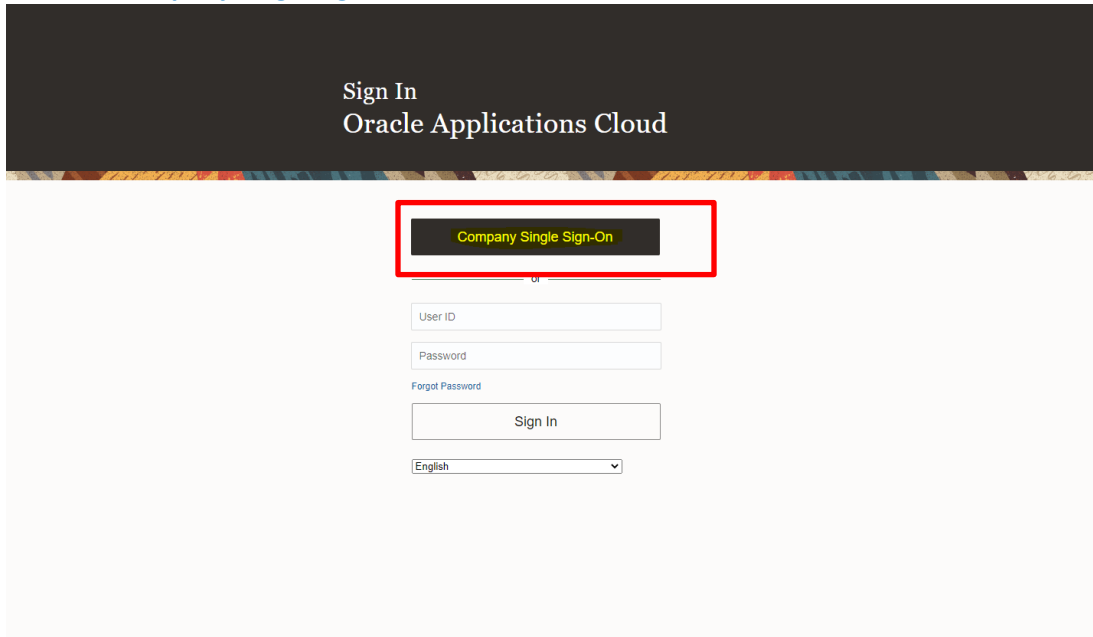
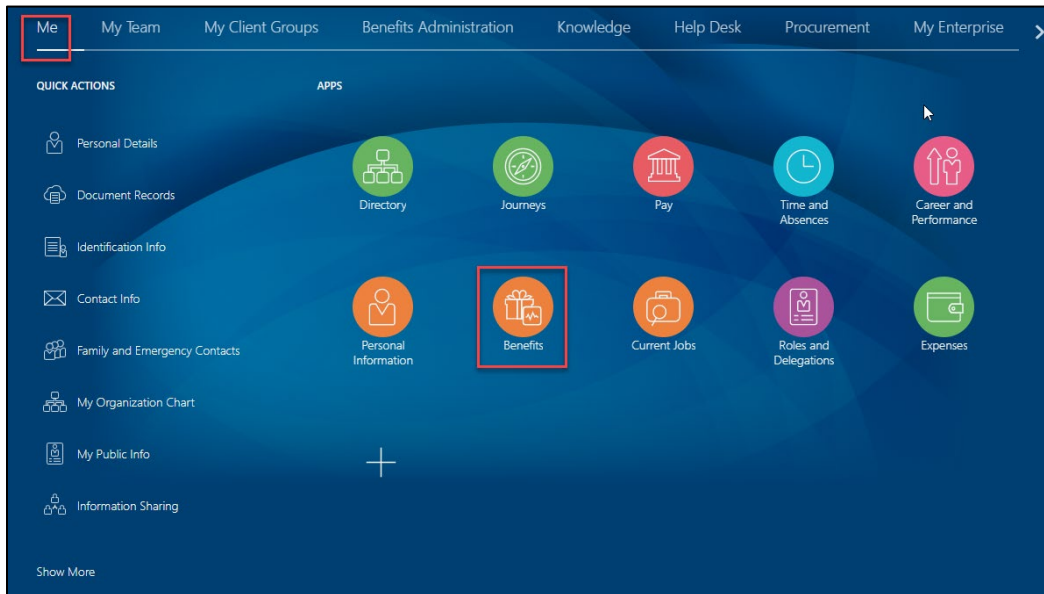


Accessing Open Enrollment and Updating HCFA and DCFA Contributions

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

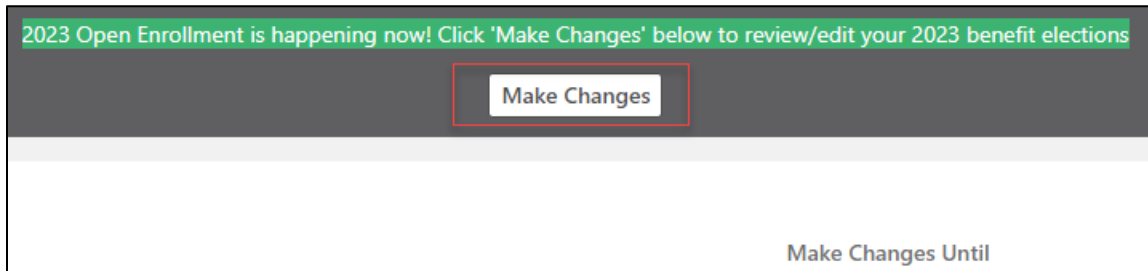


3. Under the **Me** section, select the **Benefits** icon.



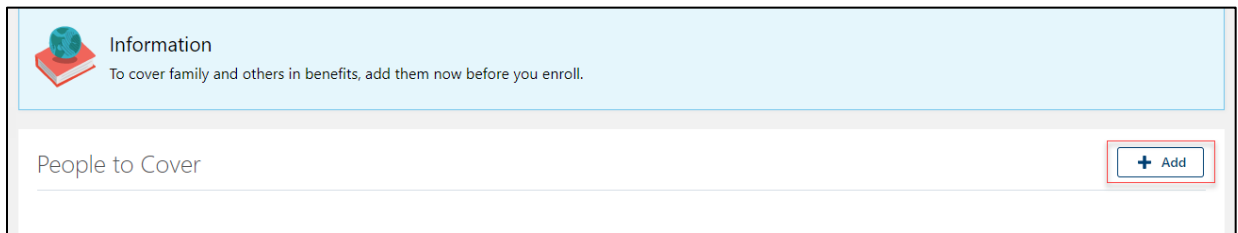
**Accessing Open Enrollment and Updating HCFA and DCFA
Contributions**

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.



Accessing Open Enrollment and Updating HCFSA and DCFSA Contributions

7. Select **Edit** across from Flexible Spending Account (FSA) Plans to make changes to your Health Care and/or Dependent Care FSA contribution.

Flexible Spending Account (FSA) Plans	Edit
Healthcare FSA	
Waive Healthcare FSA	▼
Dependent FSA	
Waive Dependent Care FSA	▼



If you would like to make changes to the Health Care FSA see step 8. Please note that you cannot enroll in the Simply Blue 2000 HSA Plan and the Health Care FSA plan.

If you would like to make changes to the Dependent Care FSA see step 10.

8. Oracle automatically defaults savings account contributions as waived. **Select** the check box to the left of the screen to enroll in the Health Care FSA.

Healthcare FSA	
Healthcare FSA	
<input type="checkbox"/>	Healthcare FSA 0.00 Annually
	0.00 Employee Biweekly Cost
	Coverage Amount 130.00
Waive Healthcare FSA	
<input checked="" type="checkbox"/>	Waive Healthcare FSA

Accessing Open Enrollment and Updating HCFSA and DCFSA Contributions

9. A box will appear that will allow you type in the amount you'd like to contribute in 2023. The text below the box gives you the minimum and maximum annual limits that you can contribute into your FSA.

Once you have decided on the **annual amount** you'd like to contribute type that amount in the coverage box and select **Ok**.

Note: The bi-weekly cost for the FSA will not update until after enrollment is submitted. It will continue to show \$0.00 until all elections are submitted.



Advance to step 12.

10. Fusion automatically defaults savings account contributions as waived. **Select** the check box to the left of the screen to enroll in the Dependent Care FSA.



Accessing Open Enrollment and Updating HCFSA and DCFSA Contributions

11. A box will appear that will allow you type in the amount you'd like to contribute in 2023. The text below the box gives you the minimum and maximum annual limits that you can contribute into your FSA.

Once you have decided on the **annual amount** you'd like to contribute type that amount in the coverage box and select **Ok**.

Note: The bi-weekly cost for the FSA will not update until after enrollment is submitted. It will continue to show \$0.00 until all elections are submitted.

The screenshot shows a form titled "Dependent FSA". It has a section for "Dependent Care FSA" with an "OK" button highlighted in a red box. Below this is a "Coverage" input field with the value "130" and a range of "130 to 5000, in increments of 0.01". The "Annual Amount" is shown as "0.00". To the right, the "Employee Biweekly Cost" is also "0.00".

12. Scroll all the way to the top of the page and select **Continue**.

The screenshot shows a dark grey navigation bar at the bottom of the page. It contains two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a red box.

13. Select **Submit**.

The screenshot shows a mobile app interface with a dark blue header containing navigation icons. Below the header is a dark grey bar with a "Submit" button highlighted in a red box. The main content area shows a large number "110.53" and the text "Pay Period" below it.

**Accessing Open Enrollment and Updating HCFA and DCFA
Contributions**

14. A confirmation will appear that your elections were saved. This screen will also display the calculated bi-weekly FSA contribution amount that will be deducted bi-weekly from your paycheck and deposited into your FSA.

The screenshot shows a web application interface for a benefit program. At the top left, the text "ation" and "efit Program" is visible. A green notification banner at the top states: "Your benefit elections were saved. You can make changes until 11:59 PM EST, 11/29/2022." Below this, a summary box shows "Currency in USD" and "Your Total Cost Each Pay Period" as 3.92. A section titled "Health Plans" lists four options with their respective costs and coverage details:

Health Plan	Cost
Simply Blue HSA \$1500 Employee Only Who's covered? You	0.00
BWell Employee Only Who's covered? You	
Exclusive Dental Employee Only Who's covered? You	2.00
Blue Vision VSP Employee Only Who's covered? You	1.00