2016 Benefits Open Enrollment Instructions for Oracle Employee Self-Service

All Employees must go in to Self Service and enroll for benefits. Follow the steps in the table below to begin your 2016 Benefits Open Enrollment. Open Enrollment is from Monday, Nov 2 through Friday, Nov 20, 2016. Enrollment will be closed on the 20th at 11:59 PM Mountain Standard Time. Oracle Open Enrollment is not available on Sunday, Nov 8th and 15th.

**When in Oracle, be sure to use the Oracle back button if needed; do not use the “Back” button at the top of your internet browser.

1. Access 2015 Open Enrollment Link

Go to the GatesHealth website from any computer and click on the 2016 Open Enrollment link.

2. Access Oracle

- Oracle users logging in from work, sign on to Oracle as usual.
- Oracle users logging in from home through VPN, log in to VPN as usual.
- Non-Oracle users or users logging in from home without VPN access:
  1) Go to https://connect.gates.com
  2) If you receive a security alert pop-up, click “yes” or “proceed” to continue.
  3) Review the Gates Legal Notice and check “Agree and Continue” →
    a. Contact your Local HR Manager for the Username and Password.

3. Log In to Oracle

- Regular Oracle users should use their known credentials:
  1) Username: network user ID, e.g. mm5555
  2) Password: Current Oracle Password

**If you have not signed in within 60 days, your password will be your Birth Year (YYYY) and the last 4 digits of your social security number:

Example: Birthdate 2/14/1950, SSN: 123-45-6789
Oracle Temp Password: 19506789
Non-Oracle users will use the following credentials:
- User Name: Five-digit Employee number (printed on pay slip ?)
- Password: Birth Year (YYYY) and the last 4 digits of your social security number.

** You will be required to change this once you sign in.

Example: Birthdate 2/14/1950
SSN: 123-45-6789
Oracle Temp Password: 19506789

4. Access Self Service ➔ Gates Benefits

Click to select the **US EMPLOYEE SSHR** responsibility.

Click to select **Gates Benefits**.

- You may also select Disclose Disability Status or Disclose Veteran Status prior to selecting Gates Benefits.

Verify your mailing address, phone number and employee tobacco usage following the on-screen prompts.
- If your address, phone number or tobacco status needs to be updated in the system, click the **Update** Button. If not click the **Accept** button to continue to the next page.
To update your address, under the Main address section, click the **Update** button.

Select the appropriate radio button and click **Next**

Select the type of change you want to make: Correct if the details of the address are incorrect, or enter a new address.

- Correct or amend this address.
- Enter a new address if you have moved.

Correct or Amend this address: Make the necessary corrections and click **NEXT**.
Review the correction and then click **Submit**.

You will receive confirmation that your record has been updated. Click **Return to Overview**.

**Enter a New Address if You Have Moved:**
- The effective date defaults to today’s date. Enter the correct date for the address change. It is ok to use a future date.
- Enter new street address in Address Lines 1 and 2 (if needed)
- Do not type in your city. Click the flashlight.
- In the Search page, type in your city and click Go.
- Click on the radio button next to the correct city, state, zip code, and county combination. If you do not see the right combination, chose the closest one
- Click Select
- Enter your zip code
- Click next

**Search**
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the “Go” button.
Review the proposed change and then click Submit.

You will receive confirmation that your record has been updated. Click Return to Overview.

To update a phone number, under the phone number section click on the Update button. Enter your 10 digit phone number without any special characters or spaces. If no updates are needed, then select the Cancel button and you will be returned to the home page after selecting the Yes button to cancel the action.

Note: If you are enrolling in an H.S.A plan, please make sure you have a home phone number entered into the system.

To add a phone number:
- Click “Add Another Row” and then Next
Select the type from the drop-down, enter the phone number and click Next

Note: You can only have one number of each type. Delete the old number before adding a new phone number of the same type.

Delete: To delete a number, click the trash can icon next to the appropriate number and click Next

Correct: To correct a number, click in the appropriate number field, enter the corrections, and then click Next

Verify the detail in the Review screen and click Submit to save.

A confirmation screen will open. Click Return to Overview

Click on the Update button to change your tobacco status if it is not correct.

To update your tobacco status select the enter new information radio button.

Select your correct Tobacco Status and then click Next.
Click **Next** again

Review change and then click **Submit**.

You will receive confirmation that your record has been updated. **Click Return to Overview.**

Click **Return to Enrollment** to return to verification page.

When you have finished your updates click on the **Accept** button and you will advance to the Financial Wellness page.

Click the **Accept** button on the Financial Wellness page to continue to the Legal Disclaimer.

Read and **Accept** the Legal Disclaimer, and click **Next** in order to proceed. If you choose to **Decline**, you will not be able to enroll in benefits.

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5. Review Existing Dependent Details.

**Review the Dependents screen.**
You may add new dependent, correct dependent information or add dependent’s tobacco status. Please note that if your dependent is also a Gates’ employee, you will not be able to add or update their record.

**Dependent SSN REQUIRED!**
A center for Medicare Services (CMS) is requiring Social Security Numbers (SSN) for all covered dependents under the health plan.
Please contact your HR representative to assist you.

To add a dependent, click on **Add Another Dependent**. To update an existing dependent, click on the **Update** pencil.

Enter dependent information.
- The relationship start date is the date of marriage for spouse and the date of birth for children. If this information is unknown, please enter your date of hire. Note that Tobacco Status is required on your children.
- **Adding a dependent that is not eligible for benefits is grounds for termination of employment.**

When you are finished adding your dependent click **Apply** and you will be returned to the dependent page. You may add or update another dependent.

When you have finished entering dependent information, click on **Next** and continue to the Benefits page.

6. **Review Current Benefits** - This screen is for reference only. You cannot make enrollment changes here.

In the **Current Benefits** tab, review your current 2015 benefit elections, including coverage level, and applicable dependents.

7. **Enroll in 2016 Benefits**

Click the **Benefits Enrollment** tab.

The Benefits Enrollment tab lists the benefits you enrolled in for 2016.

**IMPORTANT:** You must re-enroll in FSA, HSA, Medical, Dental and Vision plans in order to participate in 2016.

To continue, click **Enroll in New Benefits**.

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**Important Notes on plan selection**

- Choose the appropriate coverage for the number of dependents you want enrolled in each plan.
- Some plans cannot be changed in the online system. Contact your local HR Representative to make changes to those.
The enrollment screen lists all 2016 eligible benefit options. If you have no changes to make, click **Next** to proceed.

To make changes:

a. Click the appropriate coverage level or **Decline** for each benefit option.

b. If enrolling in FSAs or HSA, enter the appropriate annual payroll deduction in the box provided.

c. Click **Next** to continue.

Note: To apply for buy-up LTD or supplement life insurance (if EOI is required), contact your HR Representative for Aetna’s Personal Health Application. Once completed, submit directly to Aetna.

### 8. Enroll New Dependents, if applicable

The **Cover Dependents** screen lists covered and eligible dependents. Please verify ALL dependents are listed, even if you are not enrolling them in Gates Benefits. If you have no changes to make, click **Next** to proceed.

a. You can check **Cover** to add a listed dependent,

b. You can un-check **Cover** to remove dependents that are checked when the screen opens.

c. Click **Next** to proceed.

### 9. Confirm and Print

Verify the information in the **Confirmation page**, and use the Oracle **Back** button to make needed changes in previous screens. **[Back]**

When finished, print a **Confirmation Statement** for your records:

a. Click **Print Confirmation Statement**

b. Open PDF → Print or save your confirmation statement. Close PDF window after printing is completed.

c. To complete the process, click **Logout** or **Close Window** at the top of the screen.

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**Congratulations, you have successfully enrolled in your 2016 benefits!**