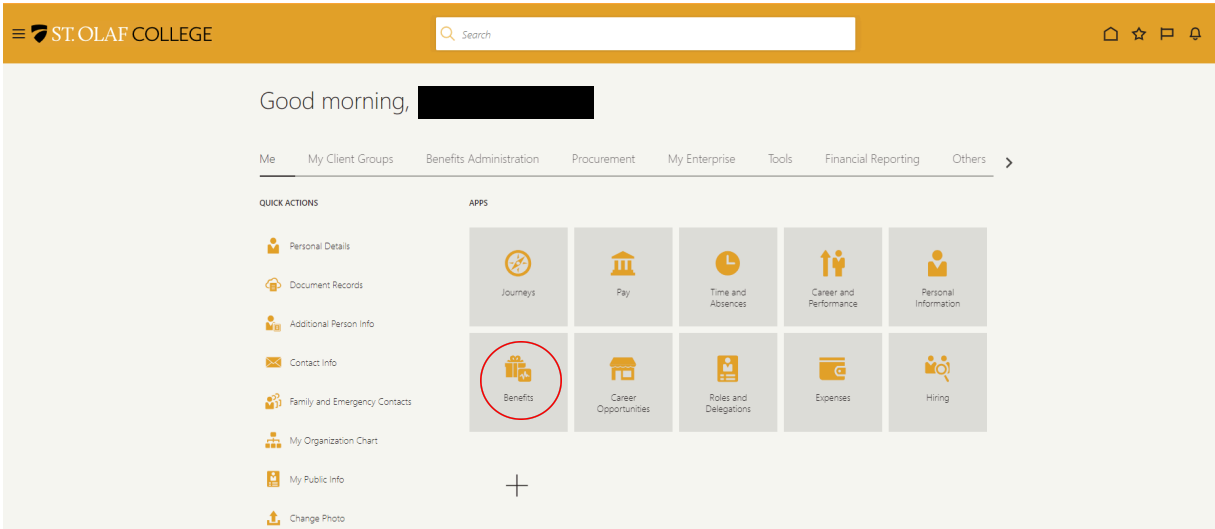


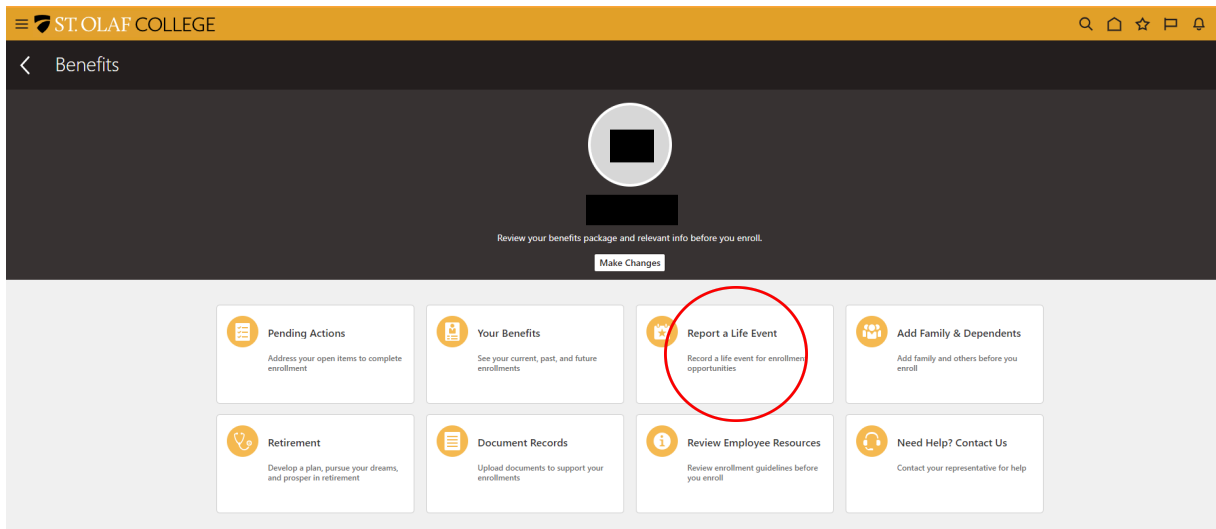
How-to: Change VEBA

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

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



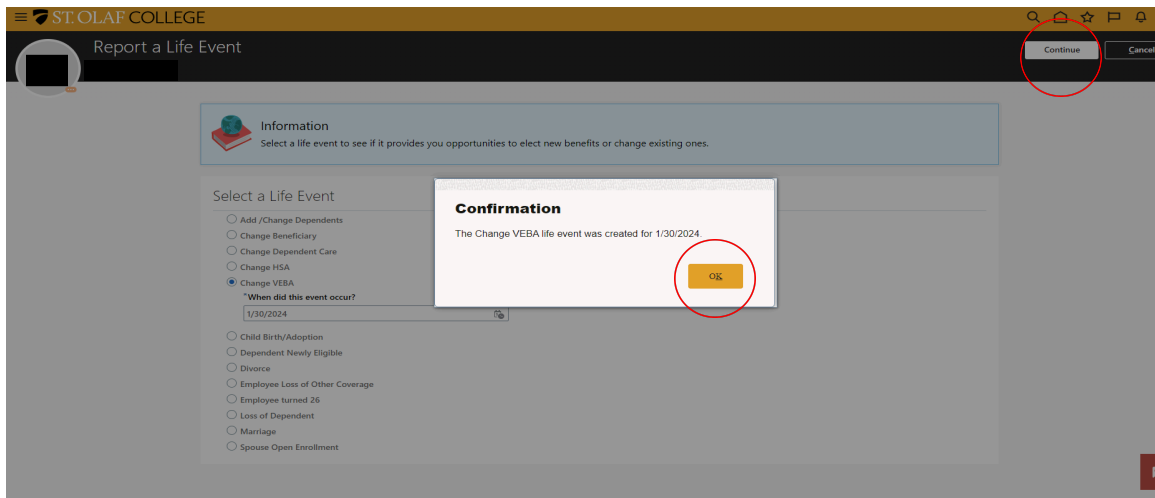
Then select "Report a Life Event."



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

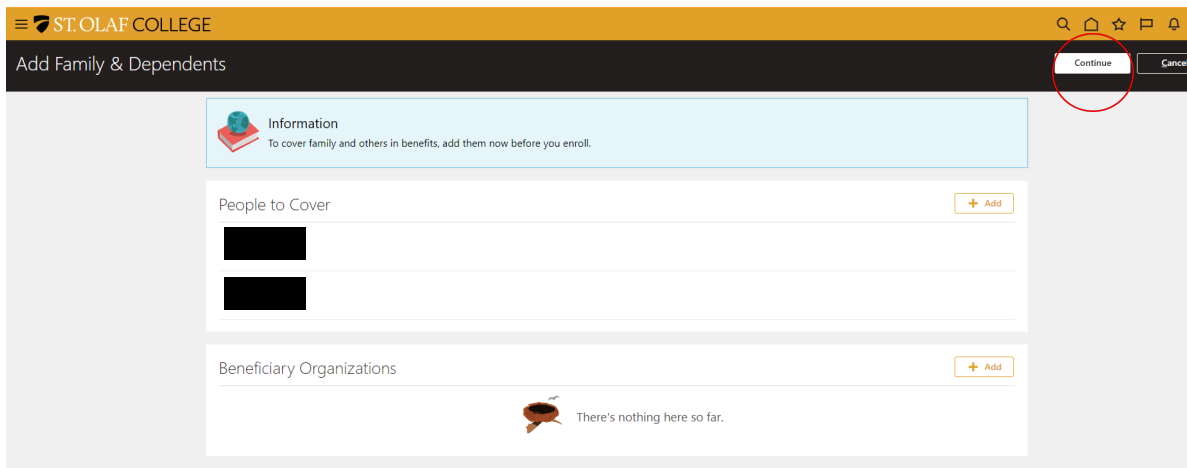
In response to the question, “When did this event occur?” enter **today’s date**. Then click the “Continue” button at the top-right-hand corner of your screen.

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

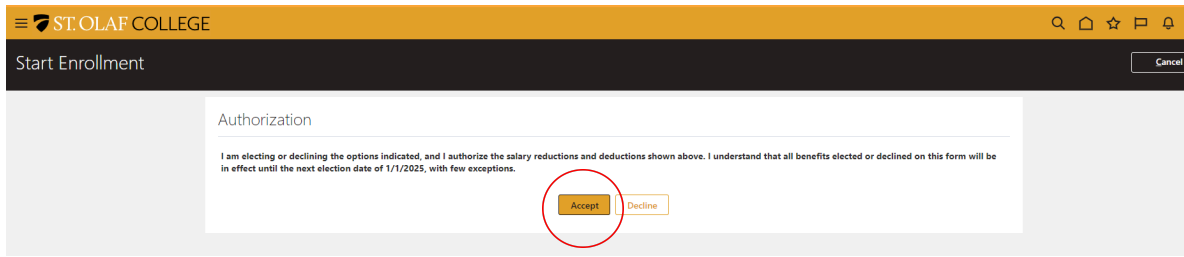


You will automatically be brought to the “Add Family & Dependents” screen. Simply click the “Continue” button on the top-right-hand corner of your screen.

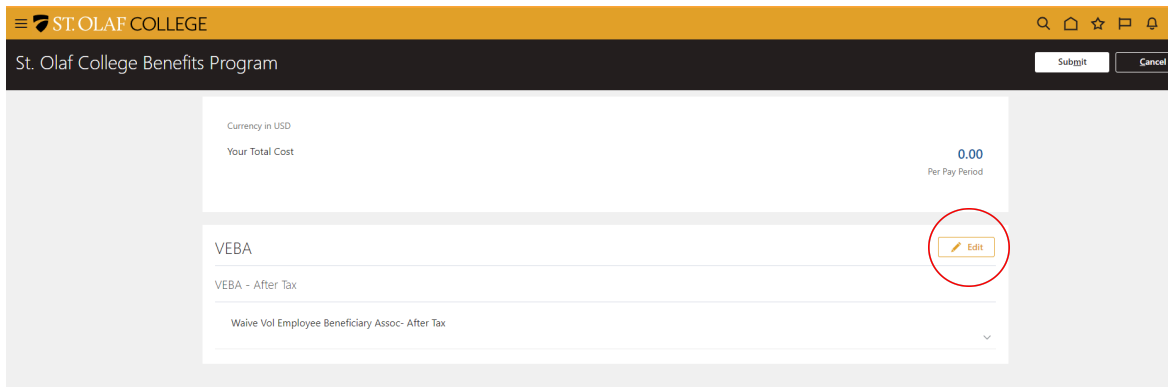
Note: if you wish, at this time you can review and revise the information on this screen. You can add family and dependents under “People to Cover” and trusts or other beneficiary organizations under “Beneficiary Organizations.”



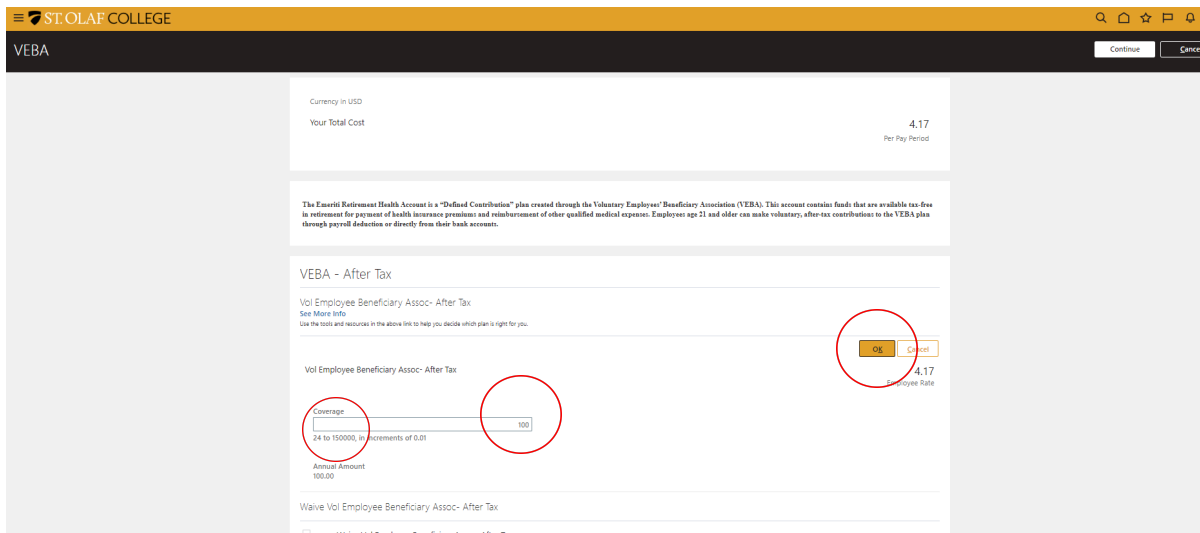
The next screen, “Authorization,” will ask you to authorize the election that you are about to make. Please read the authorization, and then click the “Accept” button.



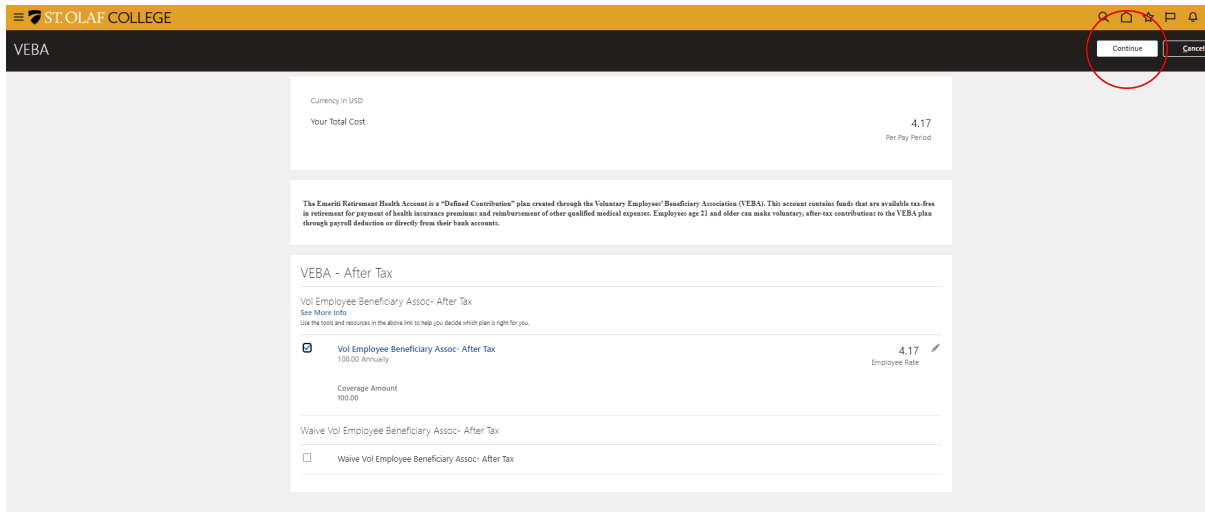
You will be automatically directed to a new screen, the “St. Olaf College Benefits Program,” where you can change the amount of your VEBA contribution amount using the “Pencil” icon.



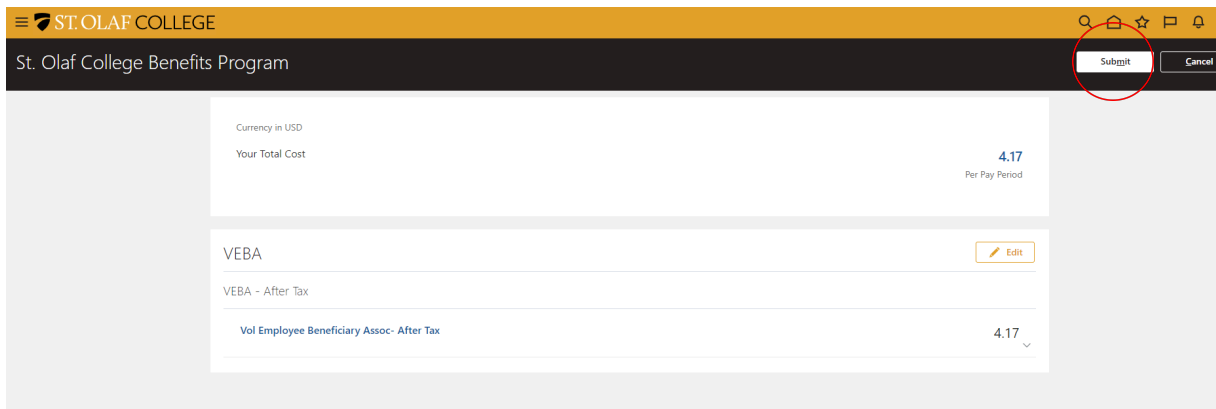
Beneath the “Coverage” field, you can find the annual amount limit for your VEBA coverage. You may enter any amount so long as the amount does not exceed this value. Where it says “Employee Rate,” that expresses how much you’ll contribute per pay period. To continue, click on the “OK” button on the right-hand side of your screen.



Once you are finished, click on the “Continue” button on the top-right-hand corner of your screen.



Then click on the “Submit” button.



You will then receive a “Confirmation” that you have successfully changed the amount of your VEBA contribution.

Note: Changes to benefits become effective on the first of the month concurrent with, or following, the date of change.

The screenshot shows a web portal interface for St. Olaf College. At the top, there is a navigation bar with the college logo and name. Below this, a dark header contains a back arrow, a profile picture placeholder, the title "Confirmation", and the subtitle "St. Olaf College Benefits Program". A "Print" button is located in the top right corner of this header.

The main content area features a green confirmation box with a star icon, stating: "Confirmation: Your benefit elections were saved. You can make changes until 11:59 PM CST, 1/30/2024." Below this, a white box displays "Currency in USD" and "Your Total Cost Each Pay Period" with a value of "4.17".

A section titled "VEBA" contains a table with the following details:

Vol Employee Beneficiary Assoc- After Tax		4.17
Coverage Start Date	2/1/2024	
Coverage Amount	100.00	
Annual Amount	100.00	
Who's covered?	..	