

How to Enroll or Change Benefits

How do I enroll?

- **Eligible employees** may enroll online during Open Enrollment.
- **Newly hired eligible employees** may enroll online within 60 days of their hire date.
- **Self-pay participants** must enroll by completing the medical and dental enrollment form identified for each group. These forms are available at the end of this handbook and online. They are also available from BenefitHelp Solutions, the third-party administrator.
- **Newly eligible seasonal employees** must enroll by completing the employee enrollment forms. These forms are available from your agency and online.

How do I make midyear changes?

Complete the update form for the plans you wish to change. The Medical and Dental Update Form Midyear Change Request is included in this booklet. You can find this and all other update forms online.

Follow these steps to enroll online at <https://pebb.benefits.oregon.gov/members>.

1. Register. Provide the requested personal information to validate your identity, and create your user name and password.
2. Establish your security questions and answers.
3. Verify your personal information. You may change your personal information at any time.
4. Enroll in a medical and dental plan (or opt out of medical).
5. Enroll in optional life, disability and long term care insurance plans, and flexible spending accounts.
6. Designate your beneficiaries. You may do this at any time.
7. Review and save your selections, print and log out.

If you do not have access to a computer with Internet access, contact your agency or PEBB to obtain paper forms. The forms are online at: <http://ww.oregon.gov/das/pebb>.

When enrolling online: If you choose to enroll in optional plans, you must do so at the same time you enroll in basic plans. If, after you have saved your selections, you want to change them, you can do so during Open Enrollment. As a new hire you can do so only through your agency.