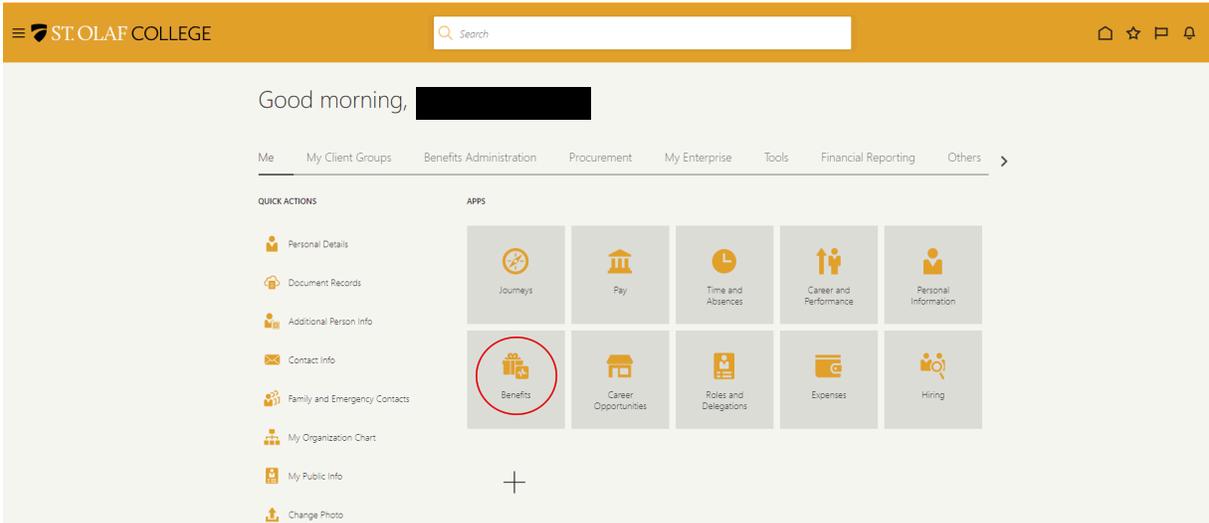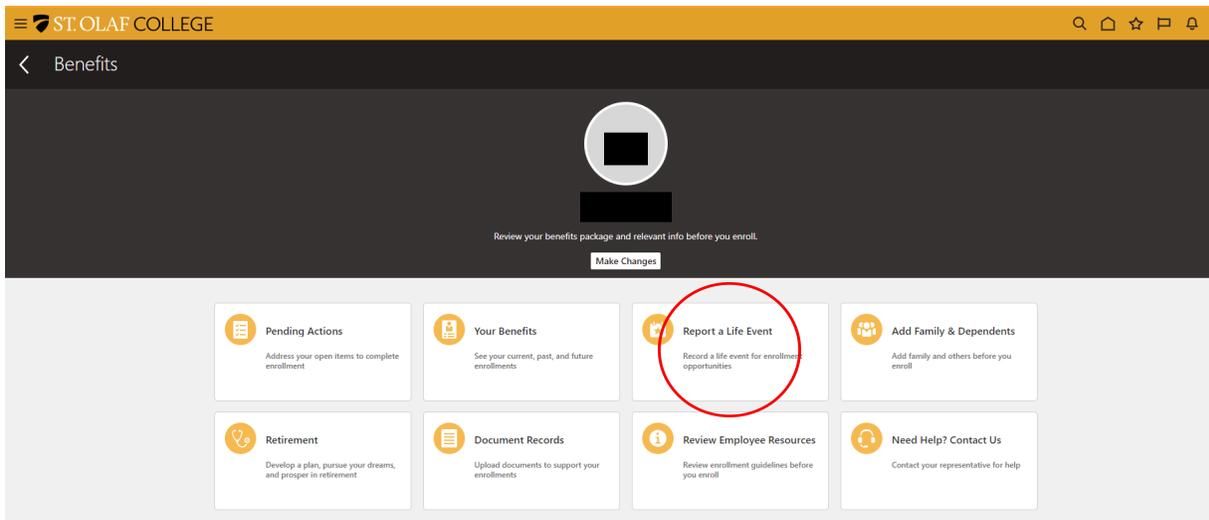# How-to: Spouse Open Enrollment

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 "Spouse Open Enrollment."

In response to the question, "When did this event occur?" enter **the date their open enrollment elections are effective**. 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.
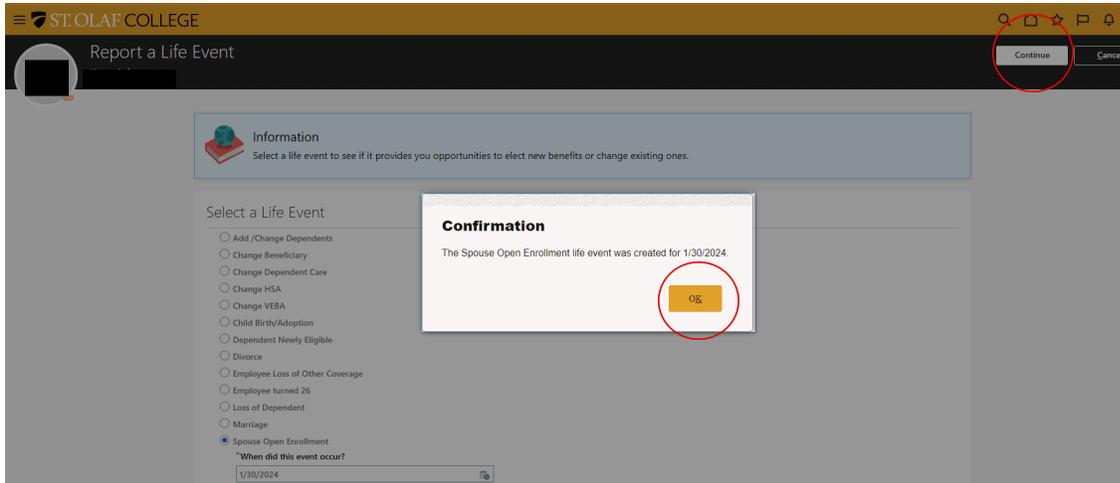

You will automatically be brought to the "Add Family & Dependents" screen. Simply click the "Continue" button on the top-right-hand corner of your screen.

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."
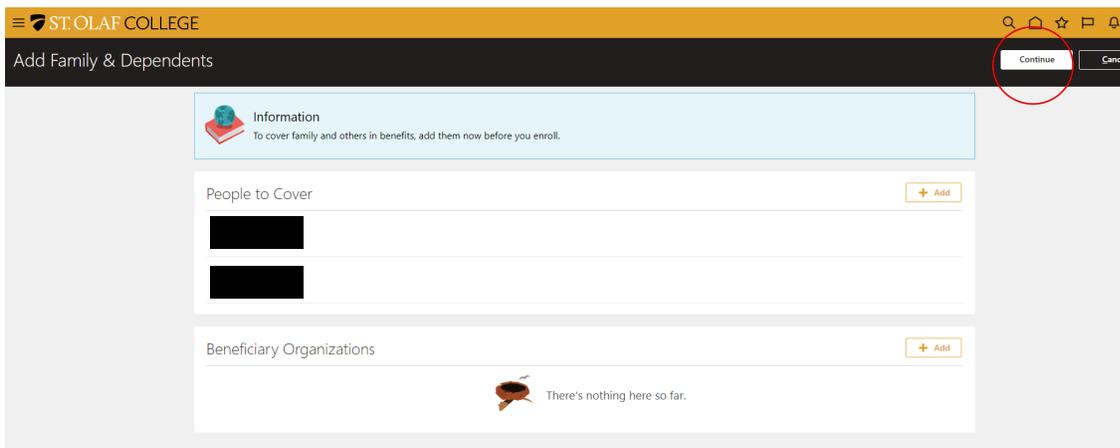
The next screen, "Authorization," will ask you to authorize the election that you are about to make. Please read the authorization, and then click the "Accept" button.
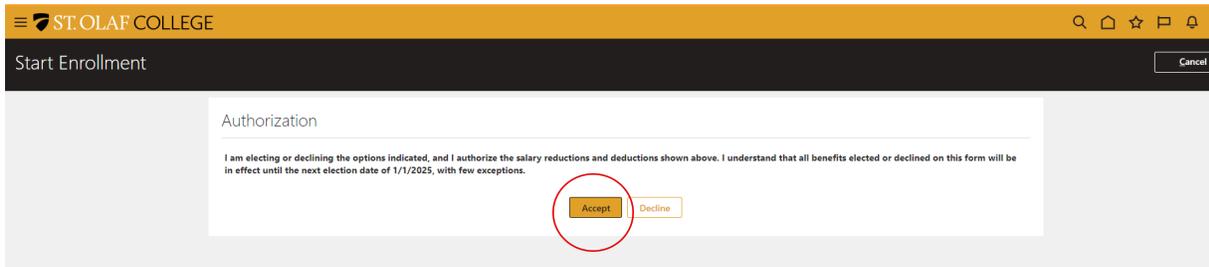
Here you will elect or waive each benefit using the "Edit" pencil icon. Scroll down the screen to view each benefit. Please make sure that you are electing the correct coverage (Employee Only, Employee +1, or Family), and that you are selecting each dependent for each benefit.

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.
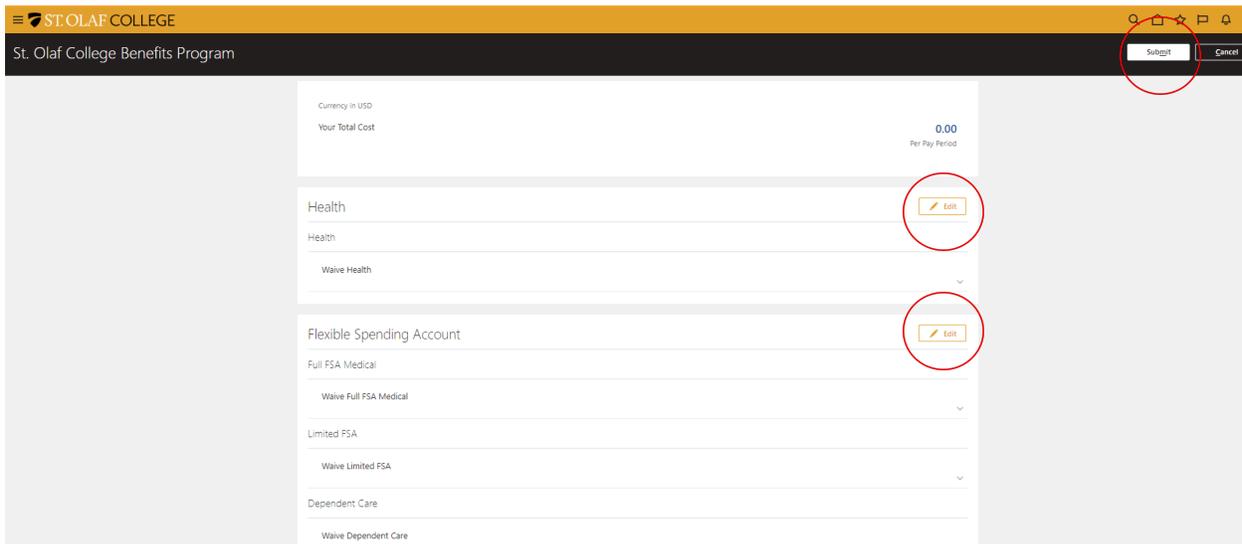
You will automatically be brought to a confirmation screen.

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