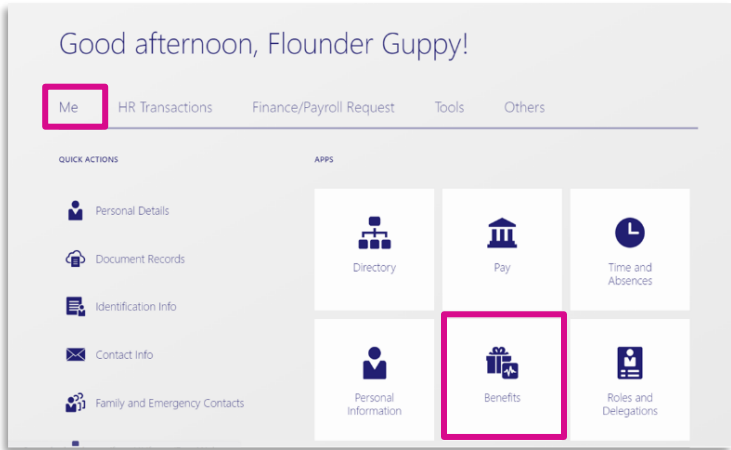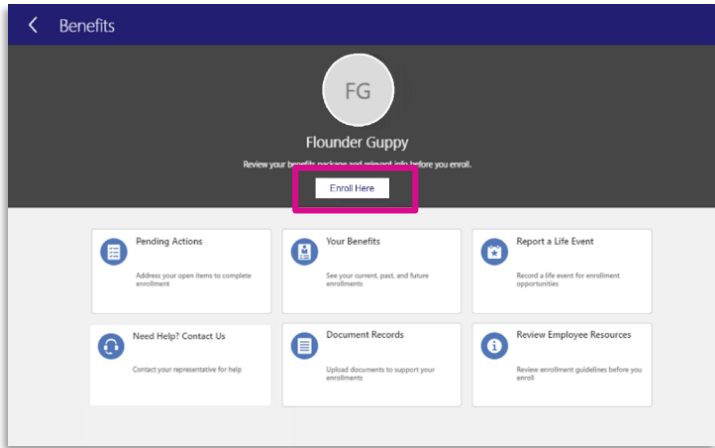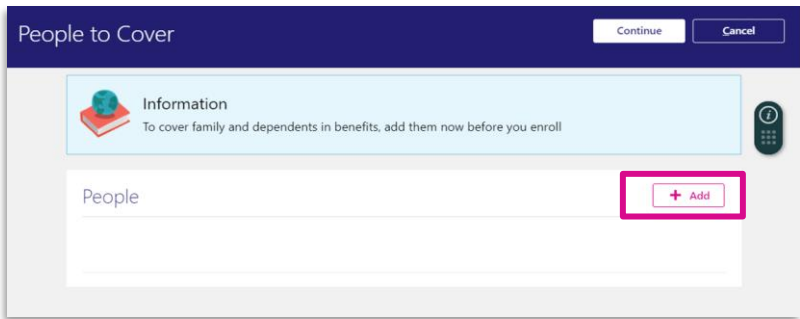## OVERVIEW

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.
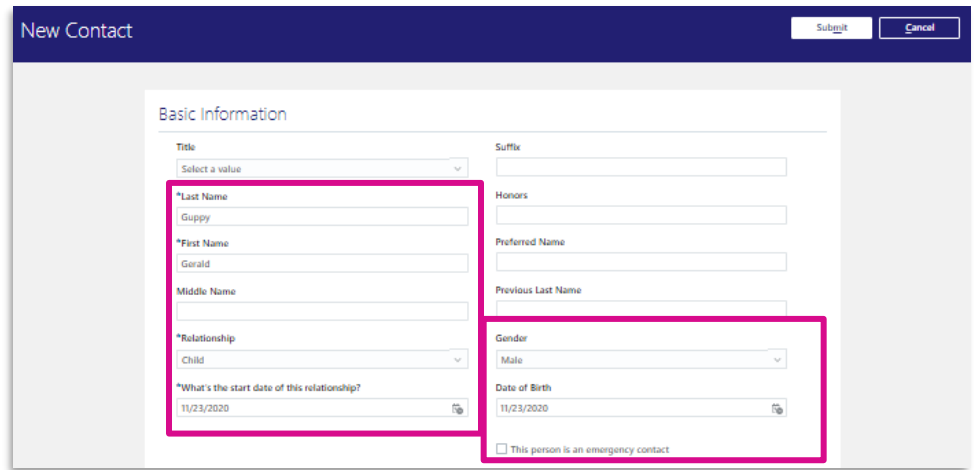
AUDIENCE

- **End Users /Employees**

New Hire Benefits Enrollment	
1. Click on the **Me tab** on your Sinai Cloud home page. 2. Click on the **Benefits** icon.	
The **Benefits home page** opens. 3. Click on the **Enroll Here** button to begin enrolling in benefits.	
The **People to Cover** page opens. 4. Click the **Add** button to add your first dependents information (either a child or spouse). **NOTE:** If you **DO NOT** have any dependents to cover, **SKIP steps 4-14.**	

New Hire Benefits Enrollment *(cont'd)*

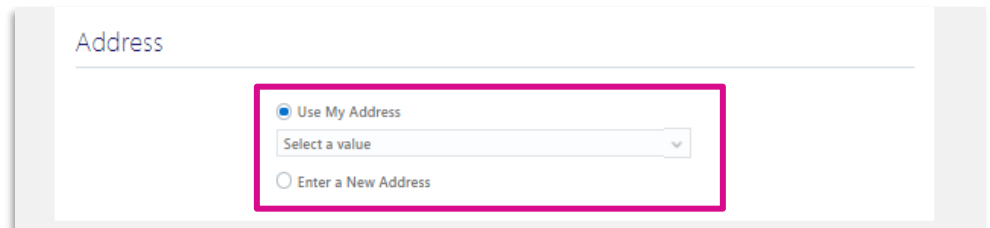The **New Contact** page opens.

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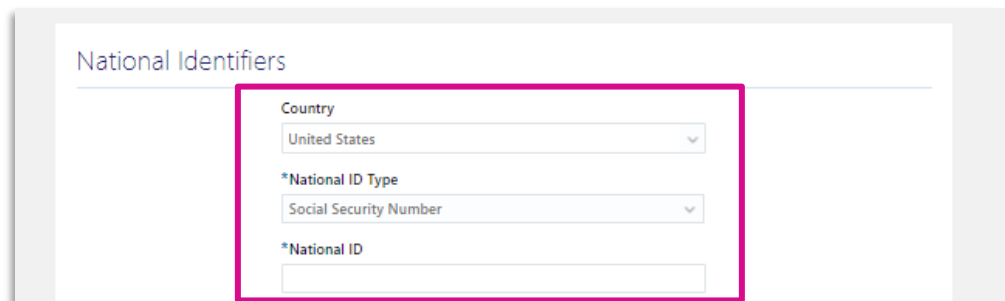
11. In the **National Identifiers** section, click the **Country** dropdown and select United States.

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.

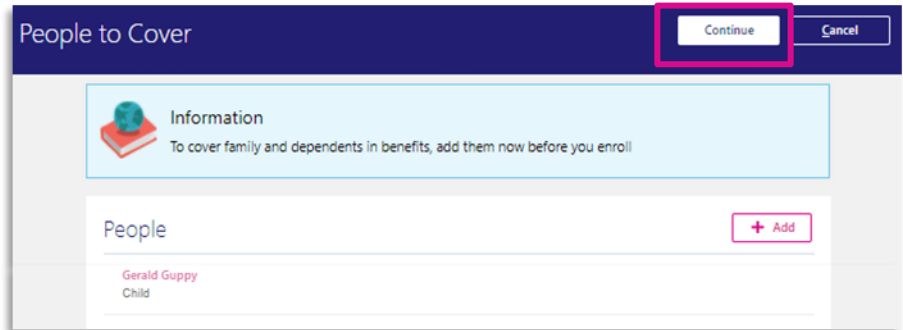14. Scroll back to the top of the form and click **Submit** on the right hand side.

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.

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

The **Start Enrollment Page** opens.

16. 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.
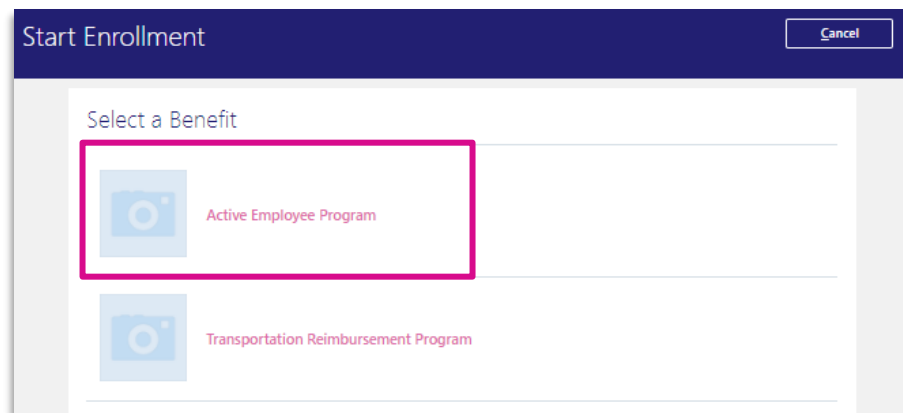
The **Active Employee Program** page opens.

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

17. Click on the **Edit** button of the first plan to browse and select the type of coverage you would like.
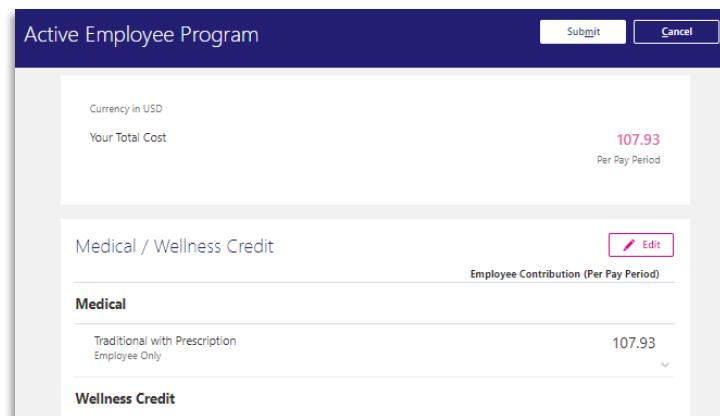
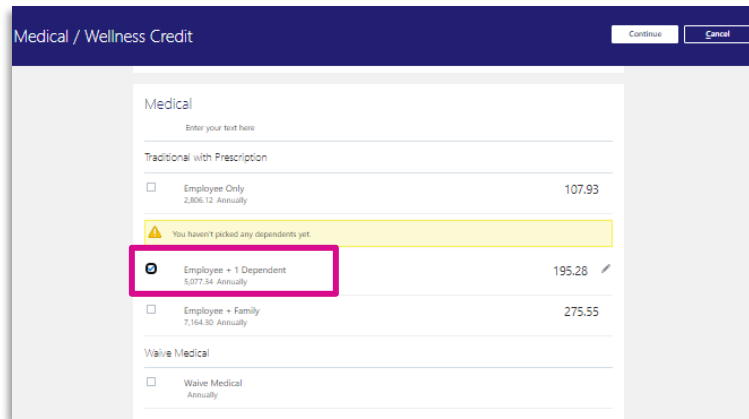| New Hire Benefits Enrollment *(cont'd)* |
|---|

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.

If you choose a coverage option that includes covering dependents, a section for you to choose the specific dependents to cover will open.
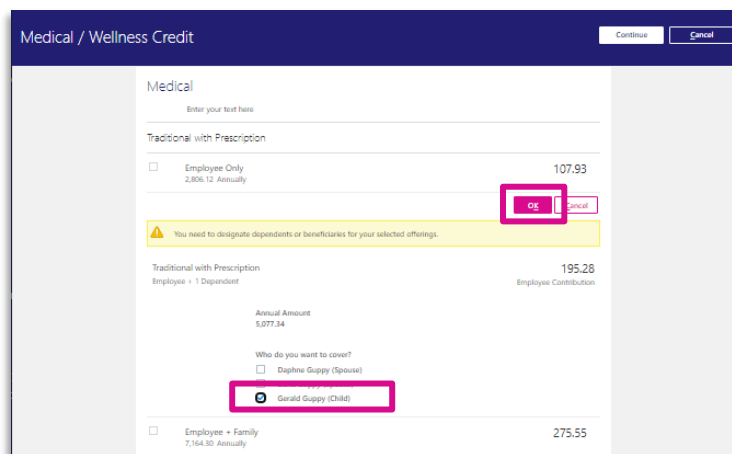
Otherwise, skip to step 22.

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.
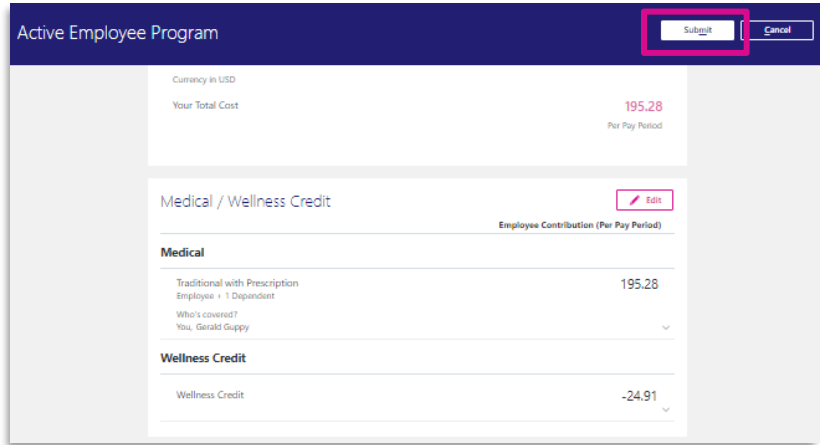
New Hire Benefits Enrollment *(cont'd)*

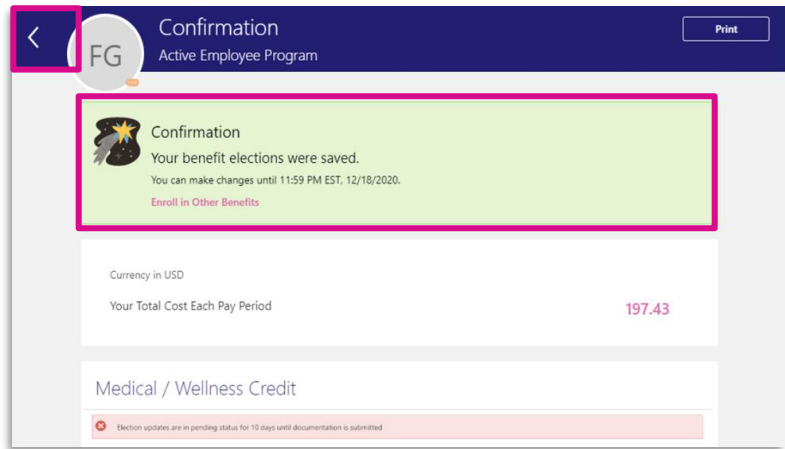|	
24. Click on the **Submit** button on the top of the page after you have edited all of your benefit plan elections.	
A **confirmation** will appear in green at the top of the page. A **notice in red** will appear towards the bottom of the page to let you know: **Your elections will remain in a pending status until you upload any and all necessary documents.** 25. Click on **the back button (<)** to begin uploading documents.	
The **Benefits** home page opens. 26. Click on the **Pending Actions** tile to view all necessary documents.	

New Hire Benefits Enrollment *(cont'd)*	

The **Pending Actions** page appears.

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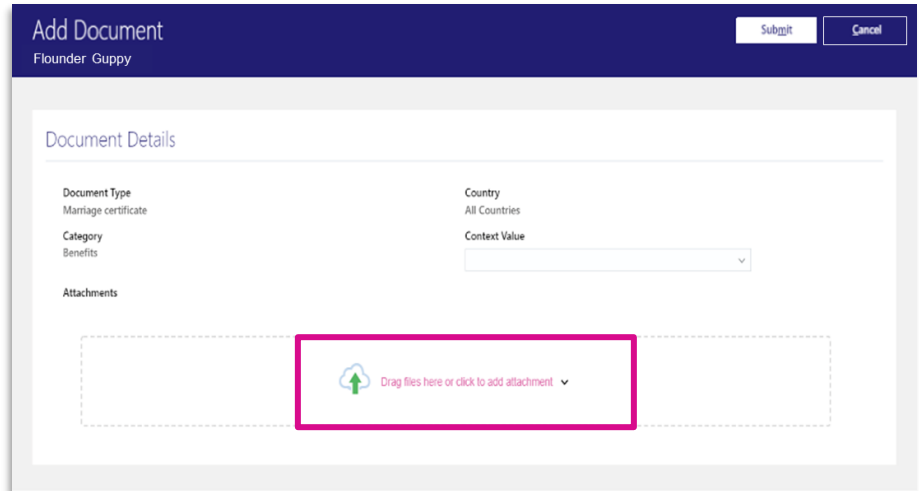

The **Add Document** page opens.

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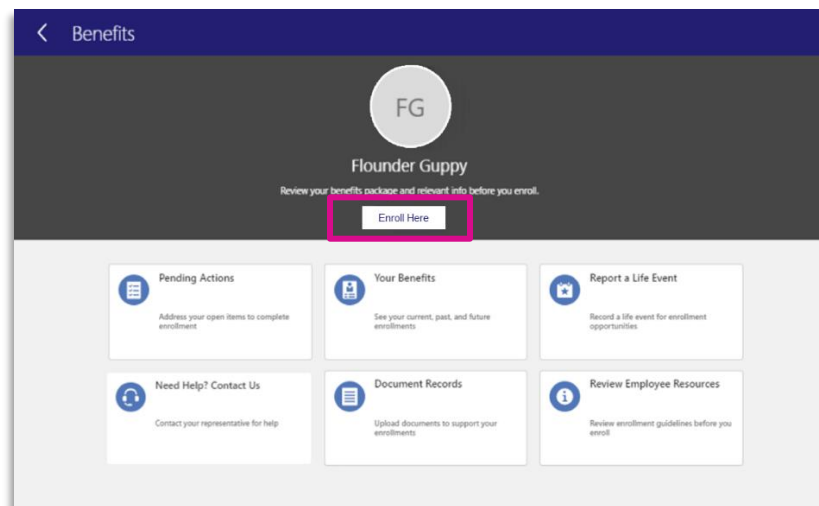
NOTE: You may have multiple items listed for you to upload. **Repeat steps 27-29** to upload multiple documents.

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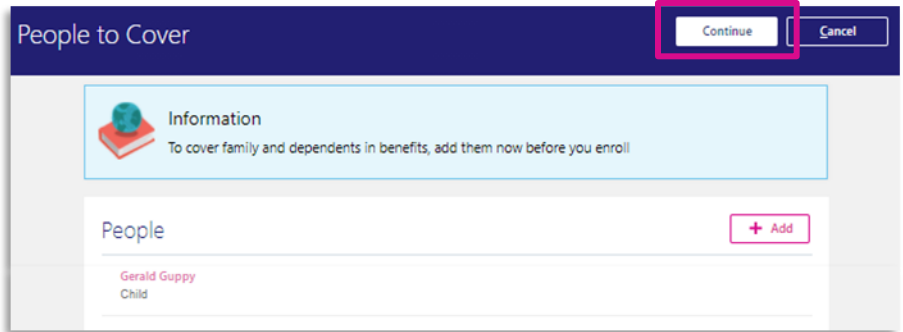
30. Click the **Enroll Here** button.

New Hire Benefits Enrollment *(cont'd)*	
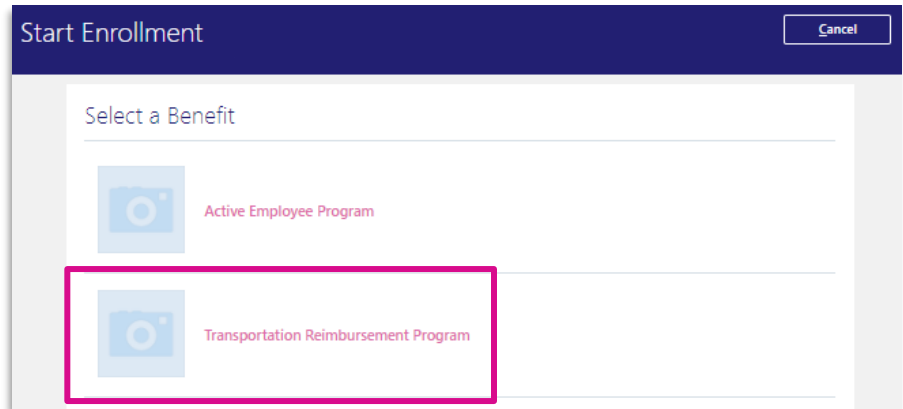
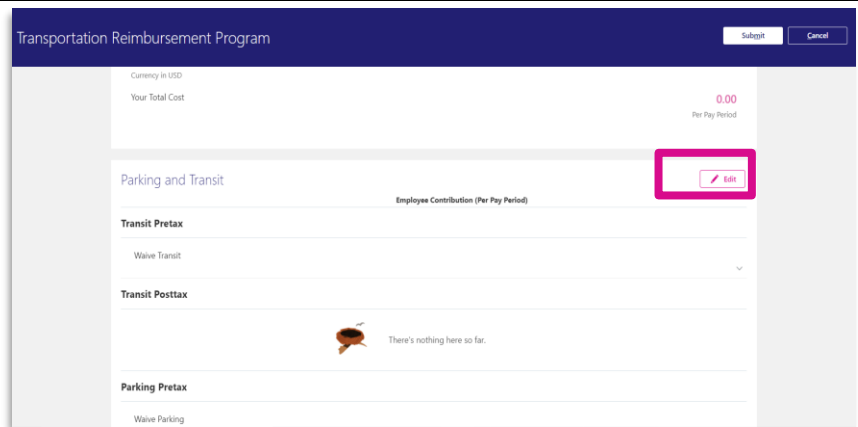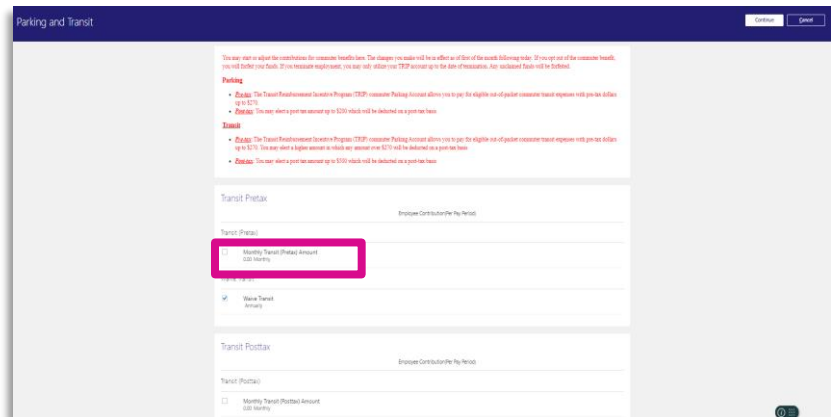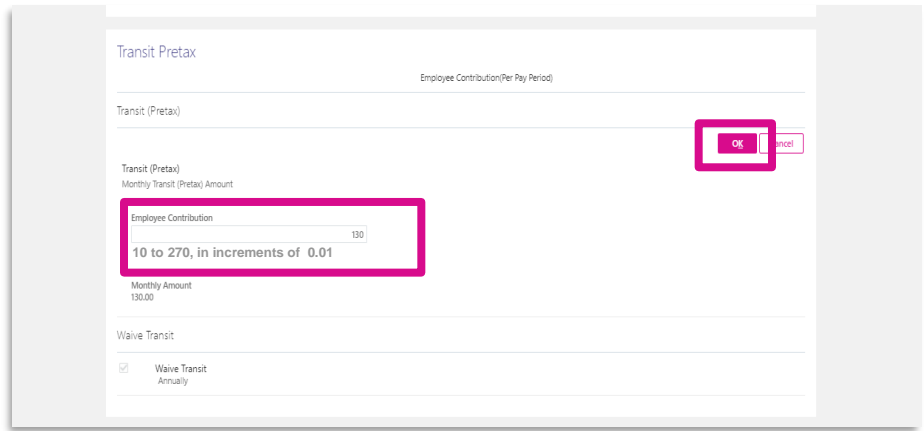|	
The **People to Cover** page opens. 31. Click **Continue** to navigate to the Transit and Parking Plan benefits.	**People to Cover** Continue Cancel **Information** To cover family and dependents in benefits, add them now before you enroll People + Add Gerald Guppy Child
The **Start Enrollment Page** opens. 32. Click on the **Transportation Reimbursement Program** pink link to begin making Transit plan elections.	**Start Enrollment** Cancel Select a Benefit Active Employee Program Transportation Reimbursement Program
The **Transportation Reimbursement** page opens. 33. Click on the **Edit** button to begin enrolling in benefits.	Transportation Reimbursement Program Submit Cancel Currency in USD Your Total Cost 0.00 Per Pay Period Parking and Transit ✏ Edit Employee Contribution (Per Pay Period) **Transit Pretax** Waive Transit **Transit Posttax** There's nothing here so far. **Parking Pretax** 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"**	Parking and Transit Continue Cancel *(notice in red explaining plan details)* **Parking** **Transit** Transit Pretax Employee Contribution (Per Pay Period) Transit (Pretax) ☐ Monthly Transit (Pretax) Amount ✓ Waive Transit Transit Posttax Employee Contribution (Per Pay Period) Transit (Posttax) ☐ Monthly Transit (Posttax) Amount
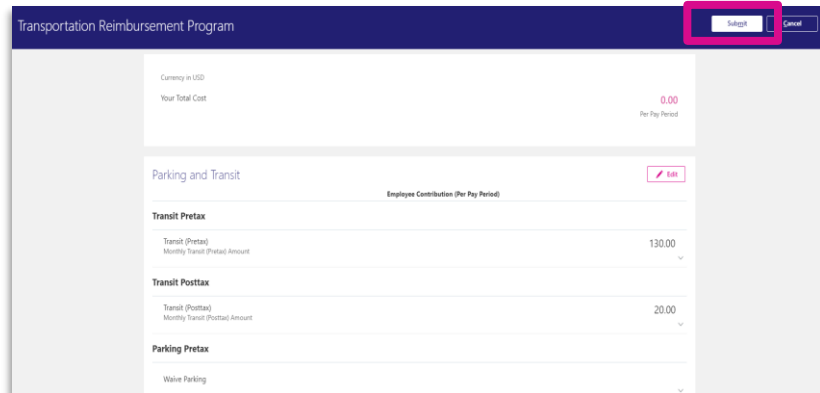
New Hire Benefits Enrollment *(cont'd)*

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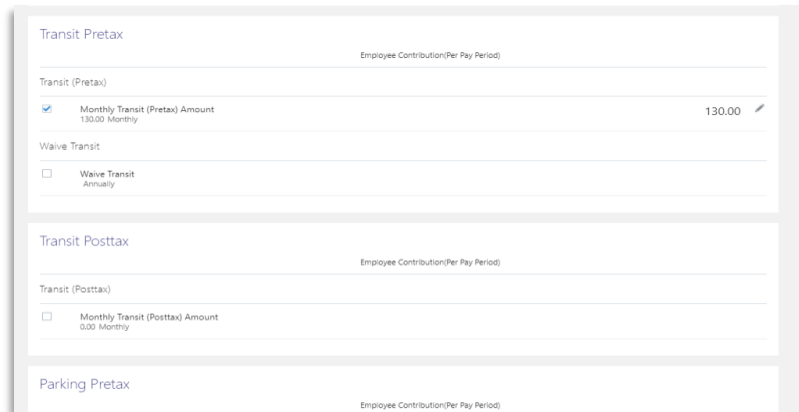
NOTE: You must enter a minimum of $10.00 a month.

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

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.

38. Click **Submit** when finished.