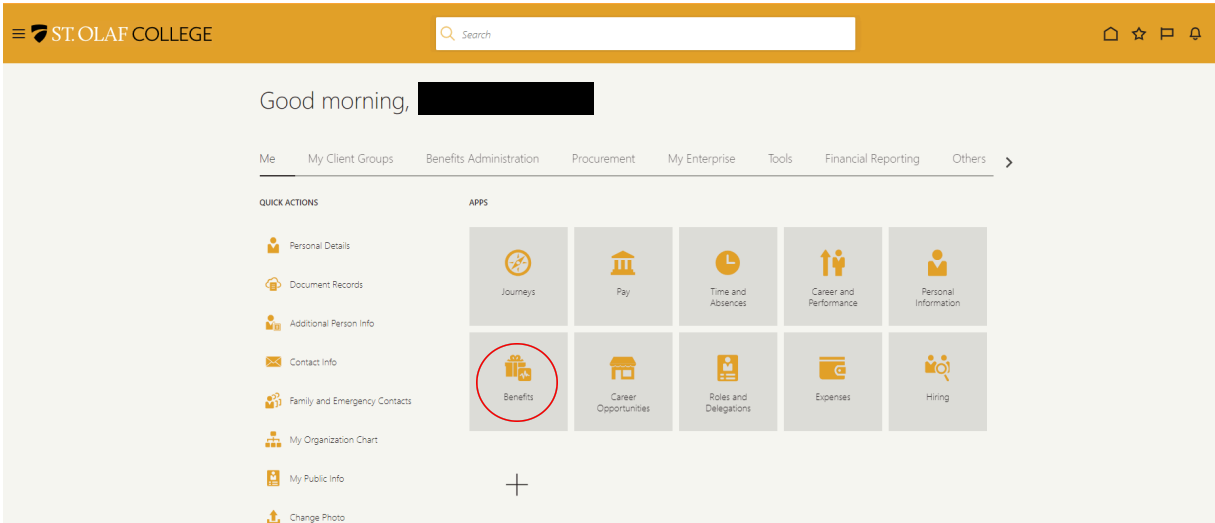


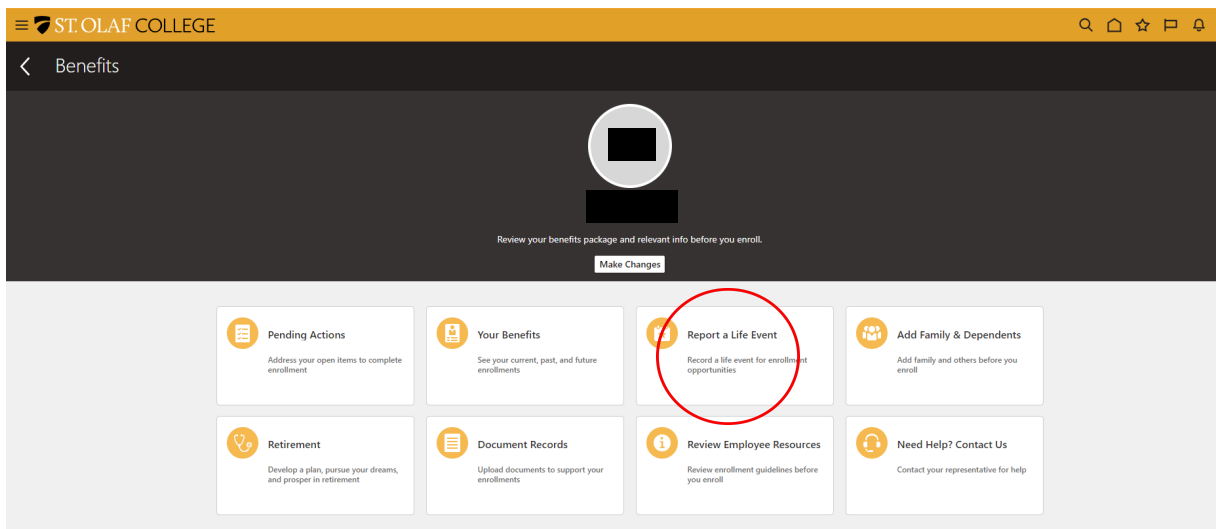
How-to: Add/Change Dependents

Log in to Oracle here: [Oracle login](#)

On the 'Me' screen, select the 'Benefits' tile.



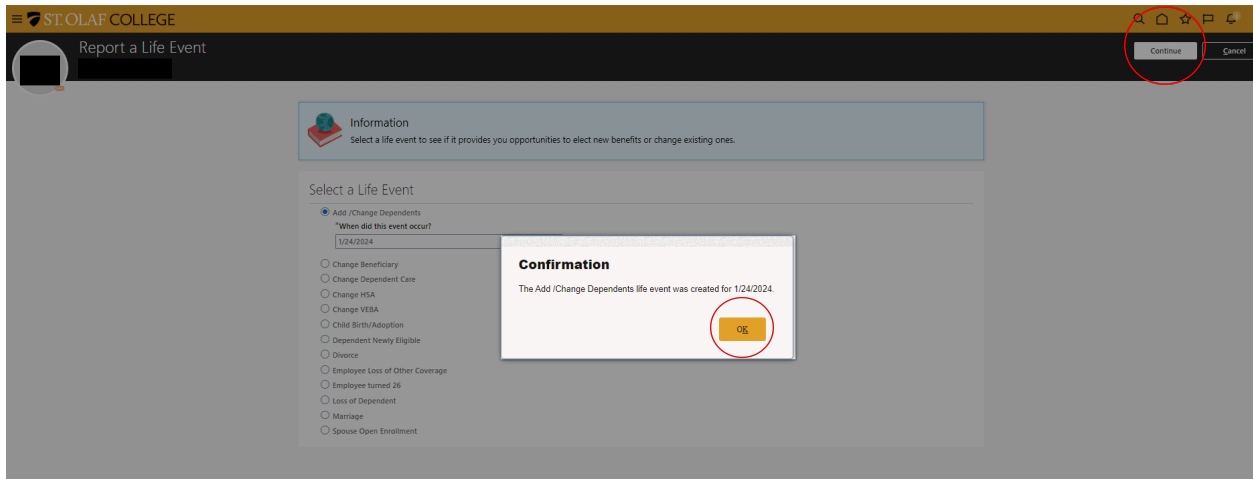
Then, select the 'Report a Life Event' tile.



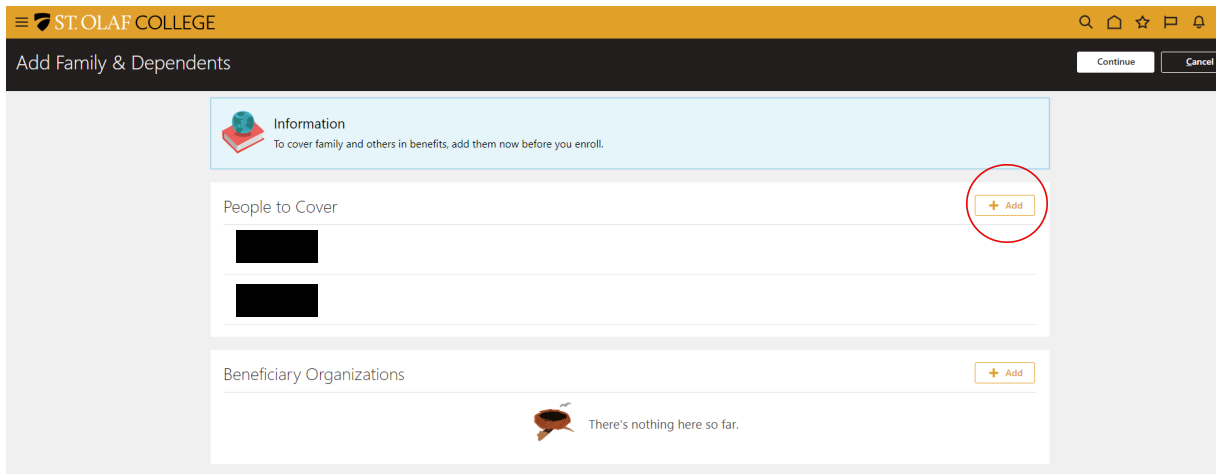
From the drop-down menu under “Select a Life Event,” choose “Add/Change Dependent.”

In response to the question, “When did this event occur?” enter **today’s date**. Then click the “Continue” button at the top-right-hand corner of your screen.

A pop-up, “Confirmation,” will appear. Click the “OK” button. Then click the “Continue” button at the top-right-hand corner of your screen.



You will automatically be brought to the “Add Family & Dependents” screen. You can add your family and dependents under “People to Cover” using the “Add” icon.



Here you will enter each dependent's information. Once you have finished, Select "Submit" to move on.

Note: You are required to enter the Last Name, First Name, Relationship, Start date of this relationship, and SSN for each dependent.

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New Contact

Submit Cancel

Basic Information

Title
Select a value

*Last Name

*First Name

*Relationship
Select a value

*What's the start date of this relationship?
m/d/yyyy

Student Status
Select a value

Disability Type
Select a value

Suffix

Middle Name

Preferred/Current Name

Professional Last Name

Gender
Select a value

Date of Birth
m/d/yyyy

This person is an emergency contact

Disability Status
Select a value

Covered by another plan?
No

Plan

Address

Note: if you wish, at this time you can review and revise the beneficiary information on this screen. You can add beneficiaries under "People to Cover" and trusts or other beneficiary organizations under "Beneficiary Organizations."

Once you are finished adding or updating your dependents, select "Continue."

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Add Family & Dependents

Continue

Information
To cover family and others in benefits, add them now before you enroll.

People to Cover + Add

Beneficiary Organizations + Add

There's nothing here so far.