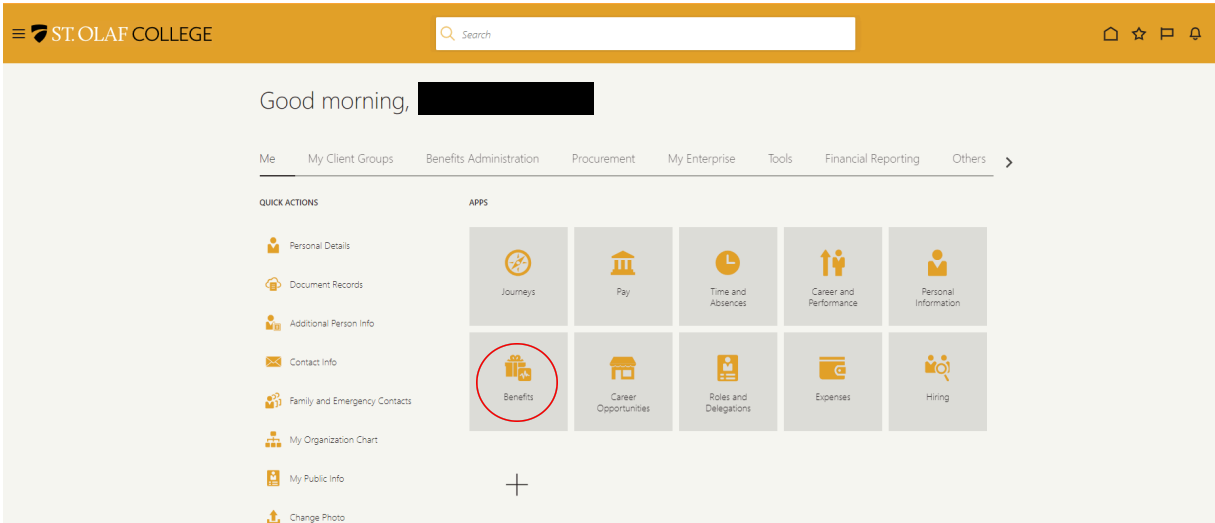


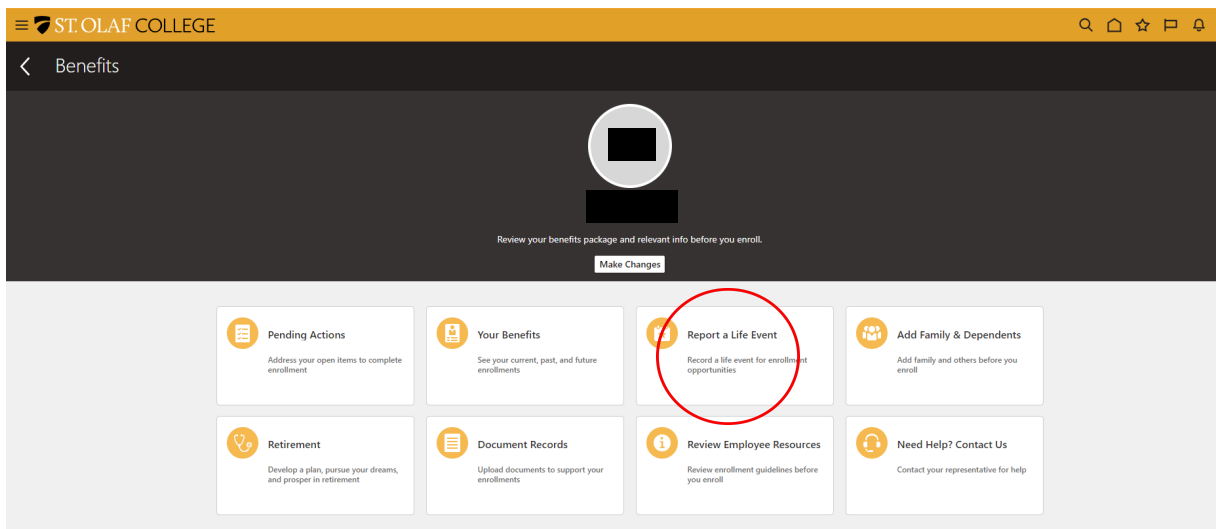
How-to: Dependent Newly Eligible

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

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



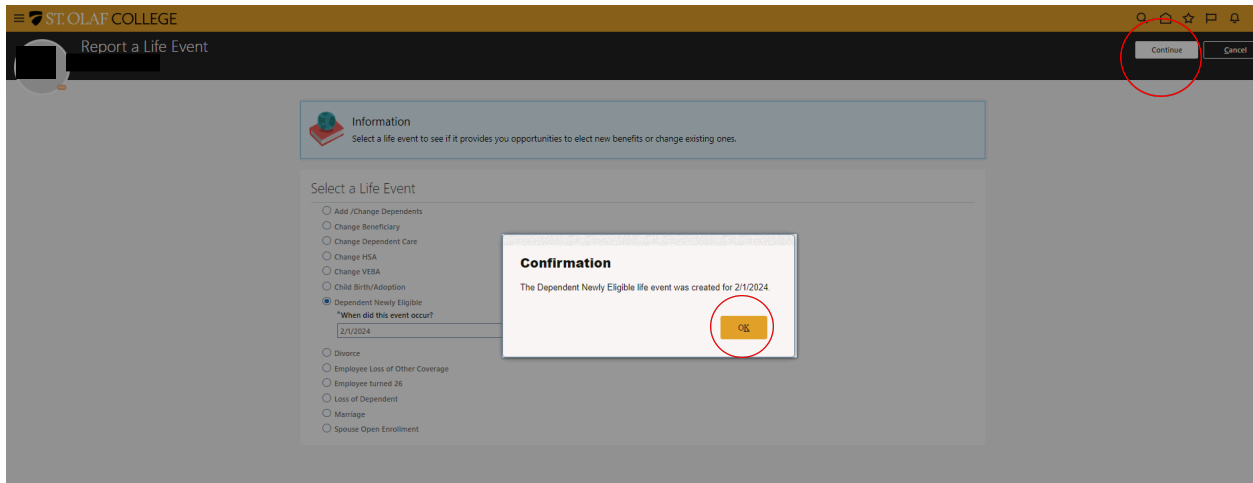
Then, select the 'Report a Life Event' tile.



From the drop-down menu under “Select a Life Event,” choose “Dependent Newly Eligible.”

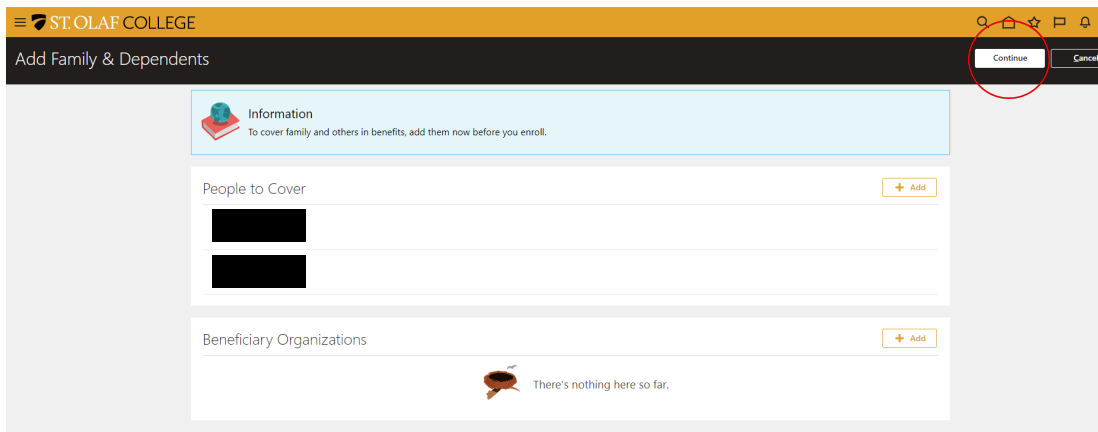
In response to the question, “When did this event occur?” enter **the day your dependent’s new coverage begins**. Then click the “Continue” button at the top-right-hand corner of your screen.

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

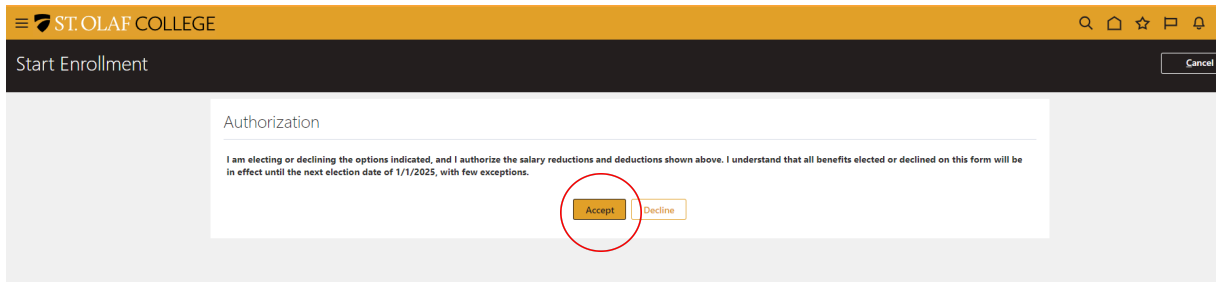


You will automatically be brought to the “Add Family & Dependents” screen. Simply click the “Continue” button on the top-right-hand corner of your screen. If you are taking a dependent off your coverage, you may still want them as a beneficiary, so please do not delete their information on this page.

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.”



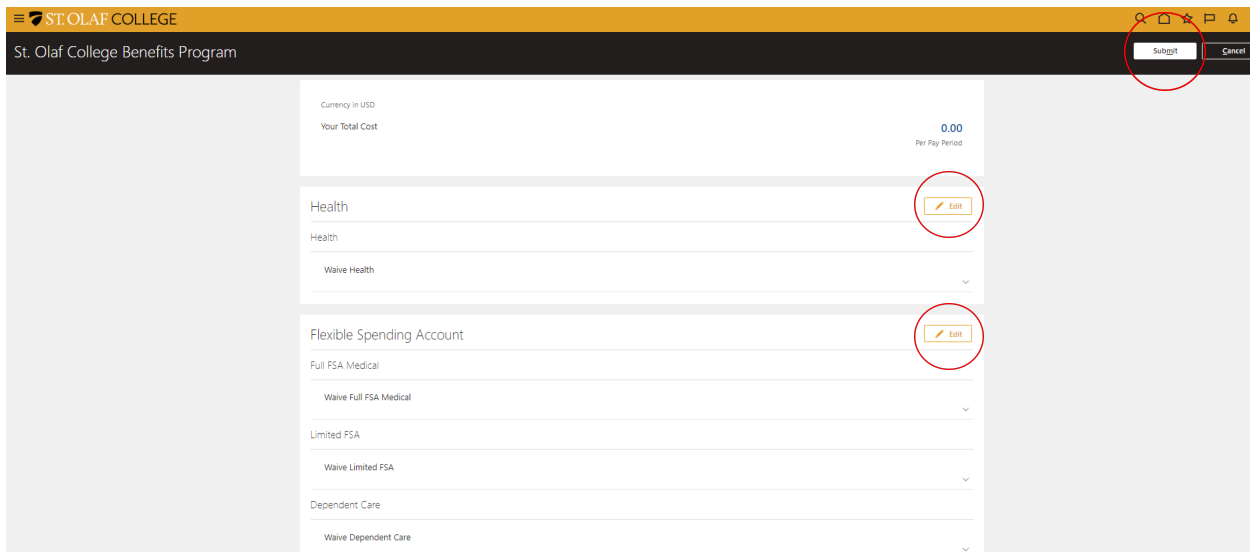
The next screen, “Authorization,” will ask you to authorize the election that you are about to make. Please read the authorization, and then click the “Accept” button.



Here you will update 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 edit (Employee Only, Employee +1, or Family), and that you are selecting the correct dependent for each benefit. If taking a dependent off your plan, you may be changing coverage from Employee +1 to Employee only for example, as well as unselecting certain dependents for your plans.

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.

