

Open Enrollment is August 15 through September 15 for most entities.

Once Open Enrollment closes, no plan changes can be made until the next Open Enrollment period unless you experience a Qualified Status Change (QSC)\*.

\*Please see your entity regarding a QSC.

# Welcome to MyOEBB!

#### **Checklist for Open Enrollment**

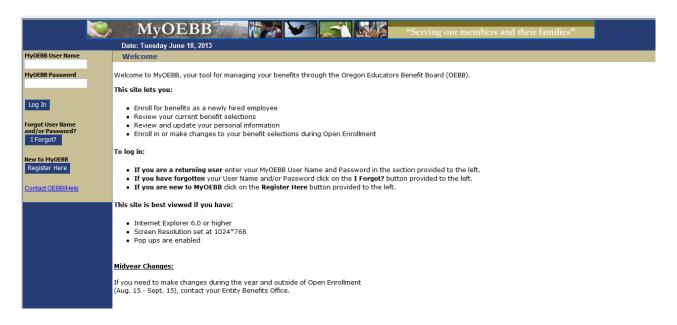
- ☐ Your E Number or SSN
- ☐ Birth Dates of benefit eligible family members
- □ Plan Choices for Health Care Benefits and Optional Benefits
- ☐ Affidavit Forms (if necessary) for certain dependents
- □ Other Group Coverage Information (if necessary)

#### **Getting Registered**

Log on to the following Web site:

#### https://myoebb.org/oebb/!pb.main

Click Register Here if you are new to MyOEBB. MyOEBB identifies your membership and leads you through setting up two security questions, a User Name, and Password. If you are a returning member click "Log In" and enter your user name and password.



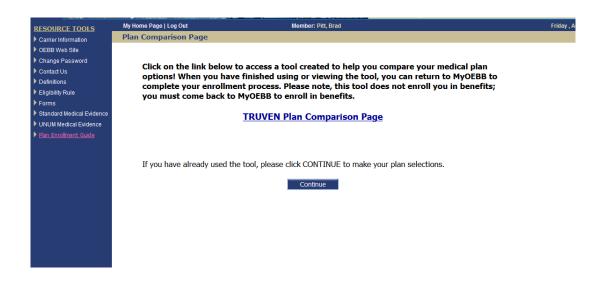
# Follow these steps to complete the Open Enrollment Process

$\square$ Use the Plan Comparison Tool to find out which medical plan is best for your family.
□ Review and update your personal information.
☐ Add any eligible dependents if not already in MyOEBB.
☐ Complete the Dependent Eligibility Verification process.
☐ Answer questions about race, ethnicity, Medicare eligibility and tobacco usage.
☐ Log your two Healthy Actions for yourself and spouse/Domestic Partner (if applicable).
☐ Enroll in a Medical, Dental, and Vision Plan.
$\ \square$ Enroll in Healthy Futures for yourself and spouse/Domestic Partner (if enrolled in medical)
□ Enroll in Optional Benefits (Optional Life, AD&D, STD, LTD, LTC).
□ Add or update your beneficiary designation.
□ Confirm and Save your plan selections.
□ Print your Benefit Statement.

During the Open Enrollment process you can review and update your personal information, add dependent information, get information about plans, and more. All of these options are available on the left side **Resource Tools** menu.

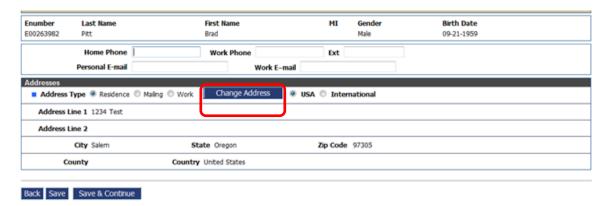
# **Plan Comparison Tool**

On the page below is an example of a link that will take you to a plan comparison tool which will help you select the medical plan that best meets the needs for you and your family. Please use this tool to explore the medical plan choices available to you through your entity. The tool will open up in a pop-up window and MyOEBB Member Module will still be open in the background.



## **Verifying Personal Information**

You are now ready to verify and/or update your personal information. This includes your home phone, work phone, e-mail, and residence address. Your mail and work address are optional. To update your personal information select "Change Address" and enter your correct address or simply update your phone numbers or e-mail. Click "Save & Continue".

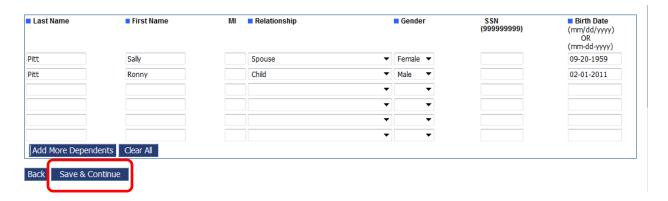


## **Adding Dependents**

Add your eligible dependents during Open Enrollment if they are not already in MyOEBB. Eligible dependents include spouse, domestic partner, and children. Remember, even if you add them here you will need to also select the correct tier during plan enrollment.

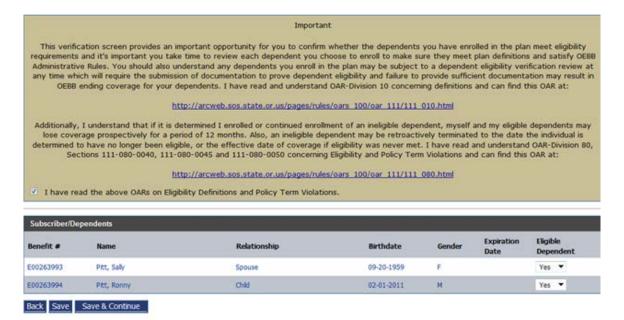


If you have dependents, the entry page appears as shown below. Fill in any **required fields** (those with the blue box next to the field description), using one row for each dependent. When the form is complete, click "Save & Continue".



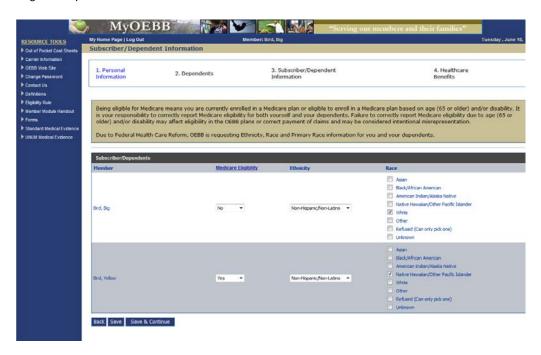
## **Dependent Eligibility Verification**

Please review your dependents and make sure only eligible dependents are enrolled on your benefit plan. By, answering "YES" to the question below and check marking the statement you are confirming your dependents meet eligibility standards for the 2014-15 plan year.



#### **Answer Questions**

Complete Medicare Eligibility, Race, Ethnicity and Tobacco usage questions for yourself and your eligible dependents.

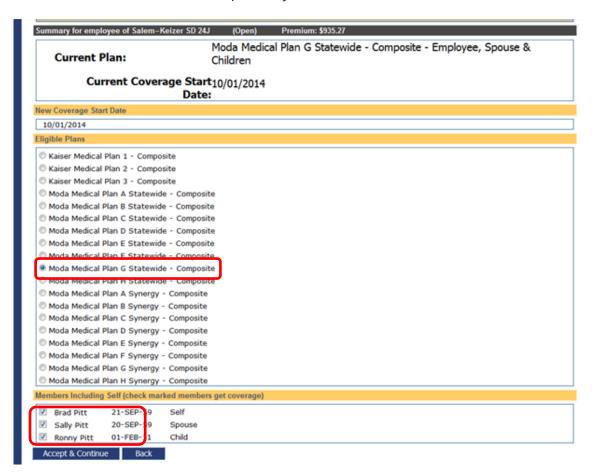


#### Enrolling in Medical, Vision, and Dental Benefits

It is now time to enroll in Medical, Vision, and Dental benefits. Depending on your group's rules and options, you may choose to **Opt Out** of Medical coverage, but you may need to provide proof of other group insurance or you may **Waive** your medical coverage. Contact your Benefits Office for your opt out or waive options and rules. Click on **Change** if you wish to change your plan or add dependents. If you have not enrolled in a plan, click **Enroll** to enroll in the plan.



You will see at the top, what plan you are currently enrolled in. Click the radio button of which plan and also make sure to check each dependent you want to cover.

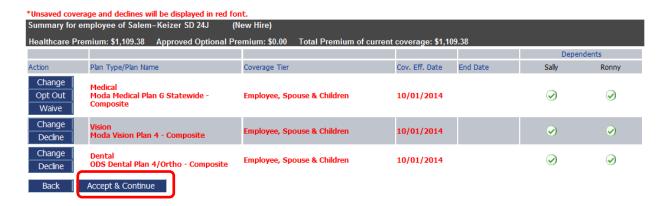


Once that's done, the screen refreshes to show your current selection. Verify the "Include" boxes to make sure the dependents you wish to cover have a check, and any you don't want to cover do not have a check. Click: "Accept & Continue".

# PLEASE VERIFY YOU HAVE SELECTED THE CORRECT TIER AND THE APPROPRIATE DPENDENTS HAVE COVERAGE FOR THE 2013-14 PLAN YEAR.

You're returned to the **Benefits** window. Now, you can enroll in Vision and Dental by following the same process as above.

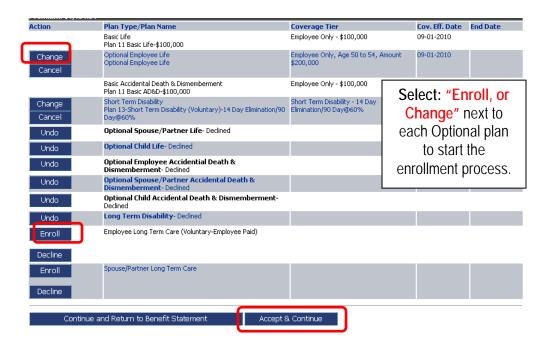
• 12-month Waiting Period-If you didn't enroll yourself or a dependent in dental and/or vision coverage when initially eligible, then choose to enroll during a future Open Enrollment, you or your dependent will be considered a "late enrollee." Late enrollees are subject to a 12-month waiting period on all dental and vision plans, meaning only diagnostic and preventative care on the dental plans and routine eye exams on the vision plans will be covered for the first full 12 months of coverage.



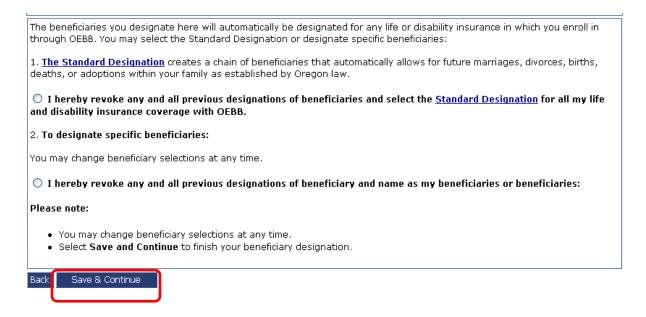
If needed, click the **Undo** buttons to change your benefit selections. If all of your selections look good, click "Accept & Continue".

# **Enrolling in Optional Benefits**

It is now time to enroll in optional plans if selected by your entity. Select "Enroll or Change" next to the optional benefit you want, and choose your coverage amount. Continue through each optional benefit. For any plan you do not want, you will need to click on the "Decline" button. Contact your Benefits Office if you have questions regarding the plan selections.



Once that's done, the screen refreshes to show your current selections. If needed click undo to change your benefit selections. If all of your selections look good, click "Accept & Continue". You're returned to the Beneficiaries Designation Page. You may select standard designation or specific beneficiaries.



#### **Enrolling in Healthy Futures**

After you enroll in medical coverage you will be given an opportunity to participate in Healthy Futures. Participation is available to you and your spouse/Domestic Partner based on your medical enrollment. Please take a moment to review this new program and participate.

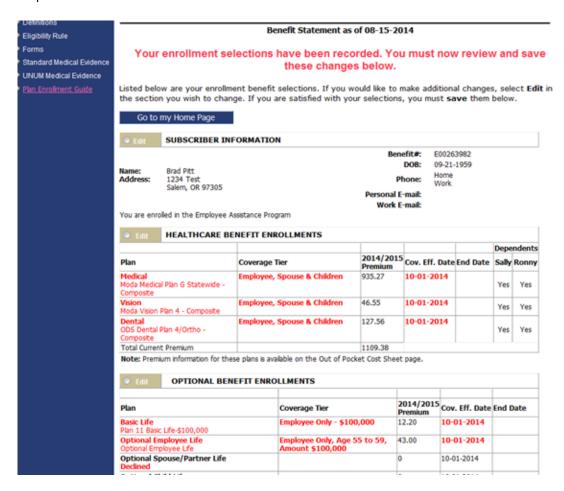
Selection made by Brad Pitt on 08/15/2014

Plan	Participation Status	Enrol. Type	Cov. Eff. Date	End Date
Healthy Futures	Employee Participant	New Hire	10-01-2014	09-30-2015
Healthy Futures	Spouse Participant	New Hire	10-01-2014	09-30-2015

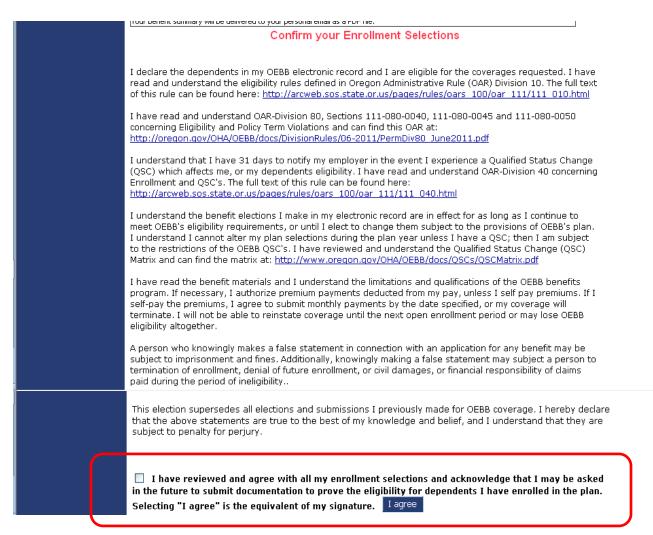
Edit my selection Continue Back

#### **Benefits Statement**

The Benefits Statement appears with the new plan selections. Remember, the choices have been recorded, but not saved until you confirm the changes at the bottom of the statement. If anything is wrong, you can click the "Edit" buttons next to SUBSCRIBER INFORMATION, BENEFITS ENROLLMENTS, OPTIONAL BENEFITS, or DEPENDENT INFORMATION to go back to the respective sections.

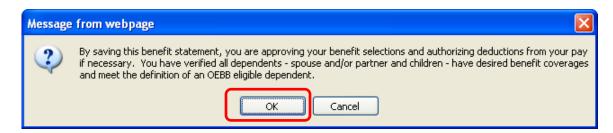


Confirm all your coverages are correct. Click on each of the checkboxes to acknowledge the statement and then click "I agree".



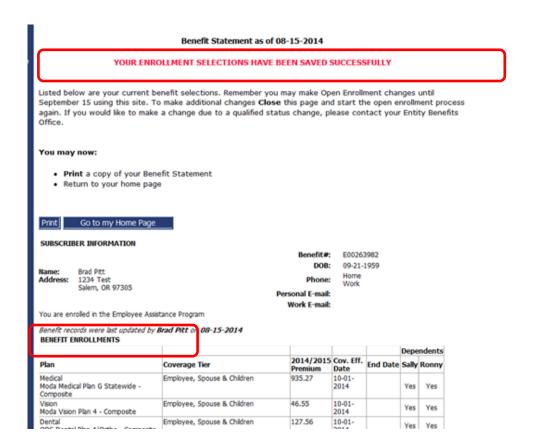
Now you'll see a prompt that informs you that you are about to make authorizations for payroll deductions (if applicable based on entity contributions).

Provided you do not make any further Open Enrollment Changes, these are the benefits that will go into effect on October 1st.



Click "OK" to approve your selections.

Your Benefit Summary appears, confirming you have successfully saved your selections.



Above is a confirmation message. It's always a good idea to print a copy of your benefit summary for your records.

#### **Logging Out**

When you're finished with your MyOEBB session, simply click "Log Out" in the top blue navigation bar.

