

Three Steps to Open Enrollment

May 3 - May 16

1 REVIEW the 2010 Benefits Open Enrollment edition of Pathways online at das.ohio.gov/benefits or the paper version mailed to your home. If you have questions, contact your agency benefits representative or DAS HCM Customer Service Unit at 1.800.409.1205.

2 ENROLL or make changes for medical, dental and vision online through eBenefits or by paper.

3 SUBMIT your enrollment or changes.

ONLINE – Go to ebenefits.ohio.gov to access the OAKS Self Service module for benefits.

- Enter your **OAKS Employee ID number and password**.
- If you have forgotten your Employee ID number or your password, contact the DAS HCM Customer Service Unit at dashrd.hcmOAKSupport@das.state.oh.us or call 614.466.8857 or 1.800.409.1205.
- Click on **Self Service**.
- Click on **Benefits**, then **Benefits Summary**, then **Enroll in Benefits**.
- For detailed instructions on how to enroll or make changes online, go to das.ohio.gov/EnrollmentInstructions.
- Online open enrollment available May 3 to May 16.

Make and submit your selections no later than midnight Sunday, May 16. Make sure your online changes were correctly submitted. At the end of the process you will receive a confirmation message.

PAPER – Obtain a paper Medical Benefit Enrollment and Change Form (ADM 4717) and/or a Dental and Vision Enrollment and Change Form for exempt employees (ADM 4720) from your agency's human resources office. Or access the form online at das.ohio.gov/benefits by clicking on the 2010 Benefits Open Enrollment link.

Give your completed and signed Medical and/or Dental and Vision Enrollment and Change Form to your agency's human resources office by 4 p.m. Friday, May 14.

REMEMBER

If you do not have any changes to your benefits your existing coverage will remain. You do not have to do anything unless you would like to make a change to your existing benefits coverage.

Bargaining unit employees should have received a mailing from Union Benefits Trust containing information on their dental and vision coverage.



Postcard
from the
path...

OhioDAS

...walking together down a path of wellness, through insight and information for a healthy workforce.

State of Ohio Walking Challenge

6-WEEK CHALLENGE STARTING MAY 3 THROUGH JUNE 11

All employees are invited to participate.

Competitions will be held between agencies and work sites.

WALKING GROUPS ARE NOW BEING ORGANIZED

Form a 4-person team and register with your agency Walking Coordinator.

SEE ohio.gov/tclw for :

- More information
- List of agency Walking Coordinators
- Weekly agency results

Being active for 30 to 60 minutes on most days can help you build strength and fitness, relax and reduce stress, gain more energy and improve your sleep. These benefits all add up to decreasing your risk of heart disease, diabetes, back and joint problems, high blood pressure and other conditions.

Plus, get in shape for the May 19 Healthy Ohio Fitness Walk.

Questions? Call APS Healthcare at 1.866.272.5507, option 2.

