

## ENROLLMENT INSTRUCTIONS For Birth/Adoption Event

### LOG IN

**Step 1:** Navigate to [myOhio.gov](http://myOhio.gov), click on the button titled [My Employee Self Service Login](#).

**Step 2:** Log into the system by entering your OAKS employee ID (emplid) and password. *If you need assistance with logging into the system, please contact HR Customer Service at 1-800-409-1205, Option 1.*

### REVIEW CURRENT COVERAGE

**Step 3:** Click on [Self Service](#)> [Benefits](#)> [Benefits Summary](#) to verify your current coverage.

**Step 4:** Click on [each Benefit plan](#) to validate the dependents you are currently covering.

### LIFE EVENT – BIRTH/ADOPTION

**Step 5:** Click on [Life Events](#), then choose [Birth/Adoption](#) on the menu box.

**Step 6:** On the [Birth and Adoption](#) page, click the [Start](#) button.

**Step 7:** On the [Birth/Adoption Life Event](#) page, choose either [Birth](#) or [Adoption](#), then click [Next](#).

**Step 8:** For a [Birth](#), enter the child's Date of Birth, then click [Submit](#). For an Adoption, enter the date the child was placed in your home, then click [Submit](#).

**Step 9:** Read the instructions, then click the link that says [Click here](#) to enter information about my new dependent(s).

### ADD DEPENDENT COVERAGE

**Step 10:** On the [Enrollment Dependent Summary](#) page, you may add new dependents by clicking on the Add New Dependent link. You must fill in all of the required fields on the Dependent Personal Information page.

When you are done entering the information, scroll to the bottom and click [Save](#).

**Step 11:** You will receive a Save Confirmation, stating the save was successful. Click [OK](#).

**Step 12:** On the [Dependent Personal Information Page](#), scroll down and click [Return to Enrollment Dependent Summary](#).

**Step 13:** Scroll down and click [Return to Life Events-Birth/Adoption](#).

**Step 14:** Click the link [Click Here to continue with your Life Event](#).

**Step 15:** Click [Next](#).

**Step 16:** Click the link [Click here to begin enrollment process](#).

**Step 17:** Click the [Enroll In Benefits](#) button.

**Step 18:** Click the [Continue](#) button.

**Step 19:** Click the link [Click here to continue with your Life Event](#).

**Step 20:** Click the link [Enroll in Benefits](#).

**Step 21:** On the [Benefits Enrollment](#) page, click the [Select](#) button.

**Step 22:** Click the [Edit](#) button next to the plan that you want to enroll your new dependent in.

**Step 23:** Check the box next to your new dependent, scroll down, and click [Continue](#).

**Step 24:** Click [OK](#) to store your changes.

**PLEASE NOTE:** The check box next to the dependent's name must be checked to ensure coverage. Repeat Steps 21 and 22 for all plans as necessary.

### CONFIRMATION

**Step 25:** Once you have completed making all of your changes on the Benefits Enrollment page, click [Submit](#).

**Step 26:** On the [Submit Benefits Choices](#) page, read the information carefully and click [Submit](#).

**Step 27:** On the [Submit Confirmation](#) page, read the information and click [OK](#).

**Step 28:** You have completed your enrollment and are directed back to the Benefits Enrollment page. It shows your current plan(s) and your new choice(s). Click the [Print This Page For Your Records](#) link in order to maintain a copy of your elections.

**Step 29:** Log off by clicking [Sign Out](#) in the upper right corner.

**IMPORTANT NOTE:** You have 31 days to supply valid proof of your dependent to your agency.