Devereux HUMAN RESOURCES

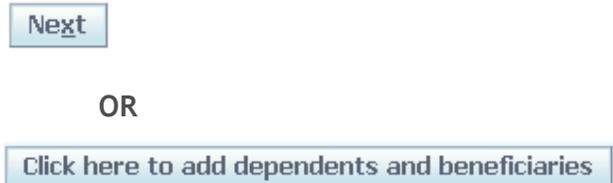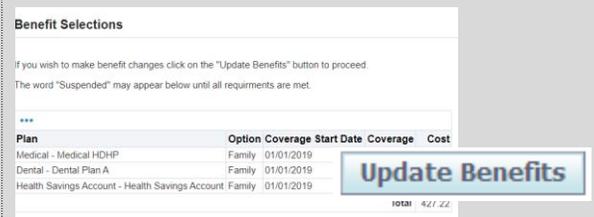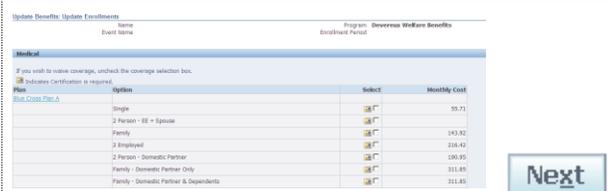|		
1	Open Oracle → Log in→ Devereux Self Service→ **Benefits** ***Note→Please refer to the Citrix Installation and access Guide if enrolling off-network or remotely***	ORACLE Oracle ☐ 📁 Devereux Self Service 📄 Payslip 📄 Employee W2 📄 Payslip Preferences 📄 Personal Information 📄 Benefits ← 📄 Apply For Job
2	Read the Legal Disclaimer → Choose "Accept" → Click **Next**	Please read the Legal Disclaimer listed below for important benefit guidelines. Be sure to scroll down to the bottom of the page and click "Accept" to verify that you have read this Disclaimer. You will not be able to make any benefit changes if you do not click "Accept." If you would like a copy of this Disclaimer for your records, please click "Print This Page" button. Once you are finished click "Next" to begin the benefit enrollment process. ⦿ Accept ◯ Decline [Next]
3	Review current Dependents and Beneficiaries • No changes? → click **Next** • Need to add? → click Add dependents and beneficiaries	[Next] **OR** [Click here to add dependents and beneficiaries]
4	Review current benefits → Click **Update Benefits** ***If you are waiving medical coverage please select Medical Waive Coverage from the list***	**Benefit Selections** If you wish to make benefit changes click on the "Update Benefits" button to proceed. The word "Suspended" may appear below until all requirements are met. **Plan** — Option Coverage Start Date Coverage Cost Medical - Medical HDHP — Family 01/01/2019 Dental - Dental Plan A — Family 01/01/2019 Health Savings Account - Health Savings Account Family 01/01/2019 [Update Benefits] Total 427.22
5	Changes? • No → click **Next** • Yes → select changes → click **Next** **Note: read all prompts!**	Update Benefits: Update Enrollments Name Program Devereux Welfare Benefits Event Name Enrollment Period **Medical** If you wish to waive coverage, uncheck the coverage selection box. Indicates Certification is required. **Plan** Option Select Monthly Cost Blue Cross Plan A Single 55.71 2 Person - EE + Spouse 143.92 Family 216.42 2 Employed 190.85 2 Person - Domestic Partner 311.85 Family - Domestic Partner Only 311.85 Family - Domestic Partner & Dependents [Next]

OVER →

6	Update any Additional Data required → Click **Next**	Update Benefits: Update Enrollments Additional Data Next
7	Verify covered dependents → Check/uncheck to change → Click **Next**	Cover ☑ ☑ Next
8	Verify covered beneficiaries → Check/uncheck to change → Click **Next**	Beneficiary Selection AD & D : AD & D Family - AD&D Family Members and Others Beneficiary Relationship Social Security Number Primary % Con Next
9	Read Confirmation Statement → ❗ You may click "**Print Confirmation Statement**" for your records	Confirmation Statement Print Confirmation Statement
10	Click **Submit** to submit your updates →	Submit