

## How to Add a Dependent by QSC

**Remember to only have one active QSC at a time!**

### 1. Bring up the employee record in Enrollment Management.

**OEBB**  
BENEFIT BOARD

▶ System Codes  
▶ Security Setup  
▶ Plan Management  
▼ Enrollment Management  
    Enrollments  
    Login Attempts  
    Unsaved Enrollments  
    Termination Approval  
    Affidavit Fulfillment  
▶ Member Management  
▶ Document Management  
▶ Home Page Alerts  
▶ Reports

**Enrollments**

Quick Search  
ID: E00011786    Last Name: Doe    First Name: Bob

Save    Reset    Active    History    QSC History    Benefit Summary

Member IDs    Member In    **Dependents**    Case Notes    Other Group Coi    Employment    QSC Events    Reinstate All    Term All

Summary as member of Pilot School District (Current)

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date
<a href="#">Medical</a> ODS Medical Plan 3/RX A - Tiered	Employee Only	New Hire	07-01-2008	
<a href="#">Pharmacy</a> ODS Pharmacy Plan A - Tiered	Employee Only	New Hire	07-01-2008	
<a href="#">Vision</a> ODS Vision Plan 1 - Tiered	Employee Only	New Hire	07-01-2008	
<a href="#">Dental</a> ODS Dental Plan 1 - Tiered	Employee Only	New Hire	07-01-2008	

Save    Reset    Active    History

### 2. Click on the Dependents button as shown above.

**Dependents**

Member: Jane Doe

E Number	Name	Birth Date	Dep Cert	Relation	Dependent Transaction Date	Dependent Expiration Date	Created By	Modified By	Modified Date
<a href="#">E00183520</a>	<a href="#">Doe, John</a>	09-21-1959	NR	Spouse	11-03-2008		janedoe	janedoe	11-03-2008
<a href="#">E00183521</a>	<a href="#">Doe, Sally</a>	09-21-2008	NR	Child	11-03-2008		janedoe	janedoe	11-03-2008

**Add**    **Close**

**Dependent Certification Indicator:**

- Y = Yes.
- N = No.
- R = Required but not done (Null).
- NR = Not Required.

### 3. Click on the Add button.

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**Dependents**

Record Saved Successfully:  
Member : Jane Doe

Relationship Type Child	Gender Male	Birth Date 11-12-2008
Last Name Doe	First Name Ryan	MI 
Same Address as Subscriber Yes	Affidavit Fulfillment Date/Adoption Date 	
Overage Certification 	Medicare Eligibility 	
Dependent Transaction Date 12-09-2008	Dependent Expiration Date 	

Dependent IDs

Save Delete Search Reset Close

4. Complete the dependent information and click Save. If you are adding more than one dependent, you must click the Reset button prior to adding the next dependent.

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- System Codes
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  - Enrollments
  - Login Attempts
  - Unsaved Enrollments
  - Termination Approval
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- Reports

**Enrollments**

Quick Search  
ID: E00011786 Last Name: Doe First Name: Bob

Save Reset Active History OE History Benefit Summary

Member IDs Member Info Dependents Case Notes Other Group Co Employment **QSC Events** Instate All Term All

Summary as member of Pilot School District (Current)

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date
<b>Medical</b> ODS Medical Plan 3/RX A - Tiered	Employee Only	New Hire	07-01-2008	
<b>Pharmacy</b> ODS Pharmacy Plan A - Tiered	Employee Only	New Hire	07-01-2008	
<b>Vision</b> ODS Vision Plan 1 - Tiered	Employee Only	New Hire	07-01-2008	
<b>Dental</b> ODS Dental Plan 1 - Tiered	Employee Only	New Hire	07-01-2008	

Save Reset Active History

5. Click on the QSC Events button.

**QSC Events - Individual Plan Changes**

Member : Jane Doe

Query returned zero records. Please change your search criteria and try again.

Add Close

6. Click the Add button.

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**QSC Events Type - List of Values**

Type

[Reset Field\(s\)](#)

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Type

Change in Domestic Partnerships  
[Gain Partner and/or Partners Children by Affidavit/Certification](#)

Change in Employees Marital Status  
[Gain Spouse and/or Children through Marriage](#)  
[Gain Spouse and/or Children through Marriage to a Previously Covered Domestic Partner](#)

Change in Number of Employees Dependents  
[Gain Child through Birth/Adoption/Placement for Adoption/Affidavit of Dependency](#)

**7. Click on the appropriate QSC as shown above.**

Member : Jane Doe

QSC Events: Gain Child through Birth/Adoption/Placement for Adoption/Affidavit of Dependency

Actual Event Date: 11-12-2008 Transaction Date:

QSC Event Date: 11-30-2008 QSC Used By:

Coverage Eff Date:

Dependents - Select All Affected Dependents by this QSC					
Relation	Name	Gender	E Number	Birth Date	Affected Dependent
Child	Ryan Doe	M		11-12-2008	<input checked="" type="checkbox"/>
Spouse	John Doe	M		09-21-1959	<input type="checkbox"/>
Child	Sally Doe	F		09-21-2008	<input type="checkbox"/>

**8. Complete the QSC dates. Only check the affected Dependent. The coverage Effective Date will be the first of the month following the QSC Event Date. Click on Save.**

Record Saved Successfully!

Member : Jane Doe

QSC Events: Gain Child through Birth/Adoption/Placement for Adoption/Affidavit of Dependency

Actual Event Date: 11-12-2008 Transaction Date: 01-29-2009

QSC Event Date: 11-30-2008 QSC Used By: Radish-oebs admin, Debbie

Coverage Eff Date: 12-01-2008

Dependents - Select All Affected Dependents by this QSC					
Relation	Name	Gender	E Number	Birth Date	Affected Dependent
Child	Ryan Doe	M		11-12-2008	<input checked="" type="checkbox"/>
Spouse	John Doe	M		09-21-1959	<input type="checkbox"/>
Child	Sally Doe	F		09-21-2008	<input type="checkbox"/>

**9. Verify the Coverage Effective Date. If the date is correct, click Save again. If the Coverage Effective date is incorrect, you can make the necessary changes then click Save. You will see Record Saved Successfully.**

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**Enrollments**

Quick Search: ID: E00183519, Last Name: Doe, First Name: Jane

Buttons: Save, Reset, Active, History, History Detail, OE History, Benefit Summary

Member IDs | Member Info | Dependents | Case Notes | Other Group Cov | Employment | QSC Events | Reinstale All | Term All

Summary as member of Salem-Keizer SD 24J (Current)

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	John Salt Ryan
Medical ODS Medical Plan 3/RX A - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pharmacy ODS Pharmacy Plan A- Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Vision ODS Vision Plan 2 - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Dental ODS Dental Plan 1/Ortho - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Buttons: Save, Reset, Active, History, History Detail

10. Click on the gray Change button as shown above.

**Member: Doe, Jane**

Coverage Effective Date: 12-01-2008, Enrollment QSC: New Hire, Enrollment Types: New Hire

FSA, Contribution \$, End Date, PCP Name, Types: Medical, Plans: ODS Medical Plan 3/RX A - Tiered, Tiers: Employee, Spouse & Children, Requested total amount, Approval Date

Address: 12 Test Salem, 97304 Oregon, Birth Date: 09-21-1959, Benefi..

QSC Event: Gain Child through Birth/Adoption/Placem... (Selected)

Note: The Requested Total Amount includes your current coverage amount.

11. Click on the QSC Event as shown above. Let the screen refresh. Change the Tier if necessary.

## MyOEBB – How to Add a Dependent by a QSC

The screenshot shows three dependent enrollment forms stacked vertically. Each form includes fields for Coverage, Effect Date (12-01-2008), End Date, Enrollment Reason, Termination Reason, Plan Tier (Employee, Spouse & Children), Requested Total Amount, and Approval Date. The third form, for a child named 'Doe, Ryan', has its 'Enrollment Reason' dropdown menu circled in red. The dropdown menu is open, showing the selected option: 'Gain Child through Birth/Adoption/Placement for Adoption/Affidavi...'. Below the forms are 'Summary' and 'Reset' buttons.

**12. Find the dependent that is to be added and click on the Enrollment Reason. Let the screen refresh. Place a check in the box for the dependent. Click the Summary Button.**

The screenshot shows the OEBB Enrollments page. On the left is a navigation menu with categories like System Codes, Address Setup, Contact Setup, Security Setup, Plan Management, Contact Management, Enrollment Management, Member Management, and Document Management. The main area displays a 'Quick Search' bar with ID 200183519 and Last Name Doe. Below the search bar are buttons for Save, Reset, Active, History, History Detail, and OE History. A summary bar indicates the member is 'Salem-Keizer SD 24J'. A table lists enrollment records for John, Sally, and Ryan. The table has columns for Plan Type/Plan Name, Plan Tier, Enr Type, Cov. Eff. Date, End Date, and checkboxes for John, Sally, and Ryan. The 'Dental' row (ODS Dental Plan 1/Ortho - Tiered) has a gray change box circled in red. At the bottom are Save, Reset, Active, History, and History Detail buttons.

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	John	Sally	Ryan
<b>Medical</b> ODS Medical Plan 3/RX A - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Pharmacy</b> ODS Pharmacy Plan A - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Vision</b> ODS Vision Plan 2 - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Dental</b> ODS Dental Plan 1/Ortho - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**13. Continue to click on the gray change box for Vision and Dental if dependent is being added to those plans. Once dependent has been added to the appropriate plans, click the Save button.**

## MyOEBB – How to Add a Dependent by a QSC

The screenshot shows the OEBS Enrollments page. A confirmation dialog box is displayed in the center, asking: "Do you want to commit the changes to the enrollments? By pressing OK you are making the equivalent of your signature and authorizing deductions from your pay if necessary." The "OK" button is circled in red. The background shows a table of enrollment records for "John Sally Ryan".

Plan	Member	Enrollment Type	Start Date	End Date	Active	Benefit Summary
Pharmacy ODS Pharmacy Plan A - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vision ODS Vision Plan 2 - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dental ODS Dental Plan 1/Ortho - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**14. Click OK. Click Save. You will then see Record Saved Successfully.**

**15. Click Save. You will then see Record Saved Successfully**

**Congratulations, you are complete!**