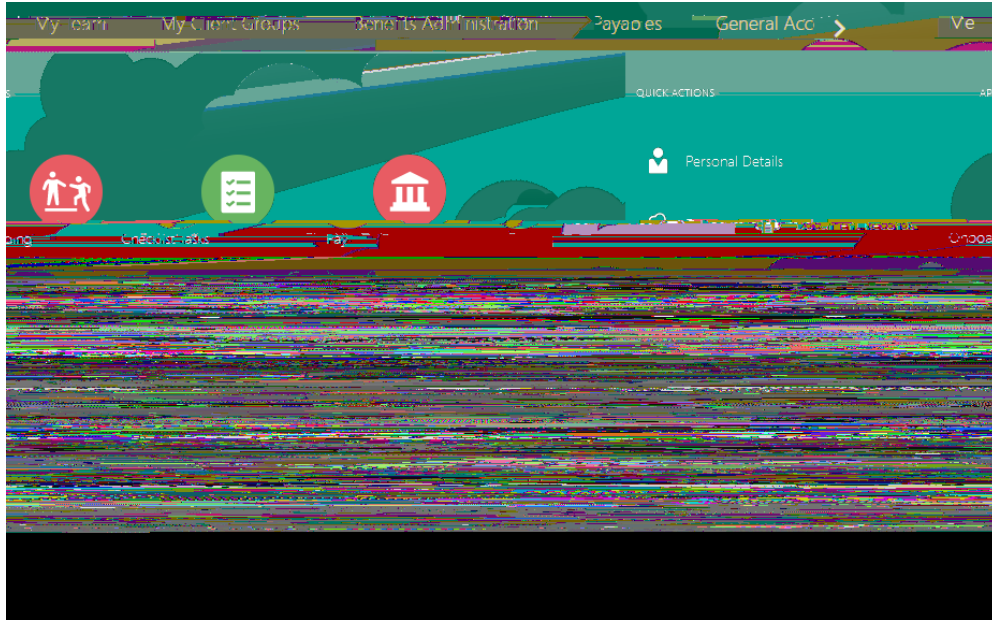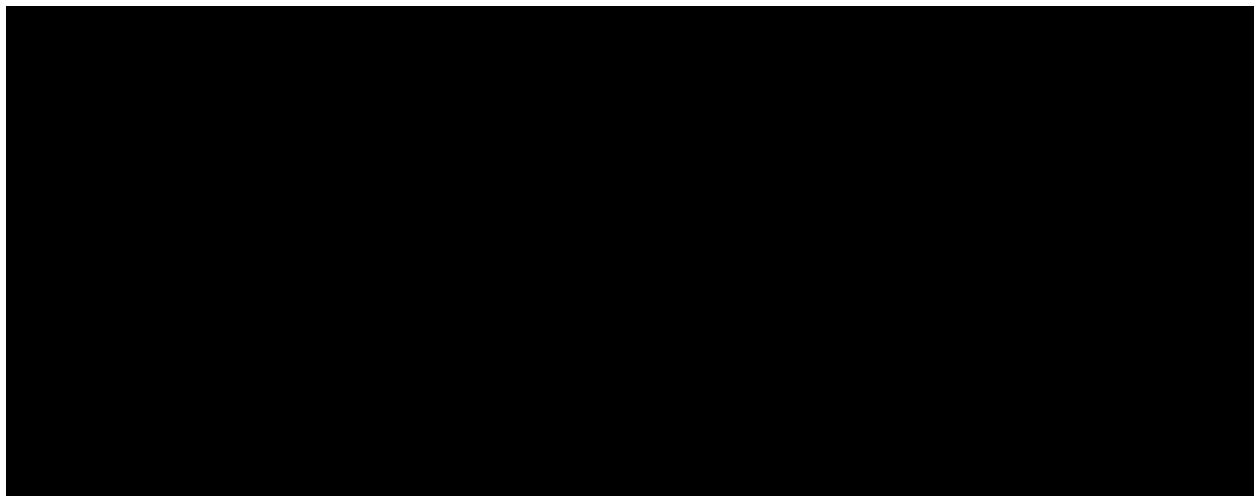# ON-LINE STEP BY STEP OPEN ENROLLMENT INSTRUCTIONS

To begin reviewing your options and selecting your employee benefits for 2023, please login to Oracle Cloud through Okta at this link: Skidmore College - Sign In (okta.com)

From the "Me" tab, click on the Benefits icon.

This will take you to your benefits overview page (titled "Benefits" in the upper left corner).

On this page, you will find resources for completing a variety of actions that may be necessary for your benefits enrollment. Instructions for these pages will be found throughout this document. Your current selections and the required tasks of the open enrollment process will determine how you navigate through the program. You may access these pages via the enrollment program's automated direction or use these tiles to manually access them as you see fit.
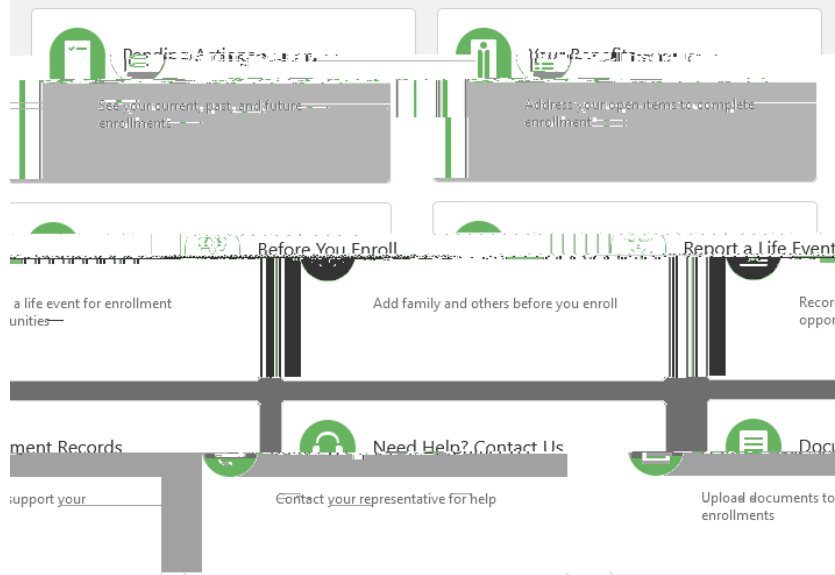
To begin making your selections, click the white "Make Changes" button under your name in the green ribbon at the top of the page.

This brings you to the Before You Enroll page. You will see a list of dependents and beneficiaries. If you have a dependent or beneficiary not on this list, please add them now by clicking the Yellow Add button. **If all of your dependents/beneficiaries are currently listed, just hit continue on the top right and skip down to the start enrollment section below.**

When you finish click the white Continue button and proceed to the Start Enrollment page.

Before You Enroll

You may be directed to the "Before You Enroll" page. This will provide a list of people covered by your benefits and your designated beneficiary organization, if any. Please review both groups.

To add a new person to your benefits coverage, click the "Add" button in the upper right corner of the People to Cover panel. This will take you to the "New Contact" screen, where you will be prompted to enter personal details for the person you choose to add. If you do not complete all fields, you will receive an error message and will be unable to add this person. Click "Submit" to enter the person you are adding, or "Cancel" to back out of the action.

Please review the list of covered people and the personal information for each listing. You may click on the name of the listed person to see the previously entered information. To edit any information, select the "Pencil" icon on the right-

If you wish to select an organization (as opposed to individuals as your beneficiary) or trust you may select them from the beneficiary organization section. If you don't see the organization you are looking for, you will need to contact Laura Goodwin, 518-580-5808 or lgoodwin@skidmore.edu in order to have it added. Select your organization from the dropdown list and follow the prompted steps to identify the organization you are selecting. Click Save.

To change or remove an organization, select the "Pencil" icon on the right-hand side of the panel. Select delete to remove the existing beneficiary organization. If you wish to replace the previous entry with a new selection, follow the steps to add a beneficiary organization above.

When you have reviewed and updated both the People to Cover and Beneficiary Organization sections, please click on the white "Continue" button on the green ribbon at the top of the page. This will take you to the "Health and Welfare Benefits Program" page to begin your benefits selections. You may also choose to click on the back arrow to return to the Benefits page.

If you have any questions regarding adding people or beneficiary organizations to your benefits, please contact Laura Goodwin at 518-580-5808 or lgoodwin@skidmore.edu.

Start

Before beginning your selections, you must sign off on the Authorization information by clicking the Accept button.

Health and Welfare Benefits

The "Health and Welfare Benefits Program" page will allow you to make your elections for 2023. Please note that this page reflects your enrollment selections for the current year (with the exception of the FSA accounts, that has been set to waived). You may make changes to each panel by clicking on the "Edit" button on the right-hand side of the panel. For each offered benefit, it will show the options

Supplemental and Dependent life insurance

Below is guidance for the other actions you may take from the Benefits page.

Pending Actions

Click on the "Pending Actions" tile to review any open actions, such as qualifying life events requests or uploading required documentation. Pending Actions will need to be completed before new benefit elections can be made for 2023.

If you have no open pending actions, you will receive the following message:
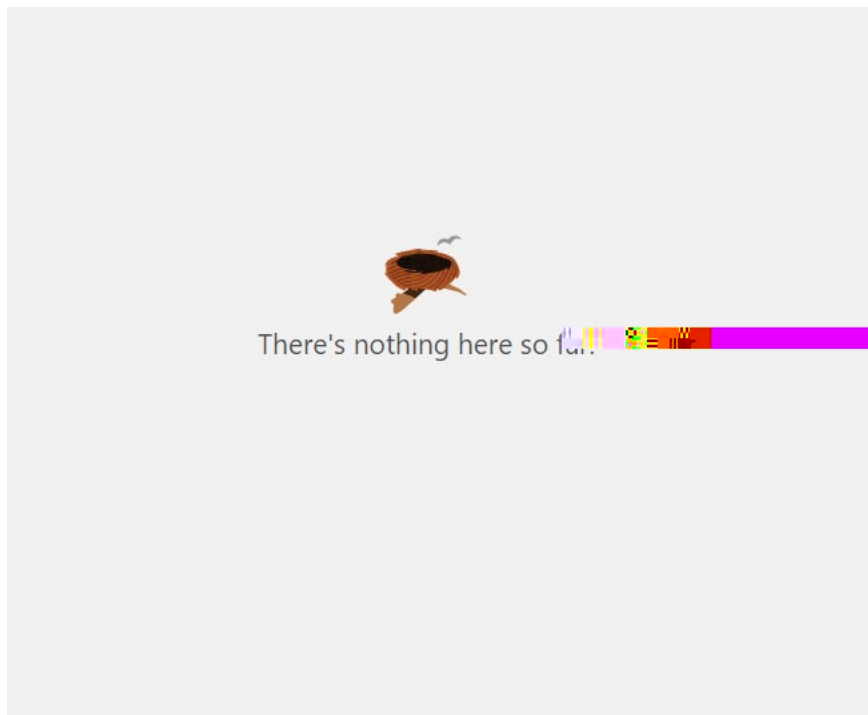
If you have any questions regarding open pending actions, please contact Laura Goodwin at 518-580-5808 or lgoodwin@skidmore.edu or Elizabeth Walsh at 518-580-5803 or elwalsh@skidmore.edu.

Your Benefits

To view your current benefits selections, click on the "Your Benefits" tile and then Health and Welfare Benefits Program link. This will show you your selections for the current year, as well as take you to the "Health and Welfare Benefits Program" page to begin your benefits selections.

Report a Life Event

Use this tile to request a life change event. This option will not be available during the Open Enrollment period. All life change information for next year can be added as part of the open enrollment benefit selection process. For changes impacting current year benefits, please request dates that do not correspond to Open Enrollment. For more information or questions, return to the Benefits page, click on the "Need Help? Contact Us" tile.

Document Records

This tile allows you to upload documentation supporting your benefits enrollments or beneficiary designations. Click the "Add" button in the upper right corner of the Document Records panel and select a Document Type from the dropdown menu. After selecting a type, complete the remainder of the form, attach the documentation, and click the white "Submit" button in the green ribbon at the top of the page.