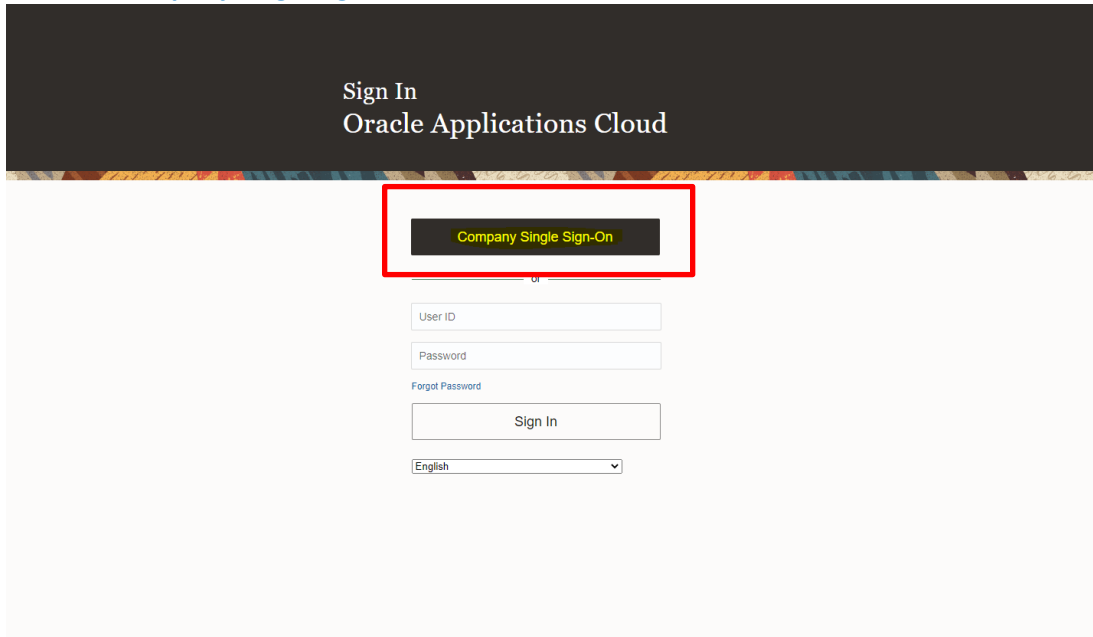


Accessing Open Enrollment and Uploading Proof Documents

1. Navigate to the **Oracle Cloud system**. <https://ejko.login.us2.oraclecloud.com/>
2. Select **Company Single Sign-On**.

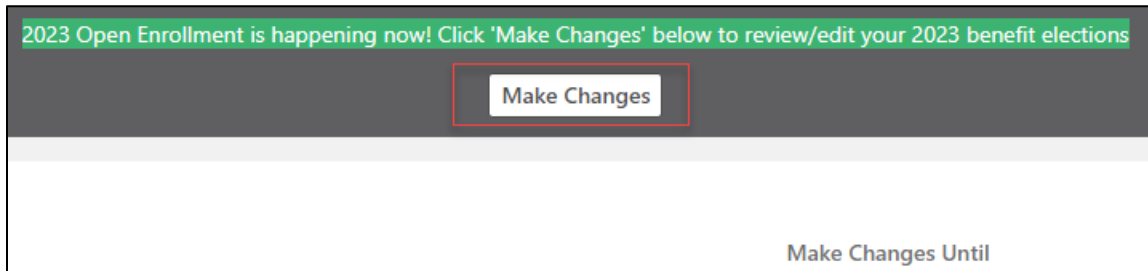


3. Under the Me section, select the **Benefits** icon.



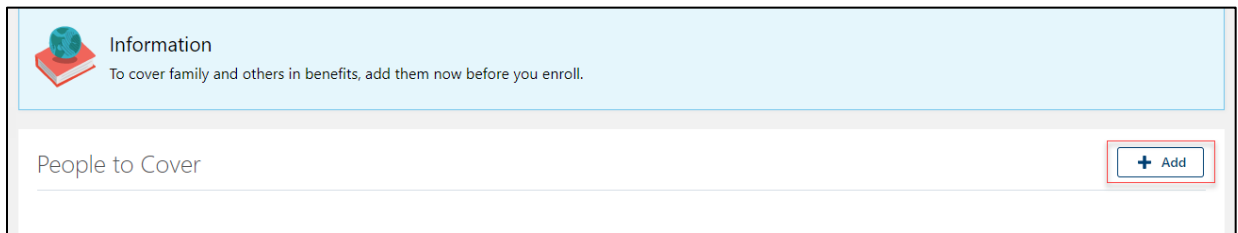
Accessing Open Enrollment and Uploading Proof Documents

4. Select **Make Changes**.



5. To cover eligible dependents in benefits, add them now before you enroll by selecting **Add** under People to Cover. **If a dependent you'd like to be covered under your benefits or designate as a beneficiary is already listed, do not add them again.**

Note: In addition to the required fields marked with an asterisk, **gender**, **date of birth** and the **social security number** are also required to complete enrollment. You will also want to add beneficiaries in this section **if they are not already listed**. The social security number is not required for beneficiaries.

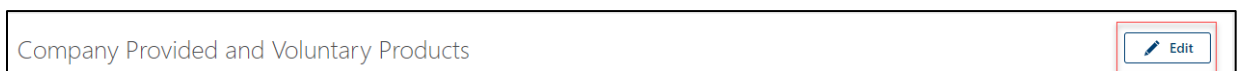


6. **Add** any applicable Beneficiary Organizations (ex. charity, association, organization, trust) you wish to designate, select **Continue** in the upper right-hand corner.

Note: Beneficiaries who are not organizations should be added under the People to Cover section and not the Beneficiary Organizations section. The Beneficiary Organization section is only for charities, associations, and trusts.

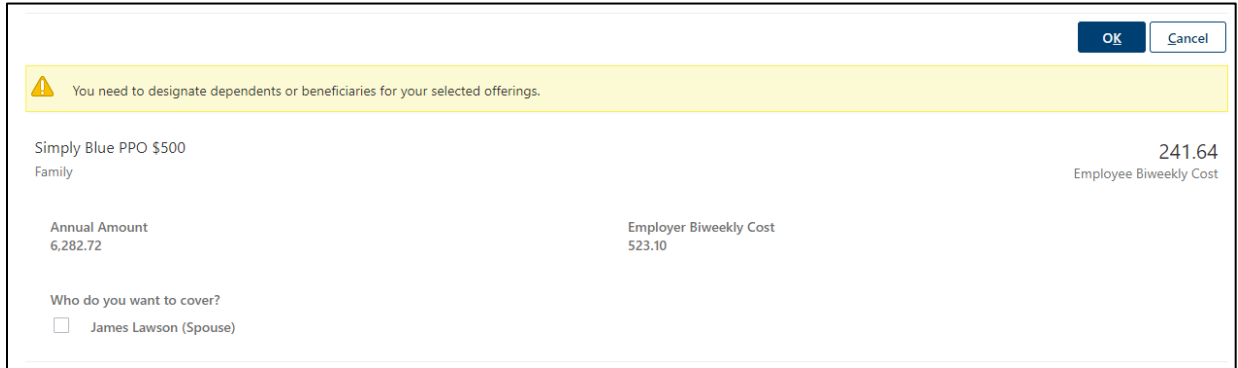


7. Select **Edit** next to each benefit to make changes for 2023. **Note:** The bi-weekly cost for HSA and FSA will not update until after enrollment is submitted.



Accessing Open Enrollment and Uploading Proof Documents

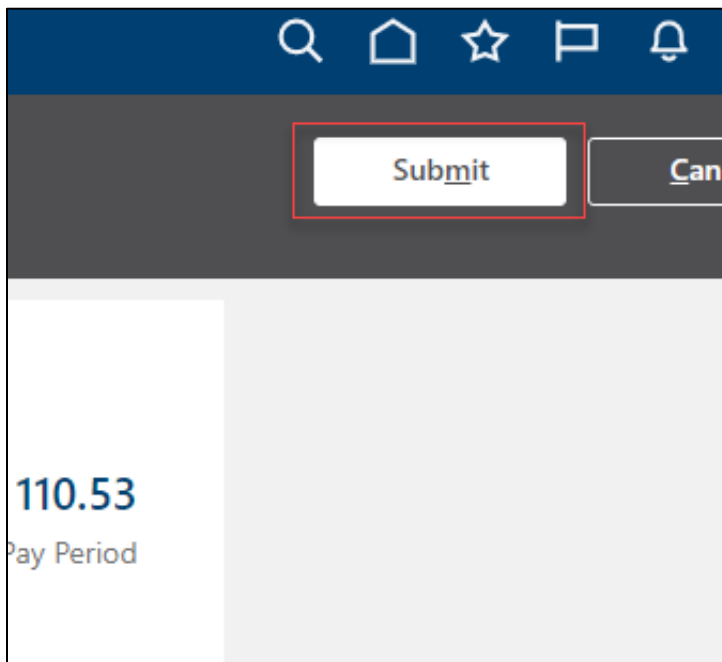
8. Make your plan selections, including deciding who to cover under each benefit.



A screenshot of a web application interface for plan selection. At the top right, there are 'OK' and 'Cancel' buttons. A yellow warning banner at the top contains a triangle icon and the text: 'You need to designate dependents or beneficiaries for your selected offerings.' Below this, the plan details are shown: 'Simply Blue PPO \$500' with 'Family' coverage, an 'Annual Amount' of 6,282.72, and an 'Employer Biweekly Cost' of 523.10. To the right, the 'Employee Biweekly Cost' is listed as 241.64. At the bottom, a question asks 'Who do you want to cover?' with a radio button next to 'James Lawson (Spouse)'.

9. Once you have completed enrolling in benefits and designating beneficiaries under Health Plans, Flexible Spending Account (FSA) Plans and Company Provided and Voluntary Products, select **Submit**.

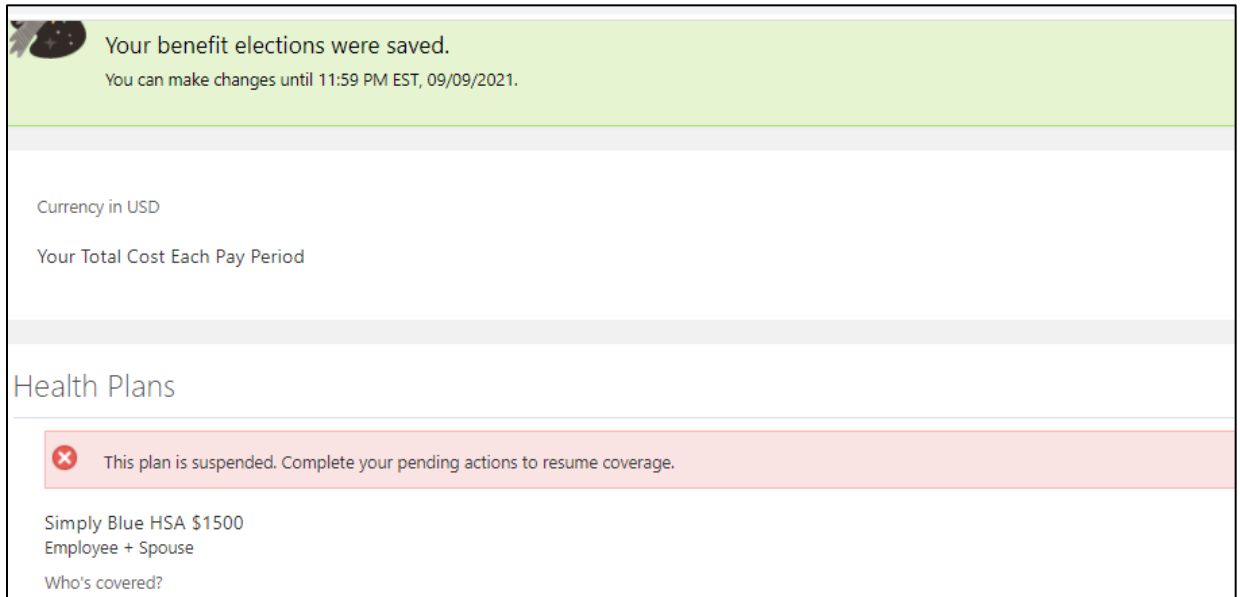
Note: If you receive an error message, review the note, and click on **Edit** to update your selections to comply with the issue identified. Once you have resolved the error, click **Submit** again.



A screenshot of a mobile application interface. At the top, there is a dark blue navigation bar with icons for search, home, favorites, flags, and notifications. Below the navigation bar, a dark grey header contains a white 'Submit' button and a partially visible 'Cancel' button. The 'Submit' button is highlighted with a red rectangular box. Below the header, the main content area shows a large blue number '110.53' and the text 'Pay Period' below it.

10. A confirmation will appear that your elections were saved. If you added **new dependents** to benefits, you will see a message that indicates your plan is suspended. You will need to **upload required proof documents** for coverage to be active and for the benefits suspension to be removed.

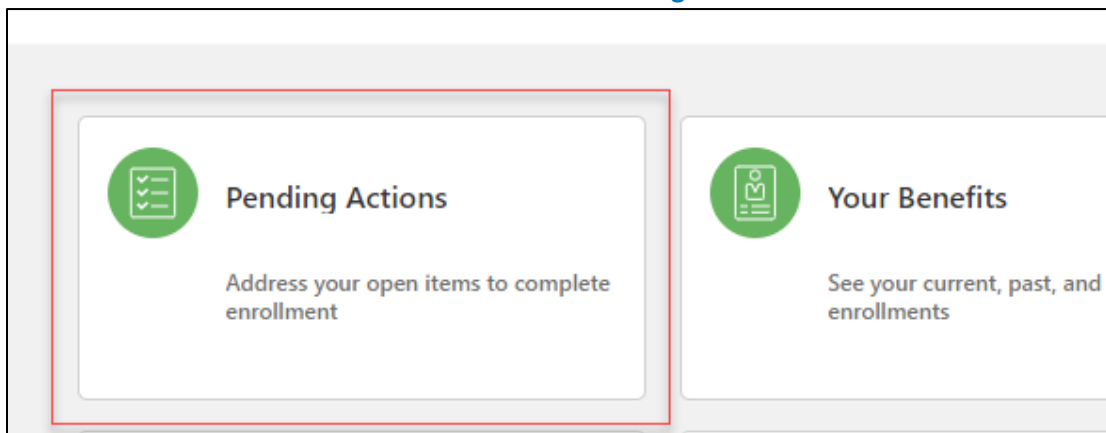
Accessing Open Enrollment and Uploading Proof Documents



11. Select the **back arrow** in the upper left-hand corner to return to the Benefits page.



12. You should see the Benefits home screen. Select **Pending Actions**.



13. Each benefit that requires proof documentation will be listed with the document name that is required. **Select** on each item individually to upload the required proof documentation.

Accessing Open Enrollment and Uploading Proof Documents

The screenshot shows a 'Health Plans' section with three entries. Each entry has a red box around the text 'Marriage certificate: James Lawson'. The entries are:

- Blue Vision VSP - Employee + Spouse
- Healthy Blue Living HMO - BCN - Employee + Spouse
- Traditional Dental - Employee + Spouse

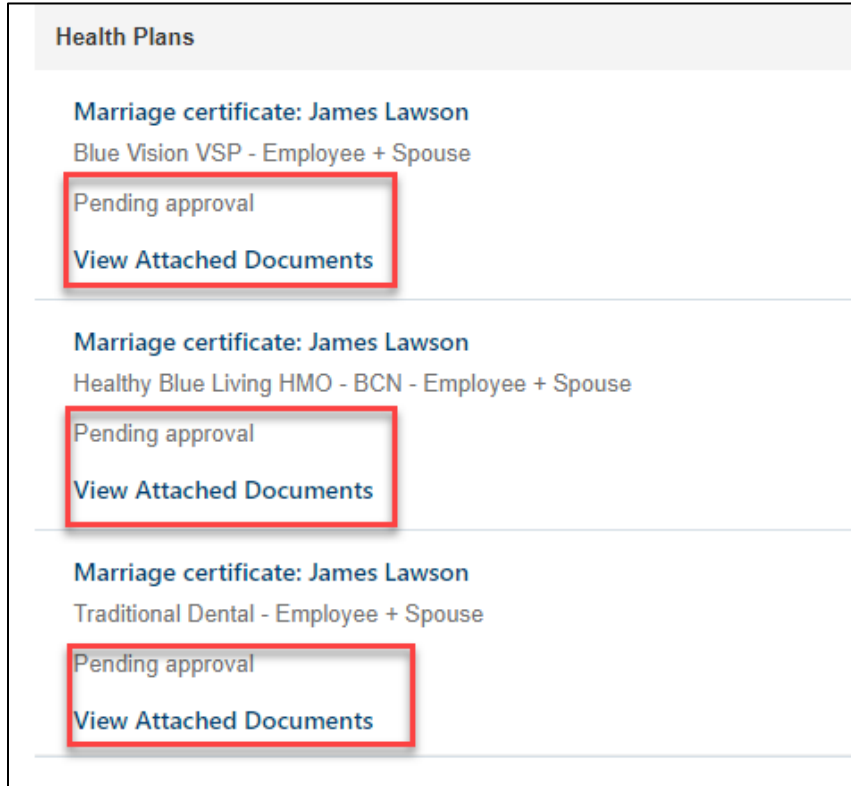
14. **Drag or attach** the proof document in the next screen. Select **Submit** in the upper right-hand corner.

The screenshot shows a 'Document Details' form. The form contains the following fields:

- Document Type:** Marriage certificate
- Country:** All Countries
- Category:** Benefits
- Description:** Documents associated with benefits certification - Marriage certificate
- Name:** [Text input field]
- To Date:** [Date input field with 'mm/dd/yyyy' placeholder and a calendar icon]
- Number:** [Text input field]
- Context Value:** [Dropdown menu]
- From Date:** [Date input field with 'mm/dd/yyyy' placeholder and a calendar icon]
- Attachments:** [Area with a dashed border and a red box around the text 'Drag files here or click to add attachment' with a green upload icon]

15. Once all proof documents have been uploaded, you can confirm they have been uploaded once **View Attached Documents** appears. You will also see the **approval status** of the proof documents on this screen.

Accessing Open Enrollment and Uploading Proof Documents



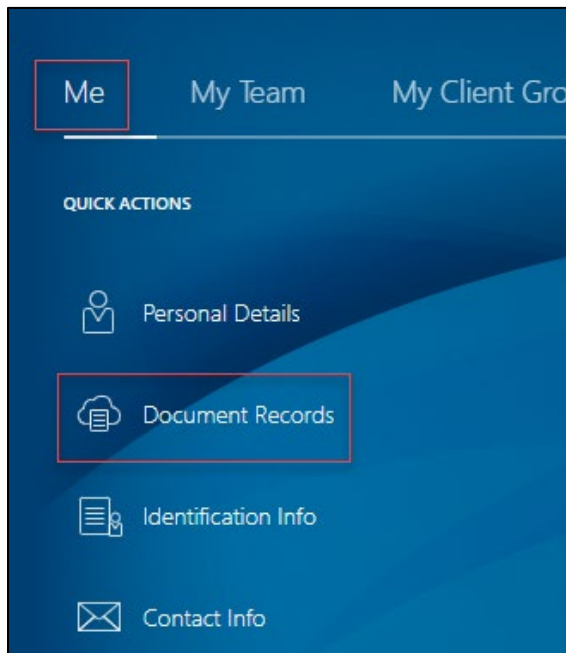
Health Plans

Marriage certificate: James Lawson
Blue Vision VSP - Employee + Spouse
Pending approval
[View Attached Documents](#)

Marriage certificate: James Lawson
Healthy Blue Living HMO - BCN - Employee + Spouse
Pending approval
[View Attached Documents](#)

Marriage certificate: James Lawson
Traditional Dental - Employee + Spouse
Pending approval
[View Attached Documents](#)

16. After the proof documents have been reviewed and approved, they will be moved to **Document Records** under **Me**.



Me My Team My Client Gro

QUICK ACTIONS

- Personal Details
- [Document Records](#)
- Identification Info
- Contact Info