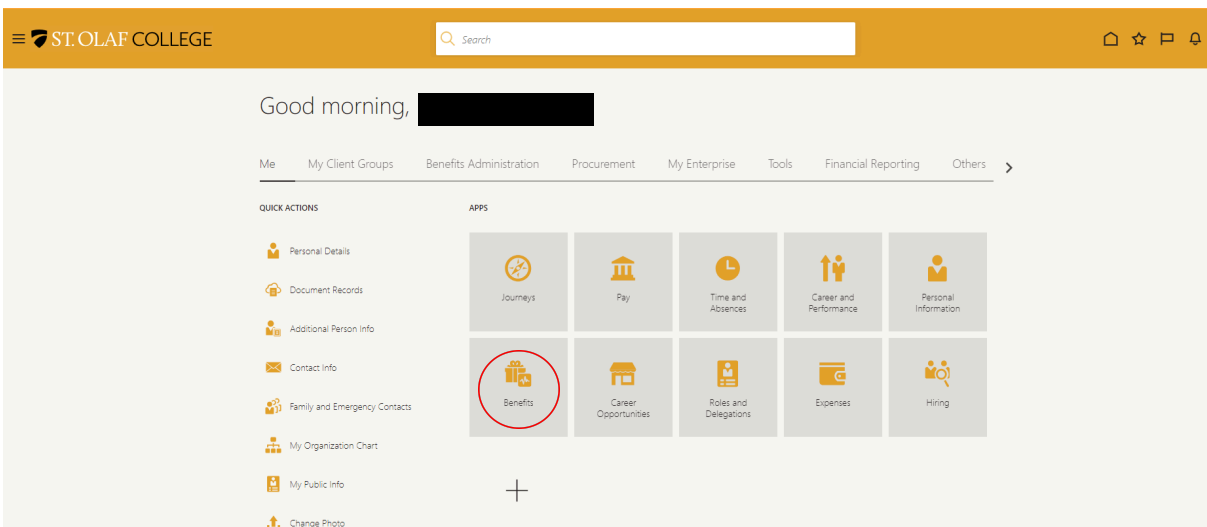


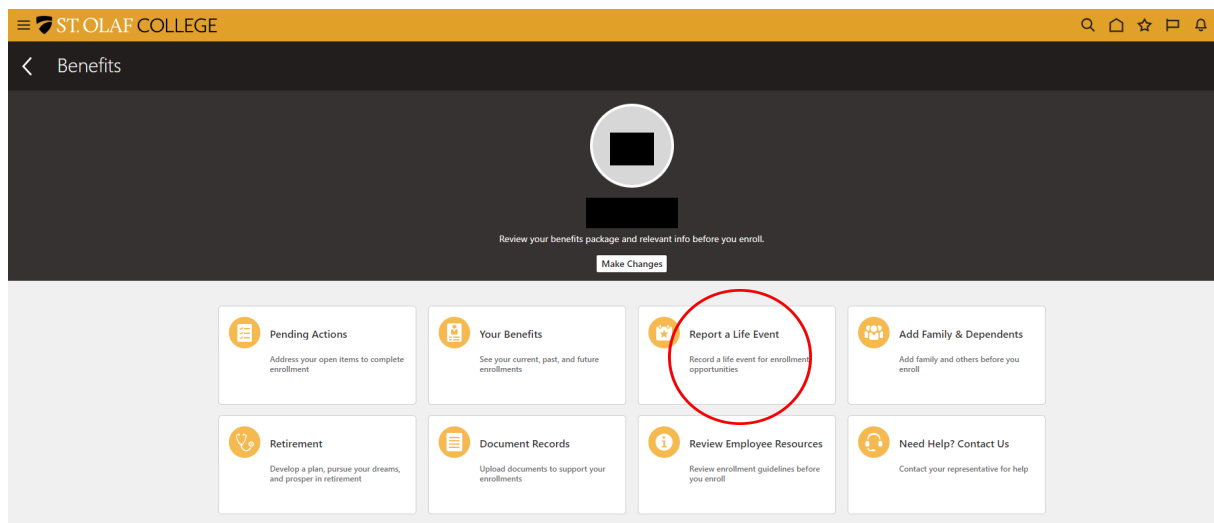
How-to: Child Birth/Adoption

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

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



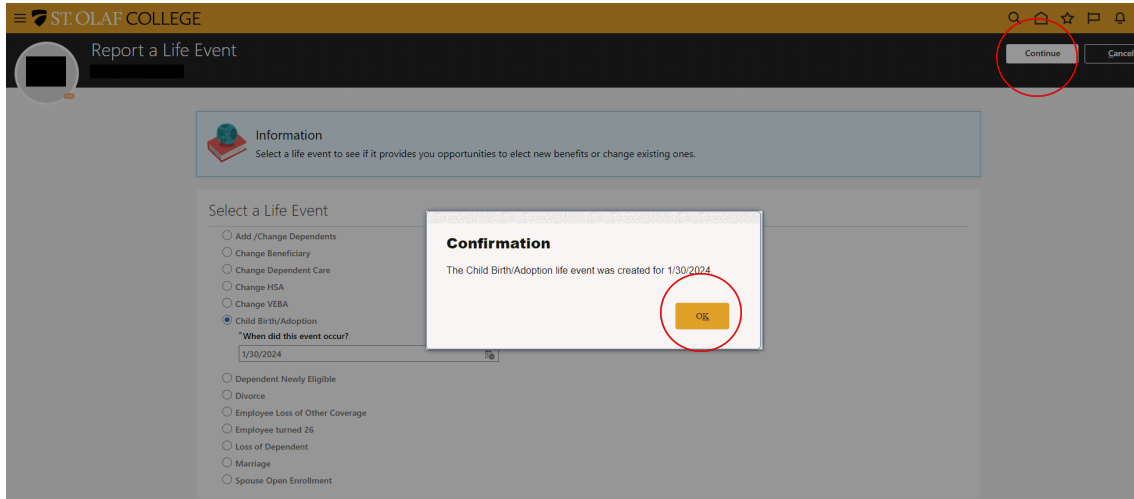
Then select "Report a Life Event."



From the drop-down menu under “Select a Life Event,” choose “Child Birth/Adoption.”

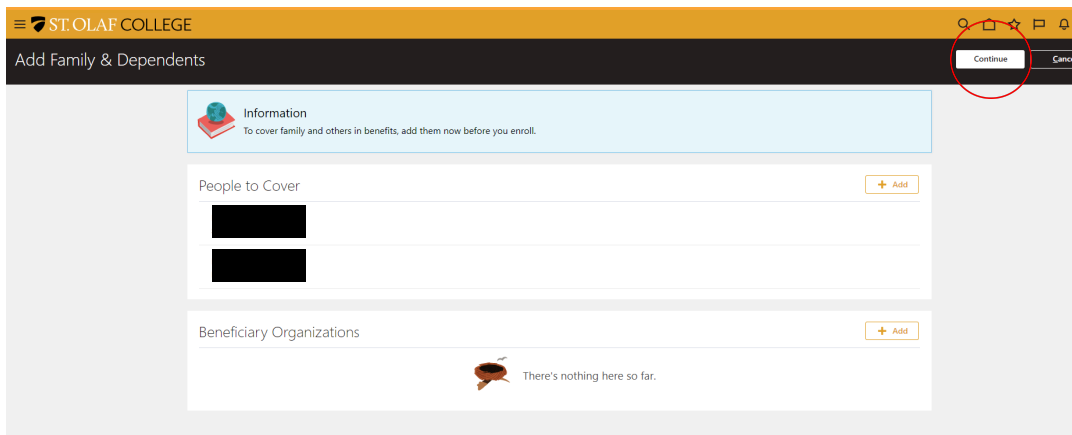
In response to the question, “When did this event occur?” enter **the day the child was born or the placement date**. Then click the “Continue” button at the top-right-hand corner of your screen.

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

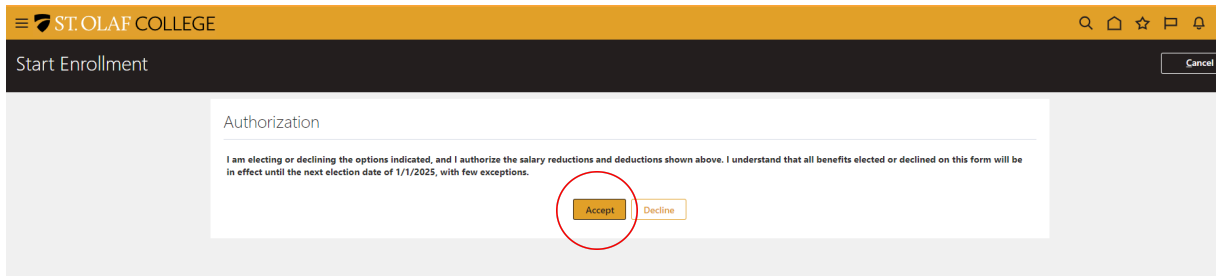


You will automatically be brought to the “Add Family & Dependents” screen. Please add your child. Then, simply click the “Continue” button on the top-right-hand corner of your screen.

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.”



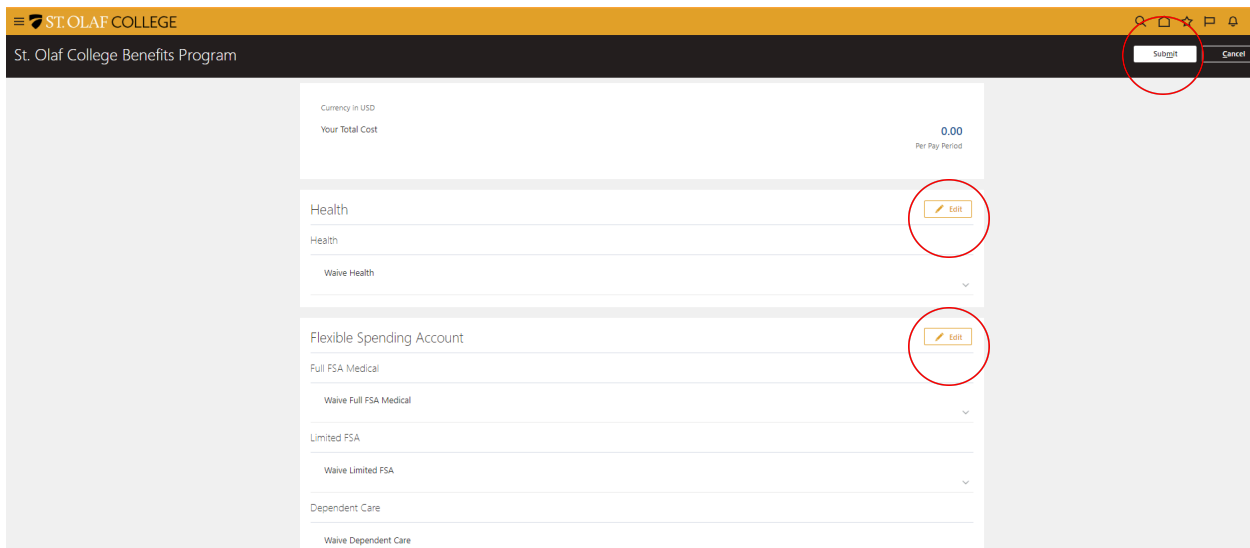
The next screen, “Authorization,” will ask you to authorize the election that you are about to make. Please read the authorization, and then click the “Accept” button.



Here you will select each benefit using the “Edit” pencil icon. Scroll down the screen to view each benefit. Please make sure that you are electing the correct coverage (Employee Only to Employee +1, Employee +1 to Family or maintaining Family), and that you are selecting each dependent for each benefit, as well as adding your new child.

Once you are finished and have reviewed your elections, select “Submit” at the top right of your screen.

Note: All benefits are defaulted to waive. You must elect each benefit you wish to receive.



You will automatically be brought to a confirmation screen.

Note: Coverage begins on the date of birth or the placement date. Monthly premium changes take place within the same month, as long as the child is born or placed before the 15th of the month. If the child is born or placed after the 15th of the month, the premium increase is effective the first of the month following.

The screenshot displays the 'Confirmation' page of the St. Olaf College Benefits Program. At the top, there is a navigation bar with the college logo and name, search, home, star, and notification icons, and a 'Print' button. Below the navigation bar, a green confirmation box states: 'Confirmation. Your benefit elections were saved. You can make changes until 11:59 PM CST, 2/23/2024.' Below this, a section titled 'Currency in USD' shows 'Your Total Cost Each Pay Period' as 79.50. A 'Health' section lists the 'Coupe High Deductible Health Plan' with details: 'Employee only', 'Coverage Start Date 1/24/2024', 'Annual Amount 1,668.00', and 'Employer Rate 69.50'.

Section	Item	Value
Currency in USD	Your Total Cost Each Pay Period	79.50
	Coupe High Deductible Health Plan	69.50
Health	Employee only	
	Coverage Start Date	1/24/2024
	Annual Amount	1,668.00
	Employer Rate	69.50