This guide shows you how to enroll in benefits during Open Enrollment.  

**Important Reminders:**
- Per IRS guidelines, a new FSA election must be made every year.
- If you wish to review your current elections before you begin, visit Oracle > Benefits > Your Benefits. Select Today's date and click SCL Health Active Benefit Program.

**Related Resources:**
- [SCL Health Benefits Website](#)
- [Enrolling Dependents](#)

**Steps**

1. Review your options. Visit the Benefits Website for ALEX and the virtual fairs.
2. From The Landing, access Oracle ERP Cloud from My Apps; if already in Oracle, skip to step 4.
3. From Oracle Sign In, click **Company Single Sign-On**
4. Click **Home** icon
5. Click **Benefits**
6. Under your name, click **Make Changes**
   - If enrolling dependents, complete Enrolling Dependents (link above) then continue to step 8
   - If not enrolling dependents, click **Continue** on the People to Cover page and continue to step 8
7. Review Authorization page and click **Accept**
8. To start plan selection process click **Edit**
Enrolling in Benefits – Open Enrollment

SCL Health Associates

**Steps**

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<th>10</th>
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<th>12</th>
<th>13</th>
<th>14</th>
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<tr>
<td>a.</td>
<td>For each benefit selection, click <strong>checkbox</strong> for desired coverage and select tier level</td>
<td>Make other benefit plan elections by repeating steps 9 and 10</td>
<td>Complete beneficiary selections for Life &amp; Accident plans</td>
<td>After completing all benefits elections, click <strong>Submit</strong></td>
<td>You will <strong>NOT</strong> receive a confirmation statement in the mail. To view your 2022 Benefit Confirmation Statement, visit Oracle &gt; Benefits &gt; Your Benefits. Select <strong>Open enrollment</strong> and click the Print button.</td>
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<td>b.</td>
<td>If enrolling dependents, click <strong>checkbox</strong> next to each dependent and click <strong>Continue</strong></td>
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**After you Enroll**

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<tr>
<td></td>
<td>You will be contacted by Cotiviti via work email and home mailing to verify your newly added dependents</td>
<td>Determine eligibility for Medical Premium Assistance (via link to the benefits website on page 1) and apply</td>
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