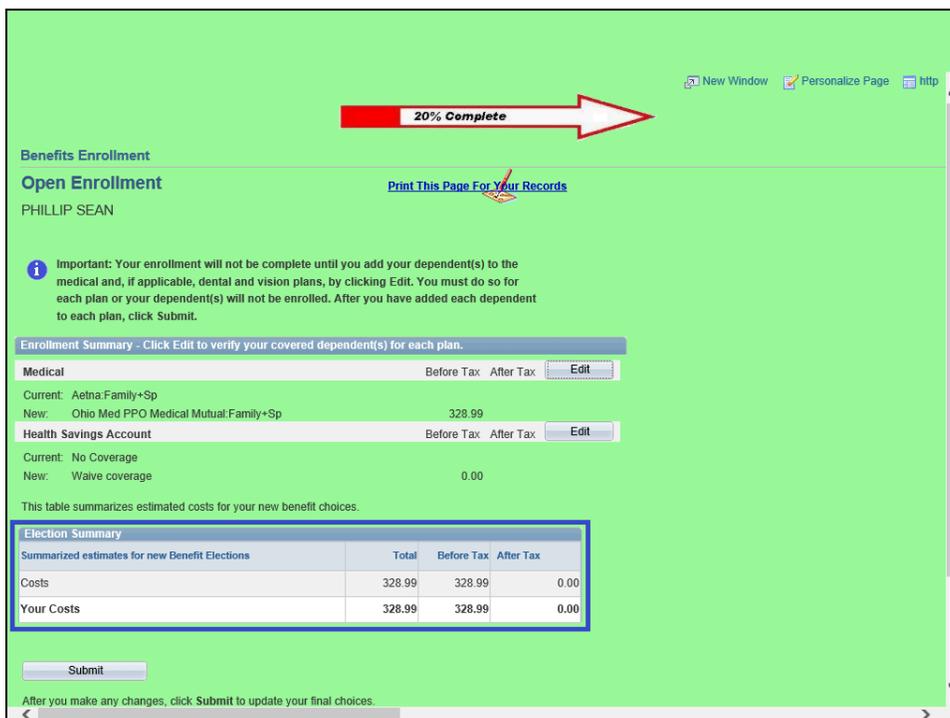


Step	Action
12.	The highlighted options are the only acceptable choices for dependents.
13.	<p>Click the <b>Spouse</b> list item.</p> 

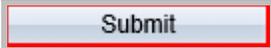
Step	Action
14.	<p>Having entered the Personal Information, a <b>Save Confirmation</b> displays.</p> <p>Click the <b>OK</b> button.</p> 
15.	<p>The <b>Dependent Personal Information</b> again displays.</p> <p>With the dependent's information entered and saved, return to the <b>Dependent Summary</b> to continue.</p> <p>Click the <b>Return to Dependent Summary</b> link.</p> 
16.	<p>The <b>Enrollment Dependent Summary</b> page again displays.</p> <p>Click the <b>Return to Event Selection</b> link.</p> 



Step	Action
17.	The individual(s) now display beneath the <b>Dependent Beneficiary</b> section on the <b>Benefits Enrollment - Medical</b> page.
18.	Although listed as a <b>Dependent Beneficiary</b> , it is necessary to associate them with the medical plan.  Select the <b>Enroll</b> checkbox.  
19.	In this example, the employee wishes to stay enrolled in the PPO plan which is already selected.  Click the <b>Continue</b> button.  

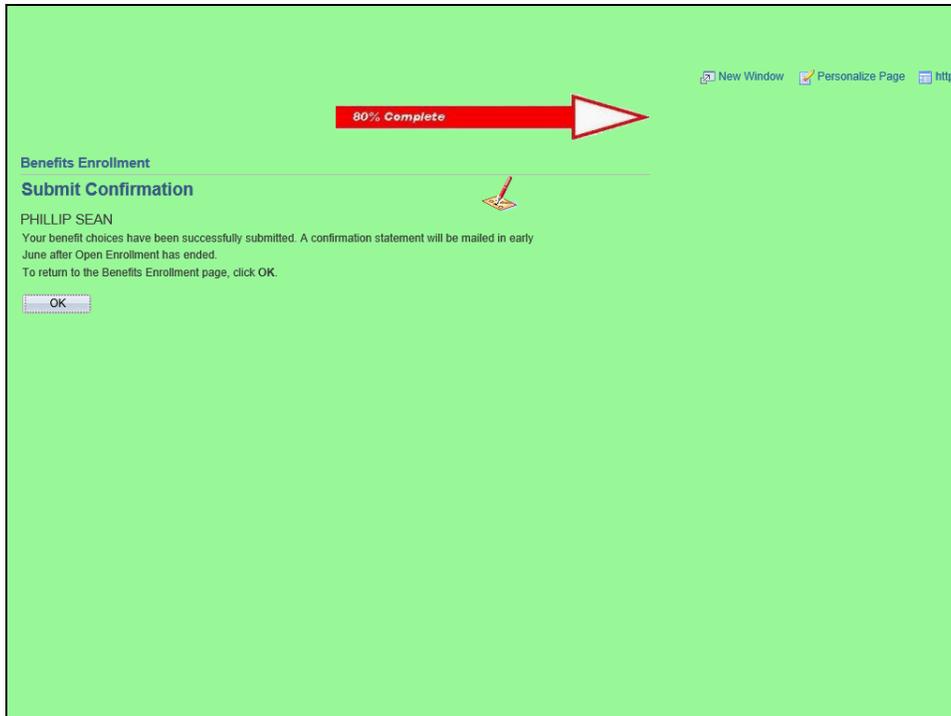


Step	Action
20.	The <b>Election Summary</b> section summarizes the costs of the benefits selected.

Step	Action
21.	<p>After reviewing your selections, you may submit your choices.</p> <p><b>Note:</b> Choices made may be edited up until the cutoff of Open Enrollment.</p> <p>Click the <b>Submit</b> button.</p> 



Step	Action
22.	<p>The <b>Submit Benefit Choices</b> page displays.</p> <p>Click the <b>Submit</b> button.</p> 



Step	Action
23.	<p>The Submit Confirmation page displays.</p> <p>Click the <b>OK</b> button.</p> 
24.	<p>The progress arrow at the top of the page now displays <b>100% Complete</b>.</p> <p>The enrollment is complete, as such, you may close your browser window.</p>
25.	<p><b>End of Procedure.</b></p>