

**Self Service Benefits – Open Enrollment Procedure**  
**Created on 6/3/2010 1:48:00 PM**

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## OAB

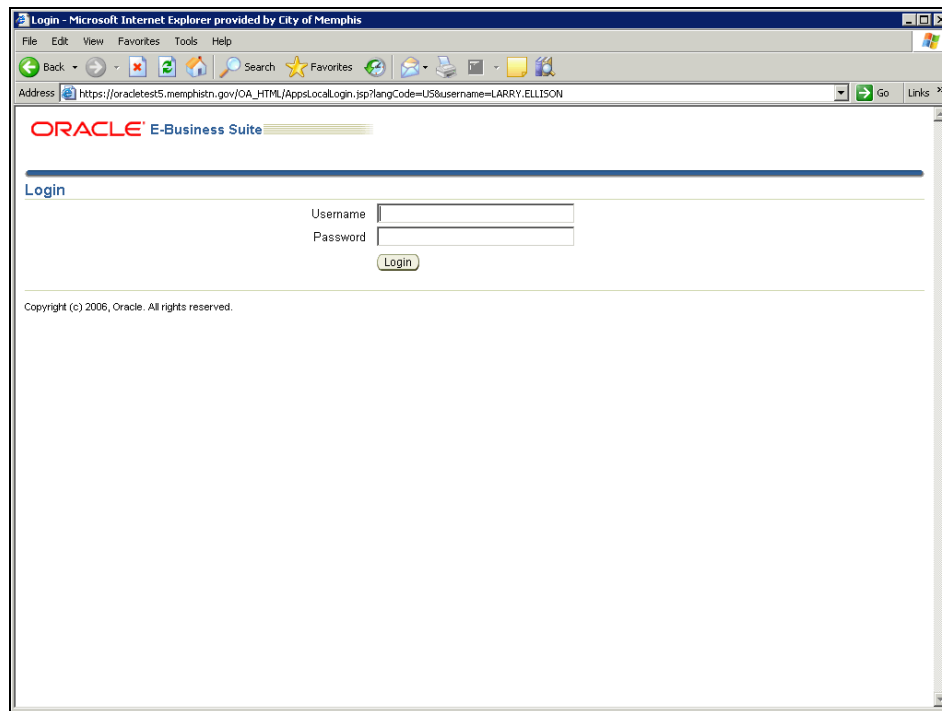
### Self Service Benefits Procedures

#### Open Enrollments - Self Service Benefits Demo Procedure

#### Open Enrollment 2010 - Self Service Benefits Demonstration


This online demonstration will help you make online enrollments during the 2010 Open Enrollment Process.

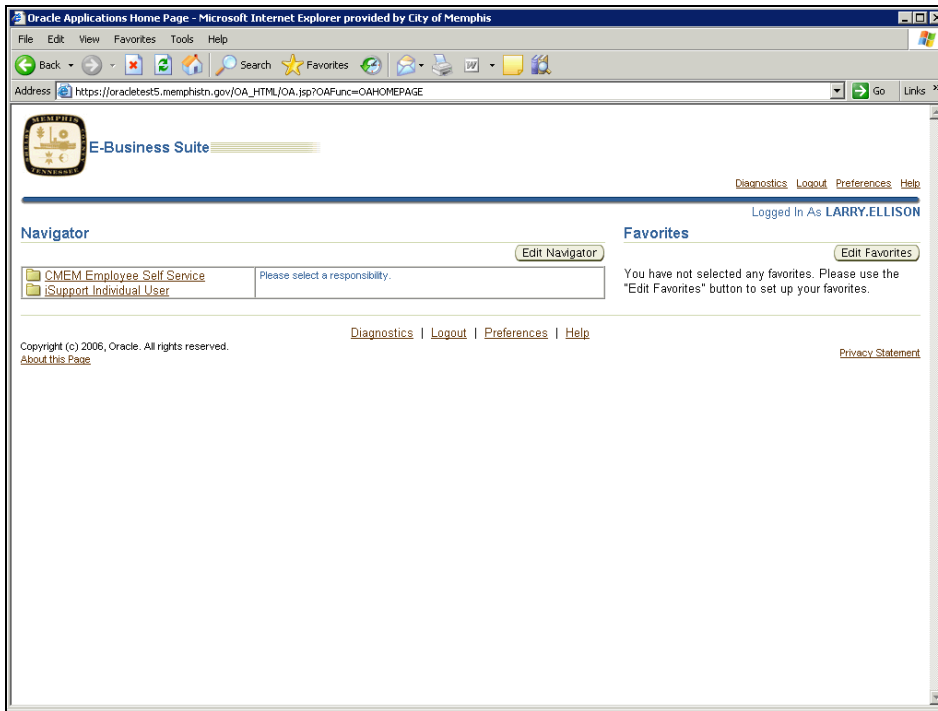
This Process is scheduled for June 7th through June 18th, 2010.  
The changes made will be effective August 1st, 2010.





# Training Guide

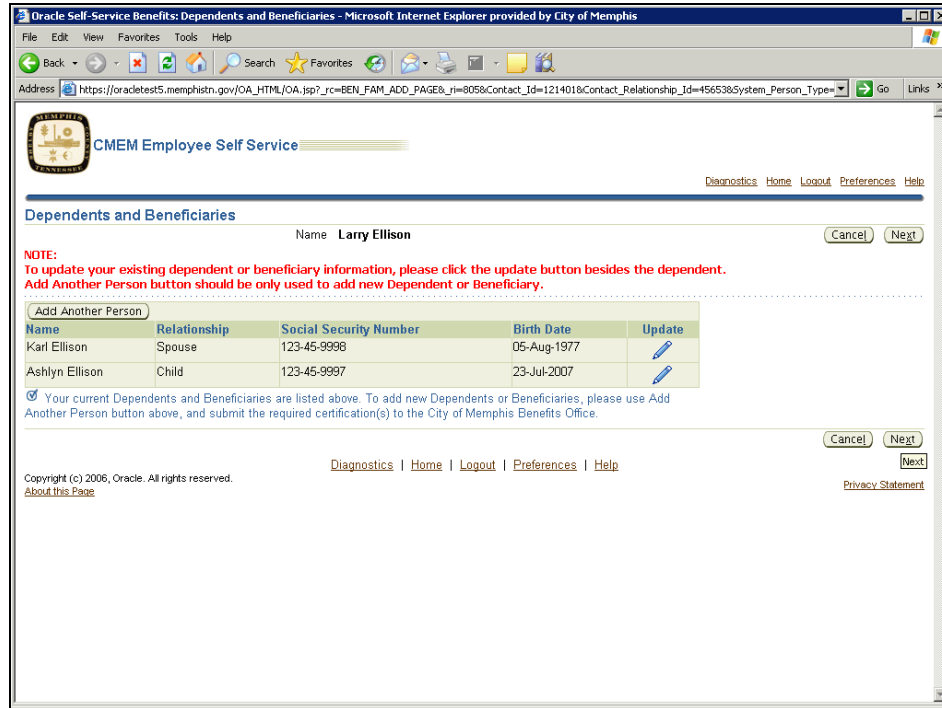
## Self Service Benefits – Open Enrollment Procedure



Step	Action
1.	<p>Click in the Username field.</p> <p>If you do not have an Oracle User Account, please follow the Oracle Employee Self Service Procedures (<a href="http://www.cityofmemphis.org/framework.aspx?page=813">http://www.cityofmemphis.org/framework.aspx?page=813</a>), Register yourself to get your own username and password, otherwise please login with your existing user name.</p> <p>We are using a test employee for this Demonstration.</p> <p>Enter the desired information into the <b>Username</b> field. Enter "<b>larry.ellison</b>".</p>
2.	<p>Click in the Password field.</p> <p>Enter the desired information into the <b>Password</b> field. Enter "<b>oracle</b>".</p>
3.	<p>Once you enter your password, Click the <b>Login</b> button.</p> 



Step	Action
4.	<p>Once you are on the Self Service Page, Click the <b>CMEM Employee Self Service</b> link.</p> 

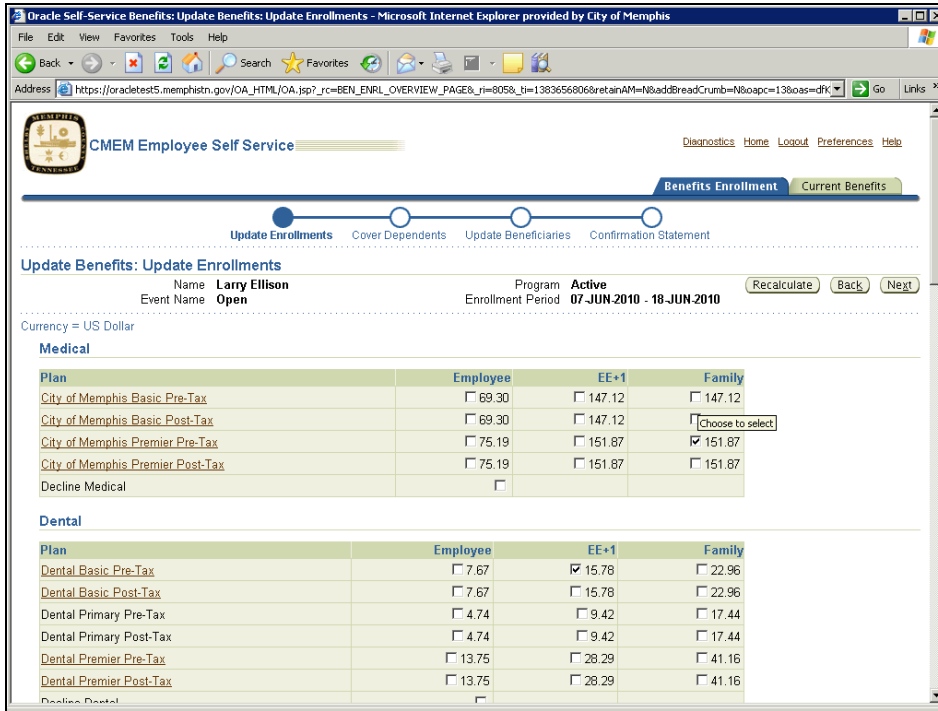
Step	Action
5.	Click the <b>Benefits</b> link. 




Step	Action
6.	On this page, your current Dependents and Beneficiaries are listed. Click on “Add Person” and fill-in the required fields and then click “Apply” to add a new Dependents or Beneficiaries”.  If you do not want to add any new Dependents or Beneficiaries, Please  Click the <b>Next</b> button. 
7.	This Page shows all of your current enrollments and deductions. For Pension Information please refer to your pay check stub.  Click the scrollbar.
8.	If you want to change any of your Benefits or enroll in new Benefit Plans, please . Click the <b>Update Benefits</b> button. 

# Training Guide

## Self Service Benefits – Open Enrollment Procedure

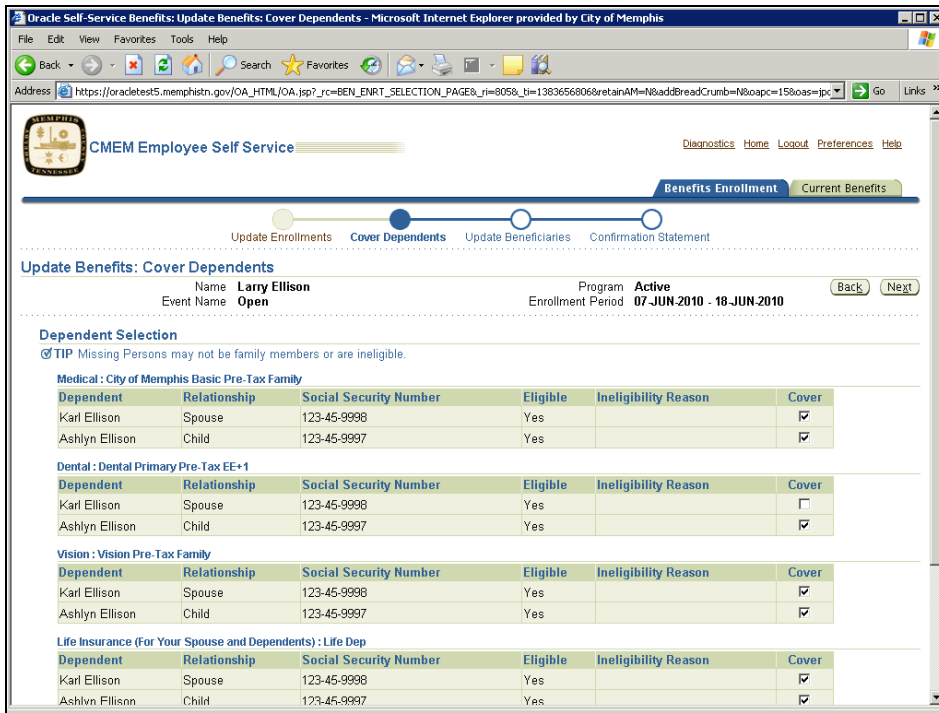


Step	Action
9.	<p>This page also shows your current enrollments and deductions with the default check flags on those compensation objects, and also shows all your electable choices.</p> <p>If you want to either change or enroll in new plans, please click the check box corresponding to your desired plan/option. In the current page you can make changes to your Medical or Dental plans, to make changes to your Vision, Life Insurance Plans, please scroll down.</p> <p>In this test scenario to change medical plan enrollment, please Click the <b>147.12</b> option.</p> <input type="checkbox"/>
10.	<p>In this test scenario, to change Dental plan enrollment, please Click the <b>9.42</b> option.</p> <input type="checkbox"/>
11.	Click the scrollbar.

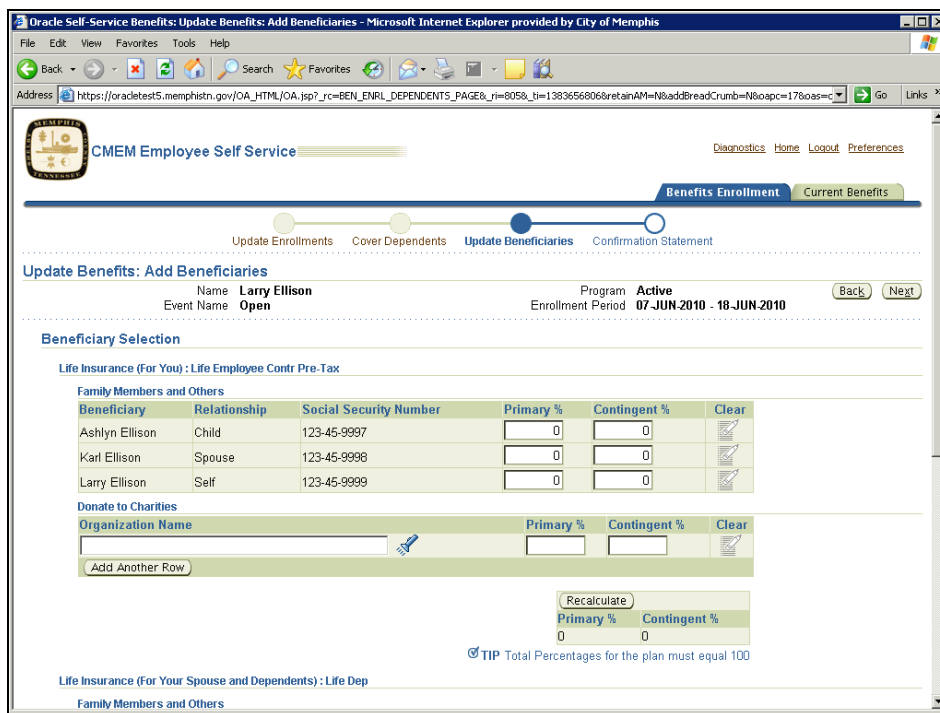
Step	Action
12.	<p>If you want to either change or enroll in new Vision and Life plans, please click the check box corresponding to your desired plan/option. On the current page you can make changes to your Vision, Life Insurance (For You), Life Insurance (For Your Spouse and Dependents), and Voluntary Employee, and Voluntary Life Insurance (For Your Spouse/Dependent) plans.</p> <p>If you are enrolling in the Life Insurance Contribution plans for the first time or updating your amounts for e.g. Life Insurance (For You) or Life Dep (to designate spouse) or Life Voluntary Employee/Spouse/Dependent plans, you must submit Evidence of Insurability forms. Please download the required certification form from <a href="http://openenrollment.memphistn.gov">http://openenrollment.memphistn.gov</a> web site.</p> <p>Click the scrollbar.</p>
13.	<p>If you enroll in Life Voluntary Employee, please uncheck the Decline Life Voluntary plan check box.</p> <p>Click the scrollbar.</p>
14.	<p>On this page, Long Term Disability plan is for view only purposes, as this is a free benefit to all the eligible employees.</p> <p>If you want to enroll in the Short Term Disability, please click the check box besides the Short Term Disability plan, you need to submit the evidence of insurability certification, if you are enrolling for the first time.</p> <p>Click the scrollbar.</p>
15.	<p>Click the <b>Next to Cover Dependents</b> button.</p> <p></p>

# Training Guide

## Self Service Benefits – Open Enrollment Procedure






Step	Action
16.	<p>The current page shows your currently covered and eligible dependents. Please check the “Cover” check box or uncheck the same, to either designate or undesignate any of your dependents.</p> <p>In order to add any new dependents, please click on the Add Dependents Button, and follow the instructions to add new Dependent. But in order to cover the Dependent you will have to submit the required certification to the Benefit’s Office.</p> <p>Click Next once you are done with your dependent designation changes, if any.</p> <p>Click the scrollbar.</p>
17.	<p>Click the <b>Next to Update Beneficiaries</b> button.</p> <p><input type="button" value="Next"/></p>

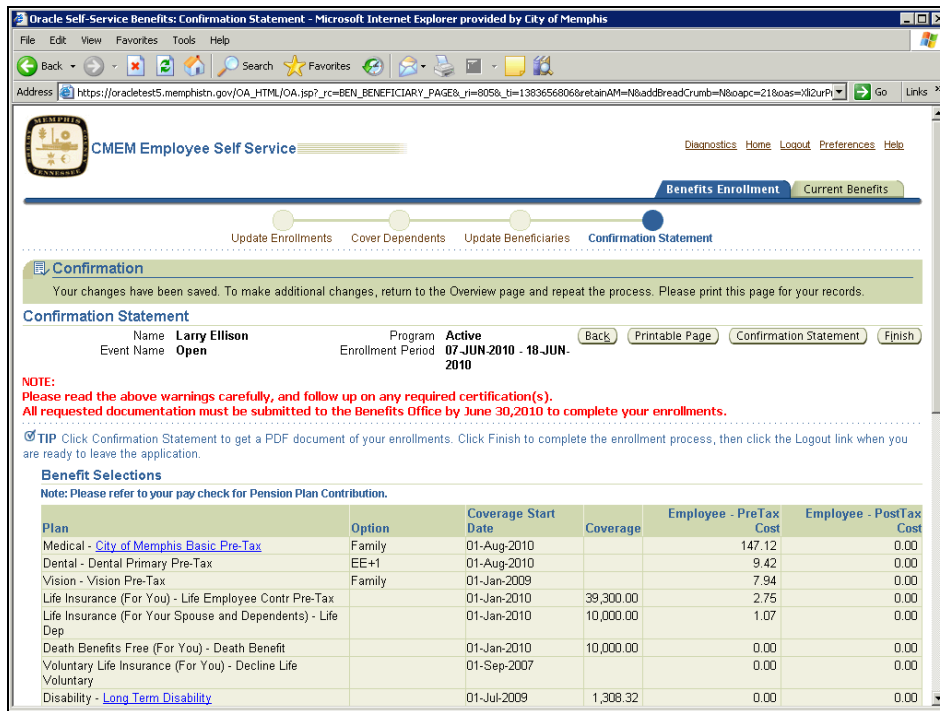


Step	Action
18.	<p>The current page shows your current Beneficiaries for the respective Life Insurance Plans. You can change the Beneficiary Percentages for your Primary and Contingent Beneficiaries.</p> <p>In order to add any new Beneficiaries, please click on the Add Beneficiaries Button, and follow the instructions to add the new Beneficiary. If you choose to donate to your favourite charity, click on the organization button of your choice.</p> <p>Click Next once you are done with your Beneficiary designation changes, if any.</p> <p>For this test scenario, please Click in the <b>first beneficiaries' Primary %</b> field.</p> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 20px; text-align: center;">0</div>
19.	Enter the desired information into the <b>Primary %</b> field. Enter " <b>50</b> ".
20.	<p>Enter the desired information into the <b>second beneficiary</b> field. Enter "<b>50</b>".</p> <p>For Life Employee Contr/Life Voluntary Employee plans, please avoid assigning Beneficiary %ages to Self.</p>
21.	<p>Click the <b>Recalculate</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">Recalculate</div>
22.	Click the scrollbar.

# Training Guide

## Self Service Benefits – Open Enrollment Procedure

Step	Action
23.	For Life Dep/Life Voluntary Dependent/Spouse plans, please avoid assigning Beneficiary %ages anyone other than yourself.  Click in the <b>Primary %</b> field for yourself. 
24.	Enter the 100% into the <b>Primary %</b> field.
25.	Click the <b>Recalculate</b> button. 
26.	Click the <b>Next to Confirmation Statement</b> button. 



**Confirmation Statement**

Your changes have been saved. To make additional changes, return to the Overview page and repeat the process. Please print this page for your records.

**Confirmation Statement**

Name **Larry Ellison** Program **Active** [Back](#) [Printable Page](#) [Confirmation Statement](#) [Finish](#)  
 Event Name **Open** Enrollment Period **07 JUN 2010 - 18 JUN 2010**


**NOTE:**  
 Please read the above warnings carefully, and follow up on any required certification(s).  
 All requested documentation must be submitted to the Benefits Office by June 30, 2010 to complete your enrollments.

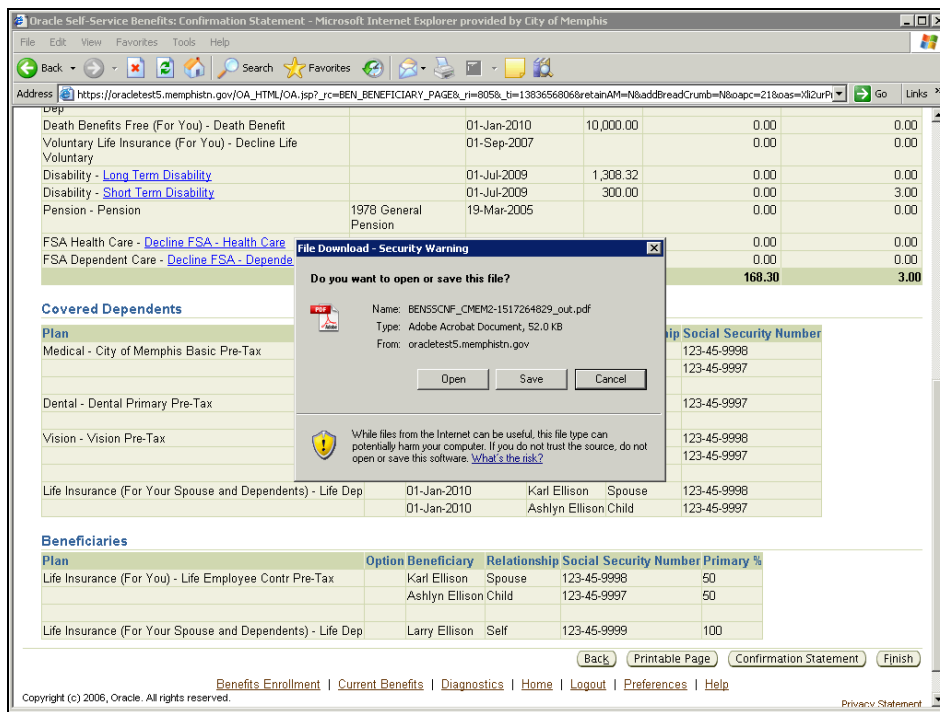
**TIP** Click Confirmation Statement to get a PDF document of your enrollments. Click Finish to complete the enrollment process, then click the Logout link when you are ready to leave the application.

**Benefit Selections**  
 Note: Please refer to your pay check for Pension Plan Contribution.

Plan	Option	Coverage Start Date	Coverage	Employee - PreTax Cost	Employee - PostTax Cost
Medical - City of Memphis Basic Pre-Tax	Family	01-Aug-2010		147.12	0.00
Dental - Dental Primary Pre-Tax	EE+1	01-Aug-2010		9.42	0.00
Vision - Vision Pre-Tax	Family	01-Jan-2009		7.94	0.00
Life Insurance (For You) - Life Employee Contr Pre-Tax		01-Jan-2010	39,300.00	2.75	0.00
Life Insurance (For Your Spouse and Dependents) - Life Dep		01-Jan-2010	10,000.00	1.07	0.00
Death Benefits Free (For You) - Death Benefit		01-Jan-2010	10,000.00	0.00	0.00
Voluntary Life Insurance (For You) - Decline Life Voluntary		01-Sep-2007		0.00	0.00
Disability - Long Term Disability		01-Jul-2009	1,308.32	0.00	0.00

Step	Action
27.	Please be aware of the warnings section, which indicates those items that must be completed, you will either to go back to the sections that are indicated, or to present documents to the City of Memphis Benefits Office.  You are now viewing your confirmation statement page, if you would like a copy please click on the Printable Page Button; if you would like a copy of your Confirmation Statement, Click the Confirmation Statement Button and print a copy.  Click the scrollbar.

Step	Action
28.	Click the <b>Confirmation Statement</b> button. 

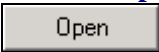


The screenshot shows a web browser window displaying the 'Confirmation Statement' page. A 'File Download - Security Warning' dialog box is open in the foreground, asking 'Do you want to open or save this file?'. The dialog box contains the following information:

- Name: BENSSCNF\_CNEM2-1517264829\_out.pdf
- Type: Adobe Acrobat Document, 52.0 KB
- From: oraclest5.memphistn.gov

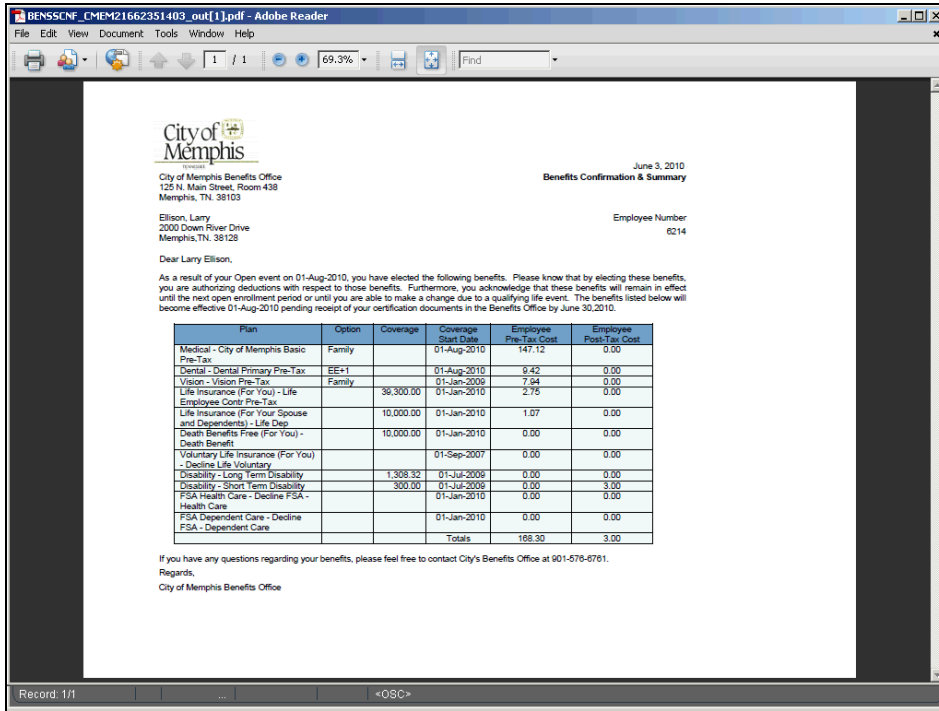
Below the dialog box, a warning message states: 'While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. [What's the risk?](#)'


The background page shows a table of benefits with columns for Plan, Start Date, Amount, and Cost. The total amount is 168.30 and the total cost is 3.00. Below the table, there are sections for 'Covered Dependents' and 'Beneficiaries'.

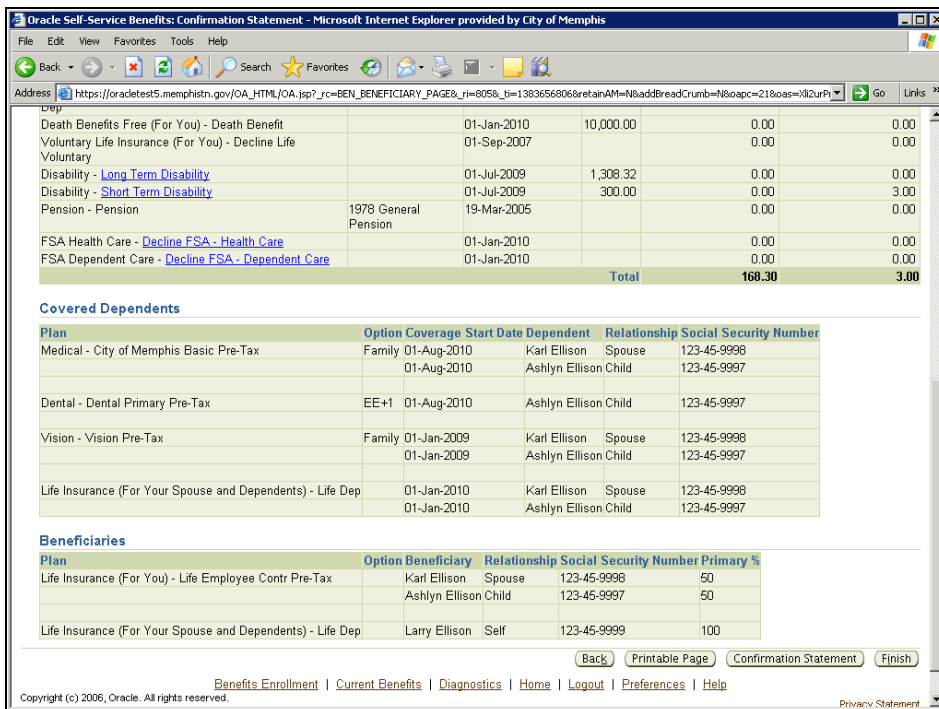
Step	Action
29.	Click the <b>Open</b> button. 


# Training Guide

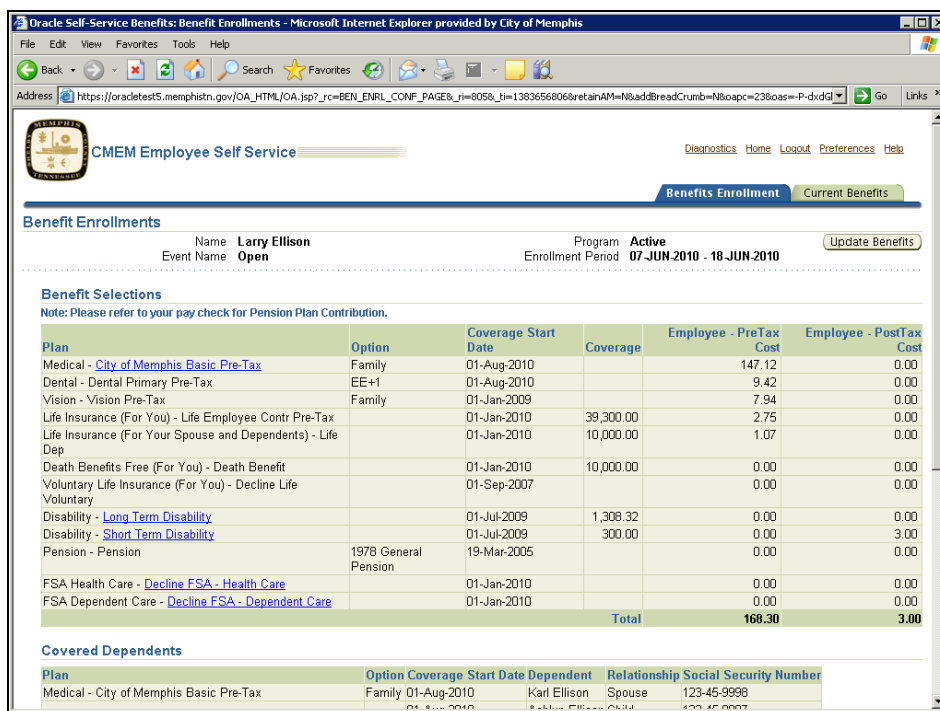
## Self Service Benefits – Open Enrollment Procedure



Step	Action
30.	Click the <b>Close</b> button. 



Step	Action
31.	Click the <b>Back to Overview</b> button. 



**Benefit Enrollments**

Name: **Larry Ellison** Program: **Active**  
Event Name: **Open** Enrollment Period: **07 JUN 2010 - 18 JUN 2010** [Update Benefits](#)


**Benefit Selections**

Note: Please refer to your pay check for Pension Plan Contribution.

Plan	Option	Coverage Start Date	Coverage	Employee - PreTax Cost	Employee - PostTax Cost
Medical - <a href="#">City of Memphis Basic Pre-Tax</a>	Family	01-Aug-2010		147.12	0.00
Dental - Dental Primary Pre-Tax	EE+1	01-Aug-2010		9.42	0.00
Vision - Vision Pre-Tax	Family	01-Jan-2009		7.94	0.00
Life Insurance (For You) - Life Employee Contr Pre-Tax		01-Jan-2010	39,300.00	2.75	0.00
Life Insurance (For Your Spouse and Dependents) - Life Dep		01-Jan-2010	10,000.00	1.07	0.00
Death Benefits Free (For You) - Death Benefit		01-Jan-2010	10,000.00	0.00	0.00
Voluntary Life Insurance (For You) - Decline Life Voluntary		01-Sep-2007		0.00	0.00
Disability - <a href="#">Long Term Disability</a>		01-Jul-2009	1,308.32	0.00	0.00
Disability - <a href="#">Short Term Disability</a>		01-Jul-2009	300.00	0.00	3.00
Pension - Pension	1978 General Pension	19-Mar-2005		0.00	0.00
FSA Health Care - <a href="#">Decline FSA - Health Care</a>		01-Jan-2010		0.00	0.00
FSA Dependent Care - <a href="#">Decline FSA - Dependent Care</a>		01-Jan-2010		0.00	0.00
<b>Total</b>				<b>168.30</b>	<b>3.00</b>

**Covered Dependents**

Plan	Option	Coverage Start Date	Dependent	Relationship	Social Security Number
Medical - City of Memphis Basic Pre-Tax	Family	01-Aug-2010	Karl Ellison	Spouse	123-45-9998

Step	Action
32.	Once you have saved your confirmation Statement, Click the Finish Button to go to the Overview Page, and then click the Logout Button at the top of the Page, to exit Self Service Benefits.  Click the <b>Logout</b> link. 
33.	<b>End of Procedure.</b>