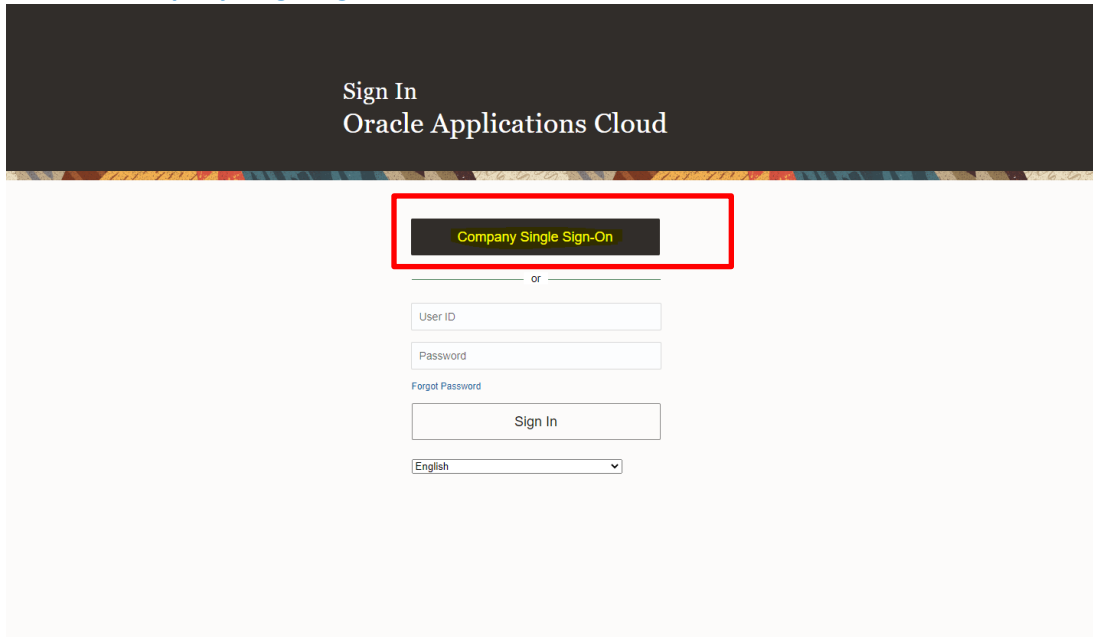


Updating Beneficiaries in Open Enrollment

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

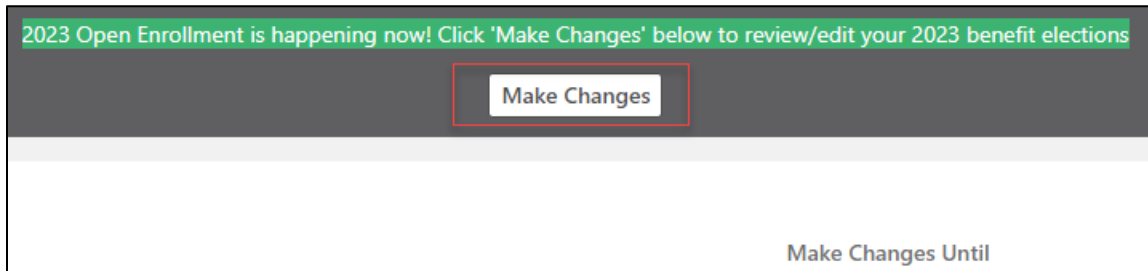


3. Under the Me section, select the **Benefits** icon.



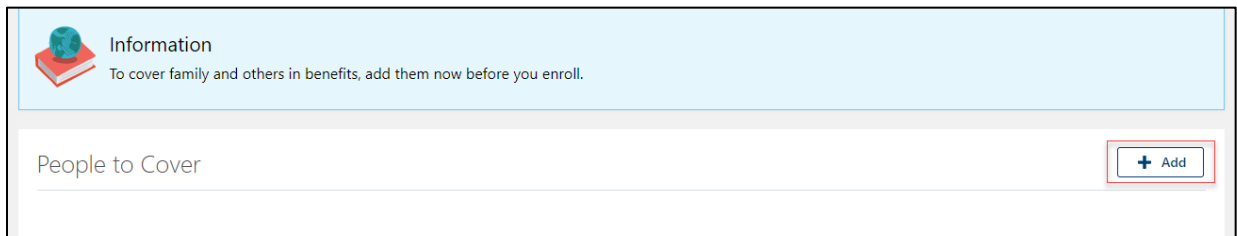
Updating Beneficiaries in Open Enrollment

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.

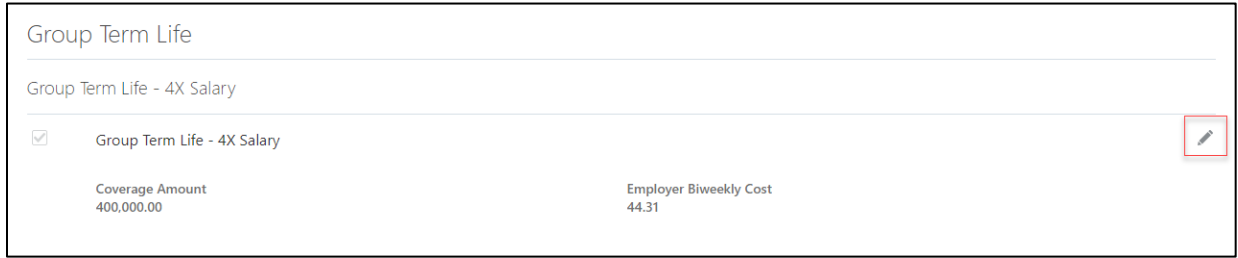


7. Select **Edit** across from Company Provided and Voluntary Products to make changes to your beneficiaries.




Updating Beneficiaries in Open Enrollment

8. To add or update your beneficiary for Group Term Life selecting the **edit pencil button**.



Group Term Life


Group Term Life - 4X Salary

Group Term Life - 4X Salary 

Coverage Amount 400,000.00	Employer Biweekly Cost 44.31
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9. Type in the percentage you'd like to allocate for each beneficiary. Select **Ok**.

Note: A beneficiary cannot be designated as both a primary and contingent beneficiary.



Group Term Life - 4X Salary

Coverage Amount
400,000.00

Employer Biweekly Cost
44.31

Primary Beneficiaries

- James Lawson
- Akeelah Jones

100% left

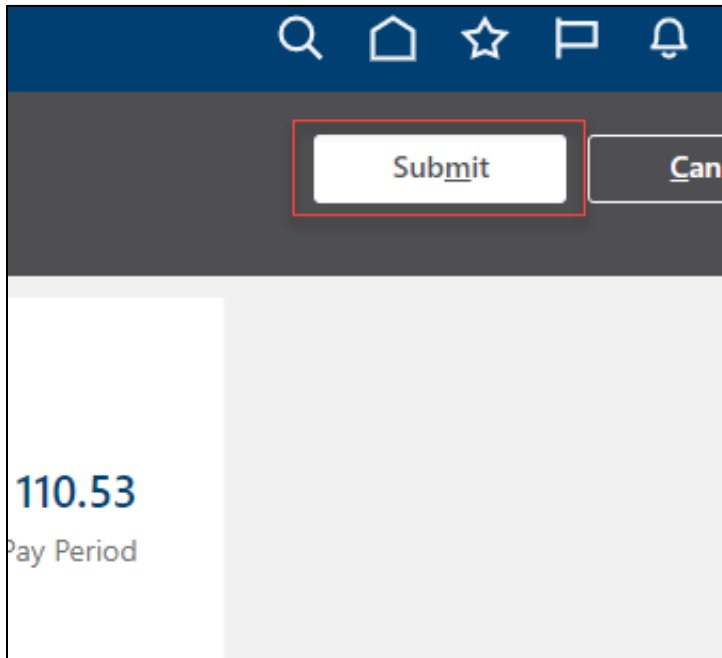
Contingent Beneficiaries

- James Lawson
- Akeelah Jones

100% left

OK **Cancel**

10. Select **Submit**.



110.53
Pay Period

Submit **Cancel**

Updating Beneficiaries in Open Enrollment

11. A confirmation will appear that your elections were saved.

The screenshot shows a web application interface for a benefit program. At the top, there is a dark header with the text "ation" and "efit Program". Below the header, a green banner contains a confirmation message: "Your benefit elections were saved. You can make changes until 11:59 PM EST, 11/29/2022." Below the banner, there is a summary section with the text "Currency in USD" and "Your Total Cost Each Pay Period" followed by the value "3.92". The main section is titled "Health Plans" and lists four selected plans with their respective costs and coverage details. Each plan entry includes the plan name, "Employee Only", "Who's covered?", and "You" with a dropdown arrow.

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