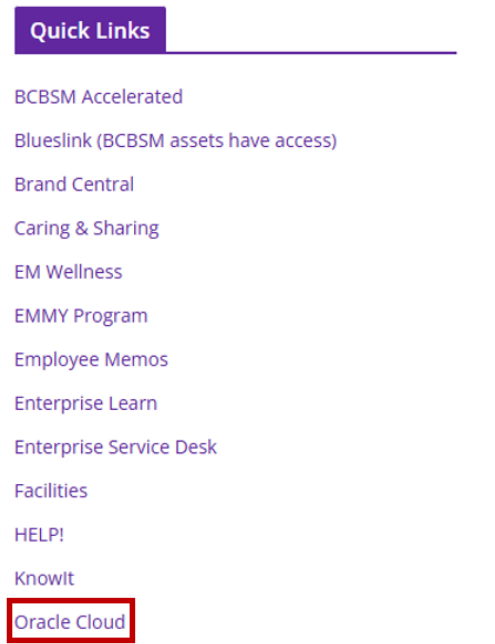
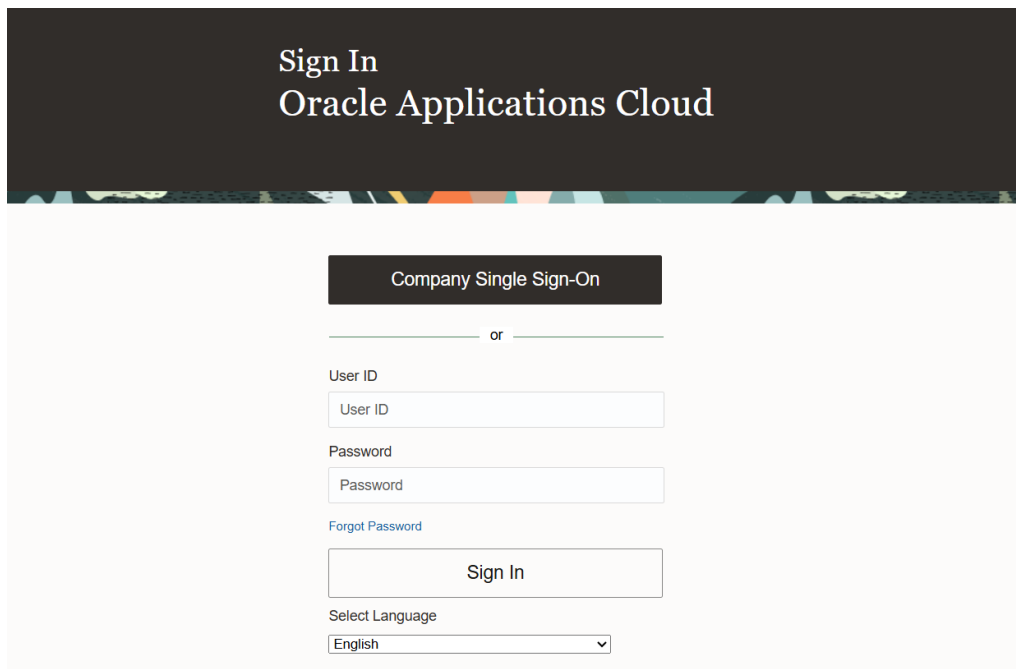


Accessing Open Enrollment and Uploading Proof Documents

1. Navigate to the [Oracle Cloud system](#). A link can be found on the Source homepage.



2. Select [Company Single Sign-On](#).

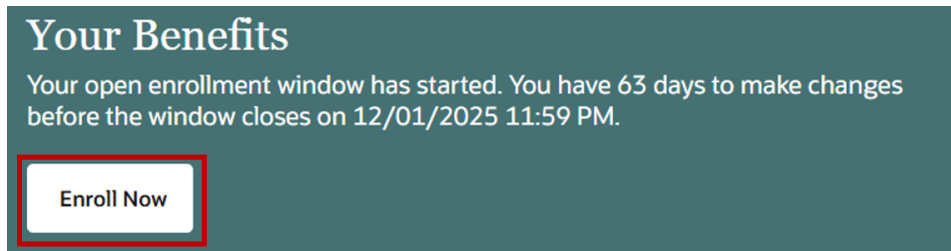
A screenshot of the Oracle Applications Cloud Sign In page. The page has a dark header with the text 'Sign In Oracle Applications Cloud'. Below the header is a light gray background. In the center, there is a dark gray button labeled 'Company Single Sign-On'. Below this button is a horizontal line with the word 'or' in the center. Under the line, there are two input fields: 'User ID' and 'Password'. Below the 'Password' field is a link labeled 'Forgot Password'. Below the 'Forgot Password' link is a large button labeled 'Sign In'. At the bottom, there is a label 'Select Language' and a dropdown menu showing 'English'.

Accessing Open Enrollment and Uploading Proof Documents

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

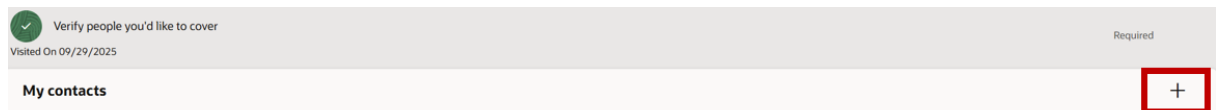


- Select **Enroll Now**.



- To cover eligible dependents in benefits, add them now before you enroll by selecting **Add** under My Contacts. **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.**

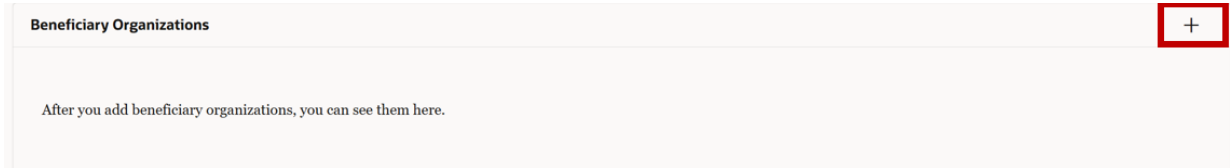
Note: In addition to the required fields marked with an asterisk, **gender**, **date of birth** and the **social security number** are also required to complete enrollment. You will also want to add beneficiaries in this section **if they are not already listed**. The social security number is not required for beneficiaries.



Accessing Open Enrollment and Uploading Proof Documents

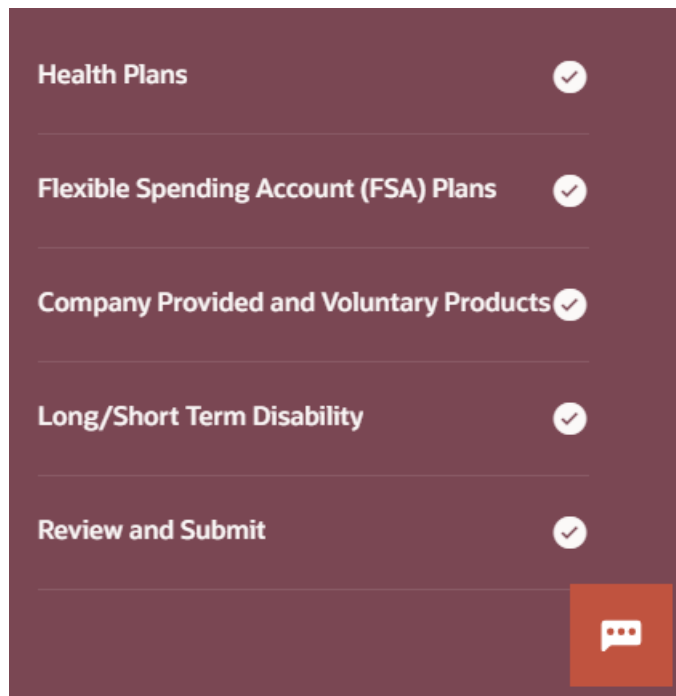
6. **Add** any applicable Beneficiary Organizations (ex. charity, association, organization, trust) you wish to designate, select **Continue** in the bottom right-hand corner.

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.



The screenshot shows a section titled "Beneficiary Organizations" with a red-bordered "+" icon in the top right corner. Below the title, there is a light gray box containing the text: "After you add beneficiary organizations, you can see them here."

7. Select each benefit to make changes for 2026. **Note:** The bi-weekly cost for HSA and FSA will not update until after all your elections are **submitted**. It will appear as \$0.00 until all elections are submitted.



The screenshot shows a list of benefits with checkboxes on the right side. The items are: "Health Plans", "Flexible Spending Account (FSA) Plans", "Company Provided and Voluntary Products", "Long/Short Term Disability", and "Review and Submit". Each item has a checked checkbox. At the bottom right, there is a red square button with a white speech bubble icon.

Accessing Open Enrollment and Uploading Proof Documents

8. Make your plan selections, including deciding who to cover under each benefit.

Note: You are allowed to split enrollments. For example, you can cover yourself and a spouse on medical, dental for you, and children and vision for the family.

Simply Blue HDHP 2000 - EH NBU

Family

[Show coverage and rates](#)

Who do you want to cover?

Select All

☒ Dependent Child (Child)

☒ Dependent Spouse (Spouse)

9. Once you have completed enrolling in benefits and designating beneficiaries under Health Plans, Flexible Spending Account (FSA) Plans and Company Provided and Voluntary Products, select **Submit**.

Note: If you receive an error message, review the note, and click on **Edit** to update your selections to comply with the issue identified. Once you have resolved the error, click **Submit** again.

Cancel

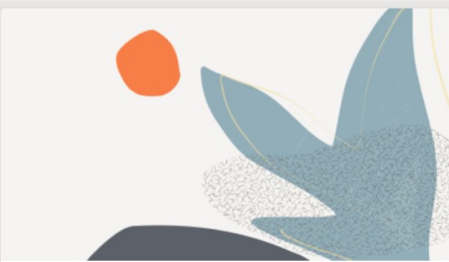
Submit

10. enrollments, select the **View Enrollments**. If you added **new dependents** to benefits, you will see a message that indicates your plan is suspended. You will need to **upload required proof documents** for coverage to be active and for the benefits suspension to be removed.

 Enroll in benefits that matter to you
Visited On 09/29/2025

Enrollment submitted

You can go ahead and enroll in other benefits that are available to you. Or you



Visited and submitted

Enrollment period ends on 12/01/2025

EH Benefit Program

Edit

View Enrollments

Accessing Open Enrollment and Uploading Proof Documents

11. Select the **back arrow** in the upper left-hand corner to return to the Benefits page.



12. You should see the Benefits home screen. Under **Pending Actions**, select the pencil icon to upload the proper documentation. Each benefit that requires proof documentation will be listed with the document name that is required. **Select** on each item individually to upload the required proof documentation.

Pending Actions

Medical Birth certificate, Dependent Child (Child) Simply Blue HDHP 2000 - EH NBU, Family	Suspended 
Medical Marriage certificate, Dependent Spouse (Spouse) Simply Blue HDHP 2000 - EH NBU, Family	Suspended 

13. **Drag or drop** the proof document in the next screen. Select **Submit** in the upper right-hand corner.

Birth certificate, Dependent Child (Child)

Simply Blue HDHP 2000 - EH NBU, Family

Document Type

Birth certificate

Description

Documents associated with benefits certification - Birth certificate

Drag and Drop
Select or drop files here.

Accessing Open Enrollment and Uploading Proof Documents

14. Once all proof documents have been uploaded, you can confirm they have been uploaded once [View Attached Documents](#) appears. You will also see the [approval status](#) of the proof documents on this screen.

Pending Actions

Medical

Birth certificate, Dependent Child (Child)

Simply Blue HDHP 2000 - EH NBU, Family

[View attachments \(1\)](#)

Suspended

Pending approval



Medical

Marriage certificate, Dependent Spouse (Spouse)

Simply Blue HDHP 2000 - EH NBU, Family

[View attachments \(1\)](#)

Suspended

Pending approval



15. After the proof documents have been reviewed and approved, they will be moved to [Document Records](#) under [Me](#).

