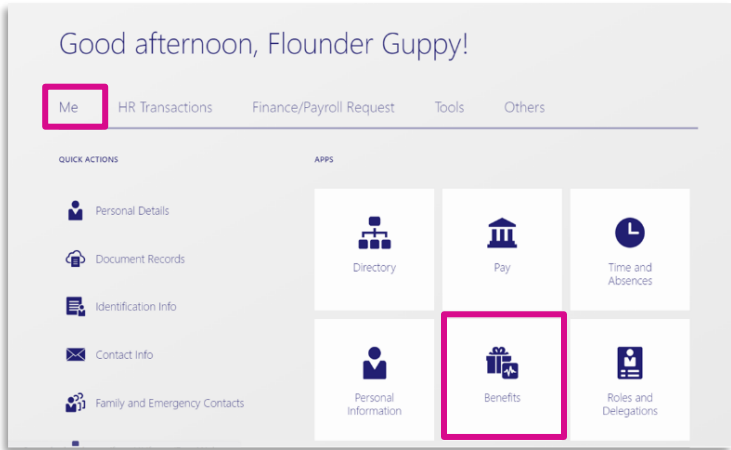
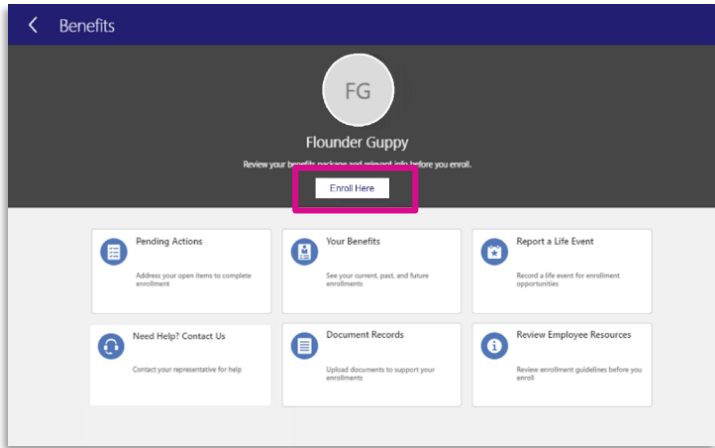
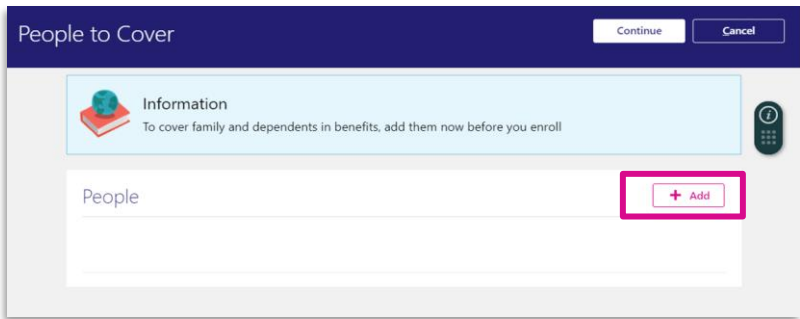


OVERVIEW

This document provides guidance on the steps to be followed while performing different benefit processes in Oracle Cloud Benefits. Understanding of Benefits process flow would make this document easier to select and submit the required plans, eligibility and life event.

AUDIENCE

- End Users /Employees

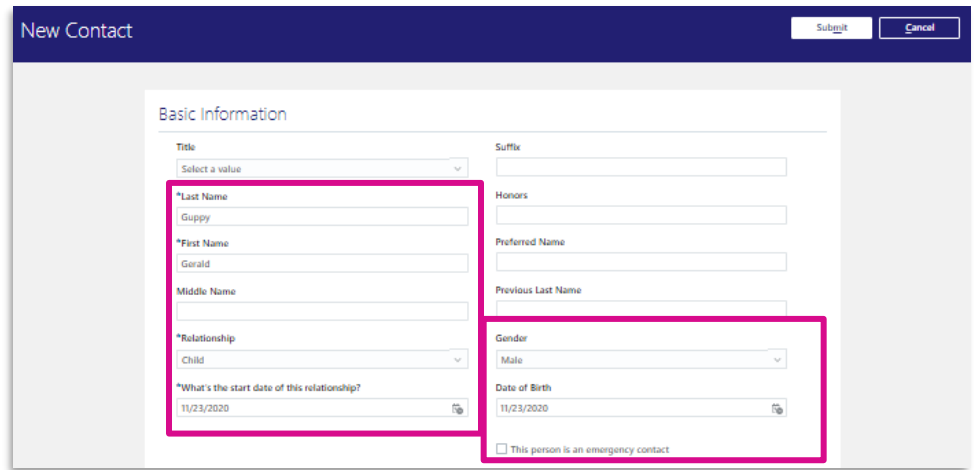
| New Hire Benefits Enrollment | |
|--|--|
| <ol style="list-style-type: none"> 1. Click on the Me tab on your Sinai Cloud home page. 2. Click on the Benefits icon. |  |
| <p>The Benefits home page opens.</p> <ol style="list-style-type: none"> 3. Click on the Enroll Here button to begin enrolling in benefits. |  |
| <p>The People to Cover page opens.</p> <ol style="list-style-type: none"> 4. Click the Add button to add your first dependents information (either a child or spouse). <p>NOTE: If you DO NOT have any dependents to cover, SKIP steps 4-14.</p> |  |



New Hire Benefits Enrollment (cont'd)

The **New Contact** page opens.

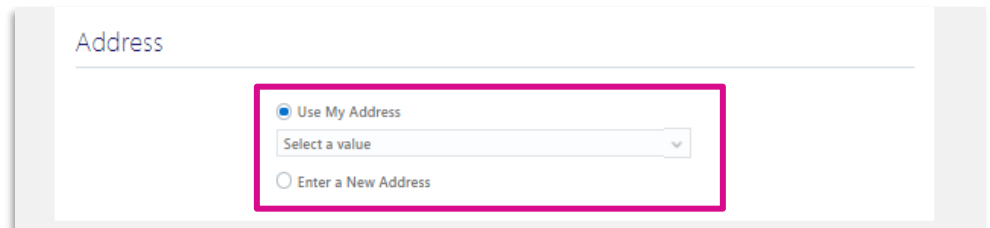
5. In the **Basic Information** section, fill in your spouse OR child's legal last name and first name.
6. Click the **Relationship** dropdown list and select **Child OR Spouse**.
7. Enter in your child's date of birth **OR** your legal ate of marriage in the ***When is the start date of this relationship field**.
8. Click on the **Gender** dropdown and select the correct option.
9. Enter your child or spouse's date of birth in the **Date of Birth** field.



Scroll down to the Address and National Identifiers sections.

10. In the **Address** section, click the radio button next to "Use My Address" if your child or spouse lives with you.

Otherwise, click the radio button next to "Enter a new Address and type in the correct address.

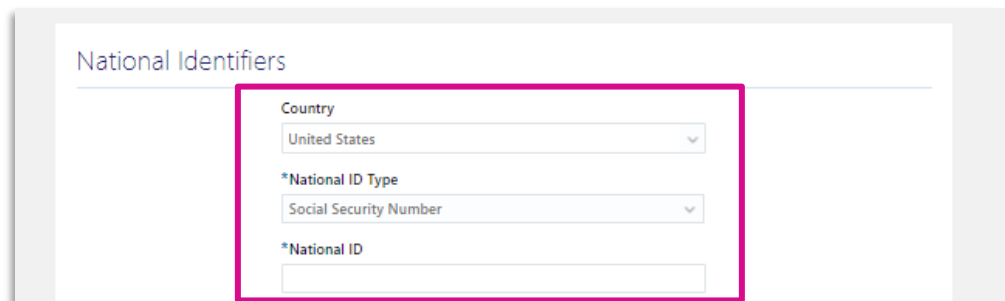


11. In the **National Identifiers** section, click the **Country** dropdown and select United States.

12. Click the **National ID Type** and select Social Security Number.

13. Type in your child or spouse's Social Security number in the **National ID** field.

14. Scroll back to the top of the form and click **Submit** on the right hand side.



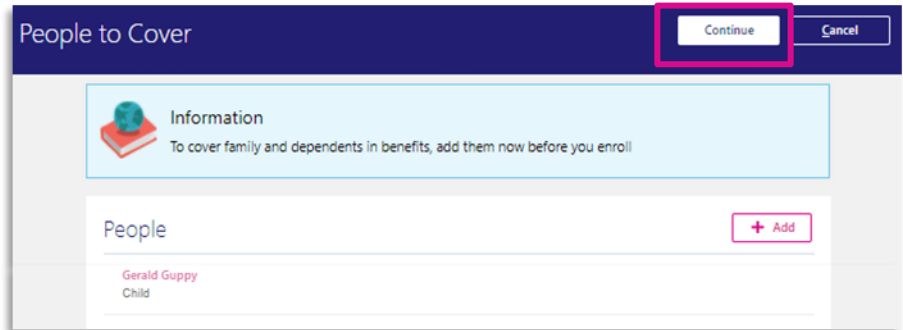


New Hire Benefits Enrollment (cont'd)

The **People to Cover** page opens again, and you will see your newly added child or spouse.

Repeat steps 4-14 if you have another dependent to add.

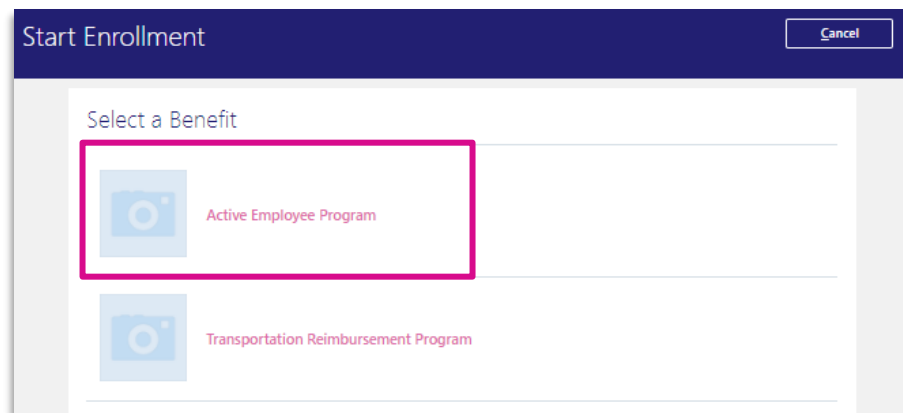
- When finished adding all dependents, click **Continue** to enroll in benefits.



The **Start Enrollment Page** opens.

- Click on the **Active Employee Program** pink link to begin making benefits elections.

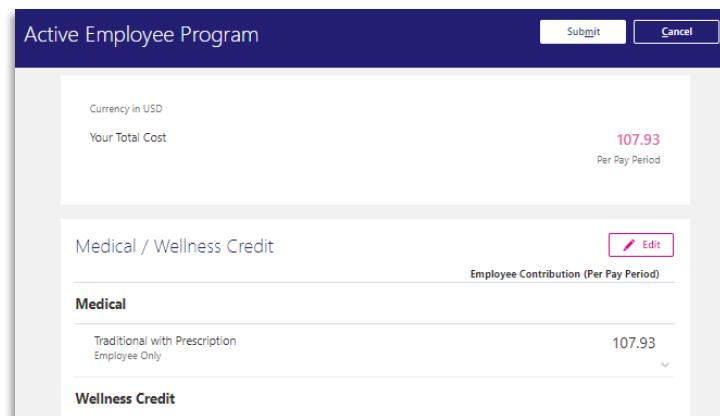
This will navigate you to your Medical, Dental, Vision, and other benefit plan options to enroll you and your dependents in benefits.



The **Active Employee Program** page opens.

Depending on your position, you will see a list of benefits you are eligible for, such as Medical, Dental, and Vision.

- Click on the **Edit** button of the first plan to browse and select the type of coverage you would like.





New Hire Benefits Enrollment (cont'd)

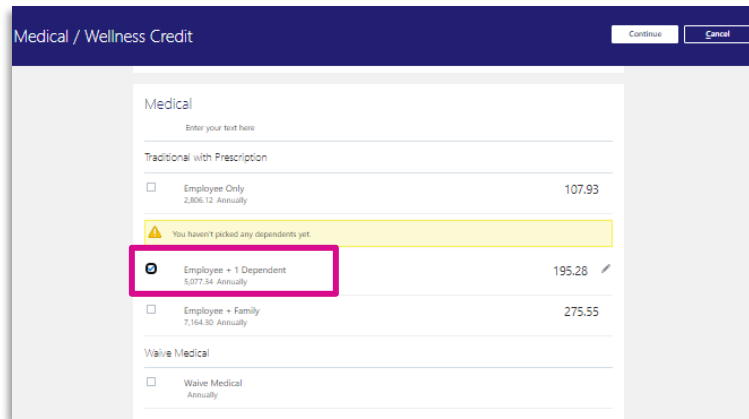
The specific plan's details page opens.

18. **Review** the different plan options available to you, as well as their costs.

19. Click the **checkbox** next to the specific plan and coverage option you would like.

Example: In the picture, the employee chose the Traditional with Prescription Medical Plan option, and chose the Employee+1 Dependent coverage option.

NOTE: If you **DO NOT WANT** to enroll in a plan's benefits, click the checkbox next to **"Waive"** on the bottom of the plan's list of options.



| Plan Option | Annual Cost |
|------------------------|-------------|
| Employee Only | 2,806.12 |
| Employee + 1 Dependent | 5,077.54 |
| Employee + Family | 7,164.90 |
| Waive Medical | Annually |

If you choose a coverage option that includes covering dependents, a section for you to choose the specific dependents to cover will open.

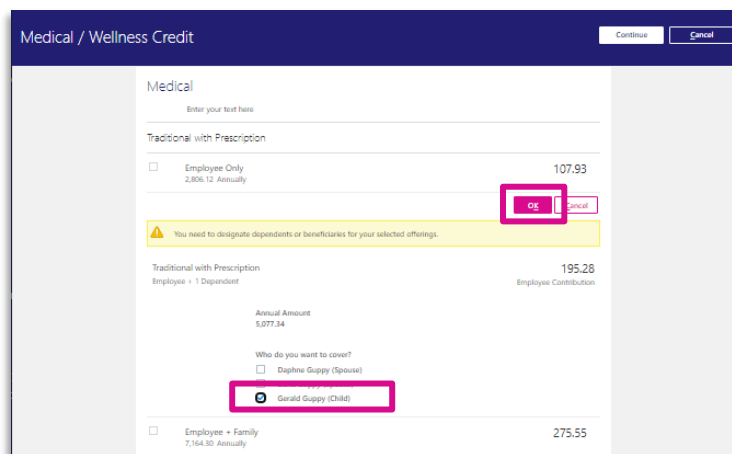
Otherwise, skip to step 22.

20. Click on the **checkboxes** next to your dependents' names to include them for coverage.

21. Click **OK**.

22. Click **Continue** to look at other benefit plans and enroll your child for coverage.

23. **Repeat steps 17-22** for each and every single benefit plan you are eligible for, so you can enroll your child correctly.



| Plan Option | Annual Cost |
|------------------------|-------------|
| Employee Only | 2,806.12 |
| Employee + 1 Dependent | 5,077.54 |
| Employee + Family | 7,164.90 |
| Waive Medical | Annually |

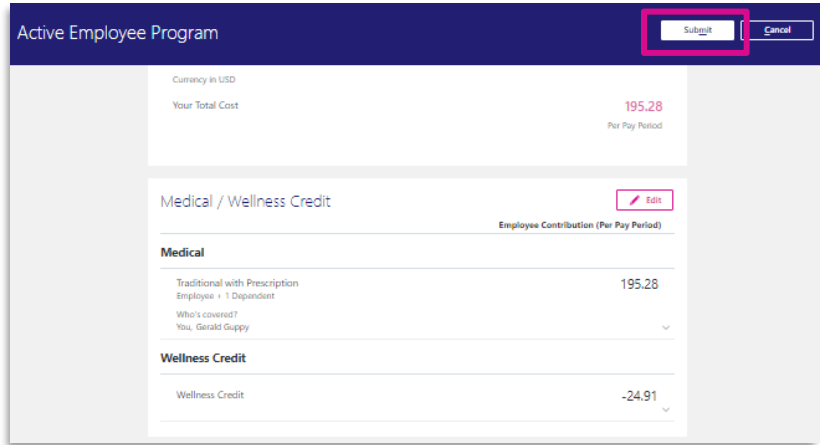
Who do you want to cover?

- Daphne Guppy (Spouse)
- Gerald Guppy (Child)



New Hire Benefits Enrollment (cont'd)

24. Click on the **Submit** button on the top of the page after you have edited all of your benefit plan elections.



Active Employee Program

Currency in USD
Your Total Cost **195.28**
Per Pay Period

Medical / Wellness Credit [Edit](#)

Employee Contribution (Per Pay Period)

Medical

Traditional with Prescription Employee + 1 Dependent **195.28**
Who's covered? You, Gerald Guppy

Wellness Credit

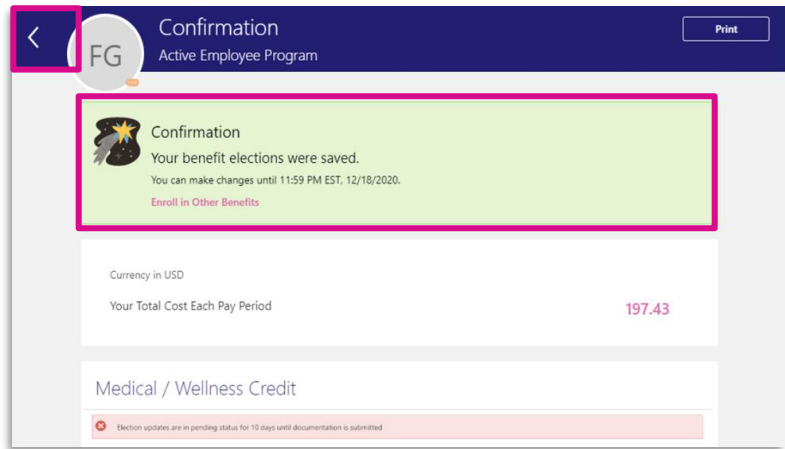
Wellness Credit **-24.91**

A **confirmation** will appear in green at the top of the page.

A **notice in red** will appear towards the bottom of the page to let you know:

Your elections will remain in a pending status until you upload any and all necessary documents.

25. Click on the **back button (<)** to begin uploading documents.



Confirmation
Active Employee Program

Confirmation
Your benefit elections were saved.
You can make changes until 11:59 PM EST, 12/18/2020.
[Enroll in Other Benefits](#)

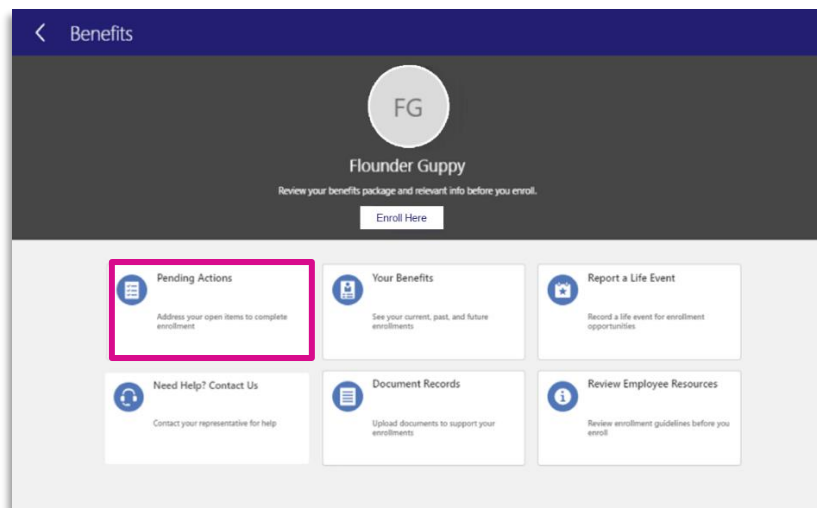
Currency in USD
Your Total Cost Each Pay Period **197.43**

Medical / Wellness Credit

Election updates are in pending status for 10 days until documentation is submitted

The **Benefits** home page opens.

26. Click on the **Pending Actions** tile to view all necessary documents.



Benefits

FG
Flounder Guppy
Review your benefits package and relevant info before you enroll.
[Enroll Here](#)

Pending Actions
Address your open items to complete enrollment

Your Benefits
See your current, past, and future enrollments

Report a Life Event
Record a life event for enrollment opportunities

Need Help? Contact Us
Contact your representative for help

Document Records
Upload documents to support your enrollments

Review Employee Resources
Review enrollment guidelines before you enroll



New Hire Benefits Enrollment (cont'd)

The **Pending Actions** page appears.

27. Click on the **pink link** to upload the required documentation.

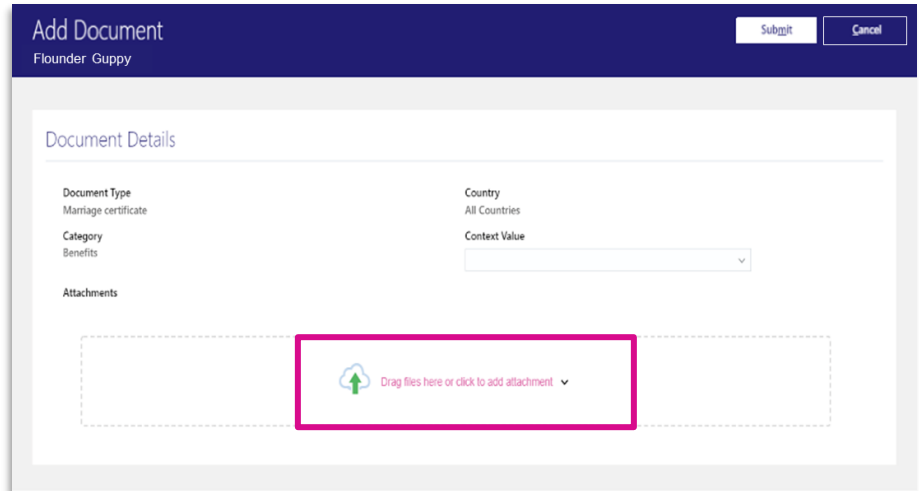


The **Add Document** page opens.

28. Click on the pink link **“Drag Files Here or Click to Upload”** to select the document to submit.

29. Then, click **Submit** to send the document for verification.

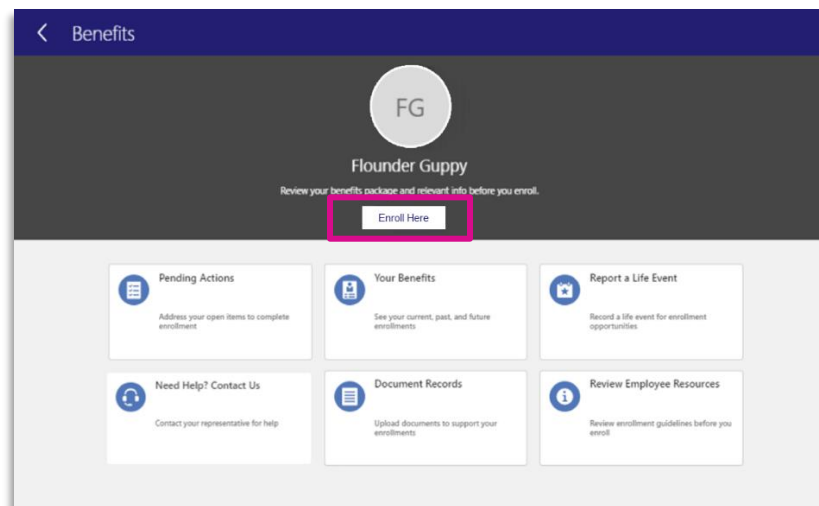
NOTE: You may have multiple items listed for you to upload. **Repeat steps 27-29** to upload multiple documents.



Navigate back to the Benefits home page to begin enrolling in **Transit and Parking** plan benefits.

NOTE: If you **DO NOT** want to enroll in these benefits, stop reading the guide.

30. Click the **Enroll Here** button.

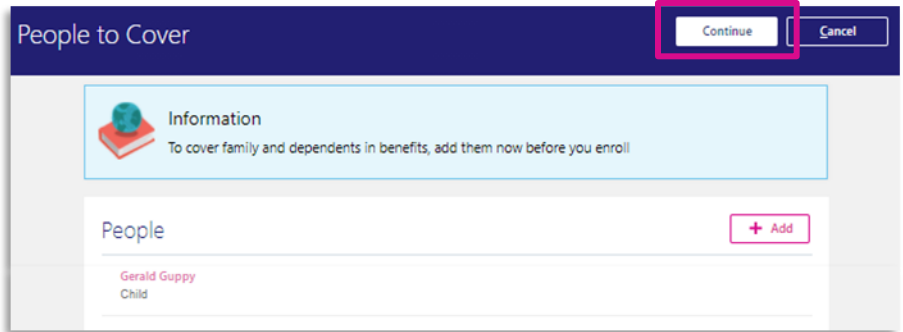




New Hire Benefits Enrollment (cont'd)

The **People to Cover** page opens.

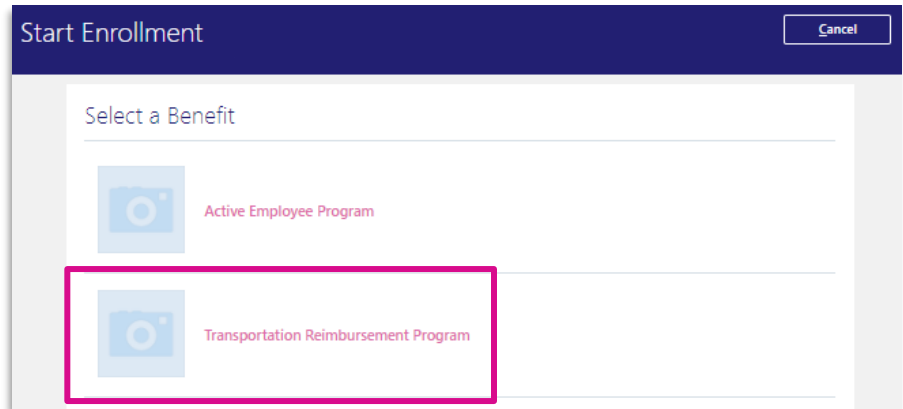
31. Click **Continue** to navigate to the Transit and Parking Plan benefits.



The screenshot shows the 'People to Cover' page. At the top right, there are 'Continue' and 'Cancel' buttons. The 'Continue' button is highlighted with a pink box. Below the header, there is an 'Information' section with a globe icon and the text 'To cover family and dependents in benefits, add them now before you enroll'. Underneath, there is a 'People' section with a '+ Add' button and a list item for 'Gerald Guppy Child'.

The **Start Enrollment Page** opens.

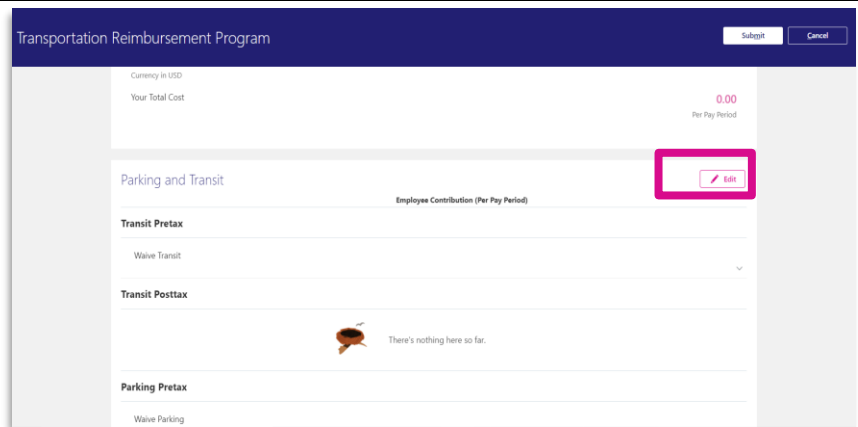
32. Click on the **Transportation Reimbursement Program** pink link to begin making Transit plan elections.



The screenshot shows the 'Start Enrollment' page. At the top right, there is a 'Cancel' button. The main heading is 'Select a Benefit'. There are two options listed: 'Active Employee Program' and 'Transportation Reimbursement Program'. The 'Transportation Reimbursement Program' link is highlighted with a pink box.

The **Transportation Reimbursement** page opens.

33. Click on the **Edit** button to begin enrolling in benefits.



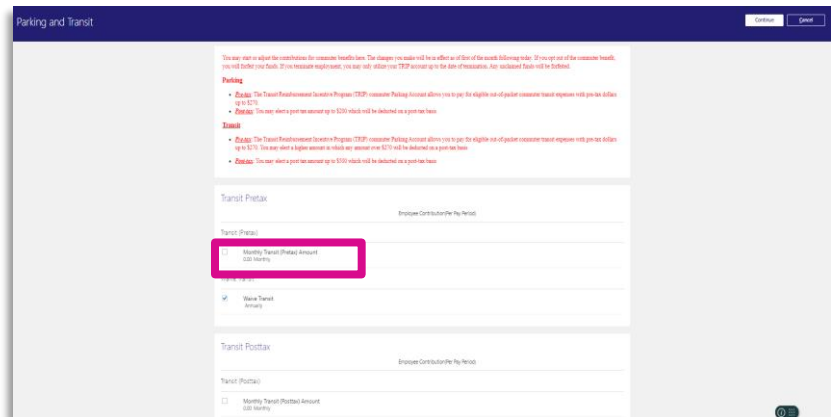
The screenshot shows the 'Transportation Reimbursement Program' page. At the top right, there are 'Submit' and 'Cancel' buttons. The page displays 'Currency in USD' and 'Your Total Cost' as '0.00 Per Pay Period'. Below this, there is a section for 'Parking and Transit' with an 'Employee Contribution (Per Pay Period)' field. An 'Edit' button is highlighted with a pink box. There are also sections for 'Transit Pretax' (Waive Transit) and 'Transit Posttax' (Waive Parking).

The **Transit and Parking** plan details page opens.

Read the **notice in red** which explains the details of the plans.

34. Click on the **checkbox** next to the "Monthly Transit" option.

NOTE: If you **DO NOT** want Transit Pre-Tax deductions, click the checkbox next to "Waive"



The screenshot shows the 'Parking and Transit' plan details page. At the top right, there are 'Continue' and 'Done' buttons. A red notice is displayed at the top, explaining the details of the plans. Below the notice, there are sections for 'Parking' and 'Transit Pretax'. The 'Monthly Transit' checkbox is highlighted with a pink box. There are also sections for 'Transit Posttax' and 'Waive Transit'.



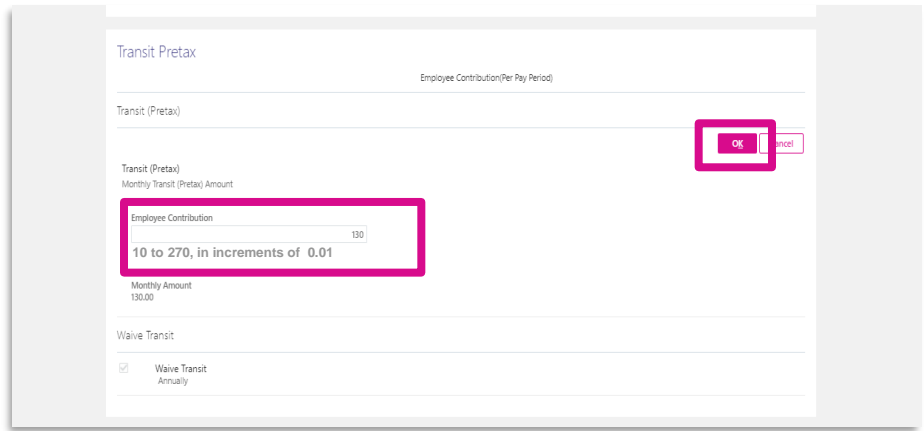
New Hire Benefits Enrollment (cont'd)

Once you click the checkbox, a section for **employee contributions** will open.

35. In the **Employee Contribution** field, type in the **MONTHLY** amount you would like to be contributed to your Transit plan.

NOTE: You must enter a minimum of \$10.00 a month.

36. Click on the **Ok** button.



Transit Pretax

Employee Contribution(Per Pay Period)

Transit (Pretax)

Transit (Pretax)
Monthly Transit (Pretax) Amount

Employee Contribution **OK** Cancel

10 to 270, in increments of 0.01

Monthly Amount
130.00

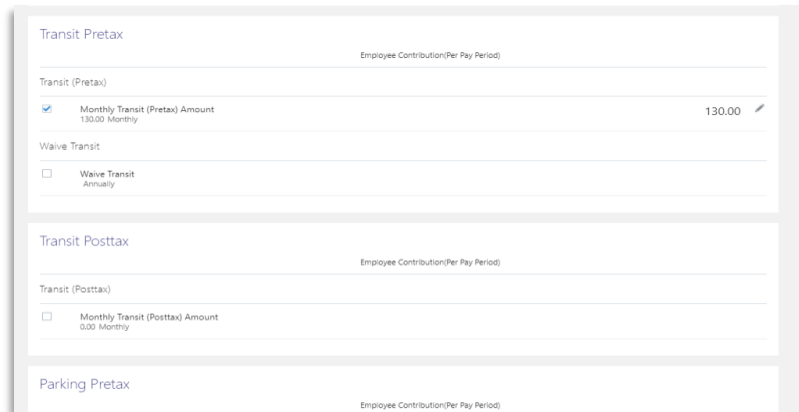
Waive Transit

Waive Transit
Annually

You will be brought back to view the remaining Parking and Transit plan options.

Continue scrolling down the page to view the remaining plan options.

37. **Repeat steps 34-36** for all remaining plans.



Transit Pretax

Employee Contribution(Per Pay Period)

Transit (Pretax)

Monthly Transit (Pretax) Amount 130.00 Monthly

Waive Transit

Waive Transit
Annually

Transit Posttax

Employee Contribution(Per Pay Period)

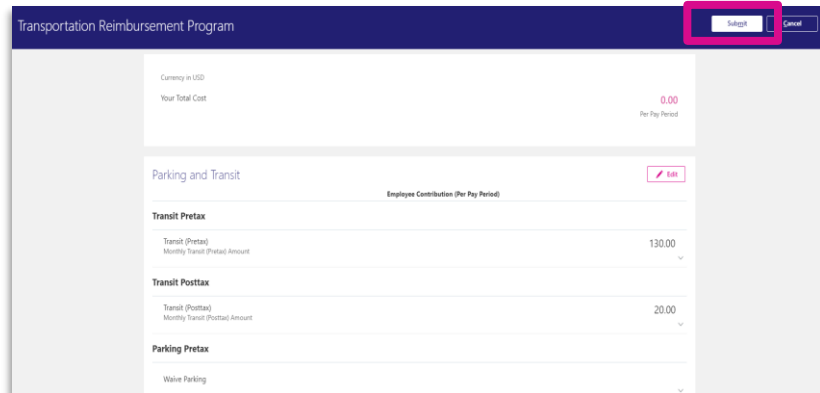
Transit (Posttax)

Monthly Transit (Posttax) Amount 0.00 Monthly

Parking Pretax

Employee Contribution(Per Pay Period)

38. Click **Submit** when finished.



Transportation Reimbursement Program

Submit Cancel

Currency in USD

Your Total Cost 0.00 Per Pay Period

Parking and Transit

Employee Contribution (Per Pay Period)

Transit Pretax

Transit (Pretax)
Monthly Transit (Pretax) Amount 130.00

Transit Posttax

Transit (Posttax)
Monthly Transit (Posttax) Amount 20.00

Parking Pretax

Waive Parking