

# Enrollment Guide

## What you need to enroll online



### Your Personal Information

Your current address

Your current phone numbers

Your date of birth

Type of ID you wish to use:

- PEBB benefit number  
(begins with the letter P followed by eight digits)
- Agency-assigned OR number
- University-assigned ID number

E-mail address



### Spouse or Domestic Partner and Dependent Information

- Name and date of birth



### Your Enrollment Choices

- Medical plan
- Dental plan
- Any optional benefits



### Your Choice of Beneficiaries

- The standard order of survivorship
- Specific beneficiaries

Welcome

New to pebb.benefits? [Register Here](#)

Already Registered?

User Name

Password

## Step 1 - Getting Started

Have what you need to enroll.

Go to the log in page:

<https://pebb.benefits.oregon.gov/members!/pb.main>

Select “Register Here”

First Name

Last Name

Date of Birth  (mm/dd/yyyy) OR (mm-dd-yy)

ID Type

ID Number

[Back](#) [Save & Continue](#)

## Step 2 - Log In

Enter your personal information and your ID number.

Security Question-1	What city were you born in?
Security Answer-1	Salem
Security Question-2	What is your birth month?
Security Answer-2	<-----Select
Back	Save & Continue

## Step 3 - Step Up

Select and answer your security questions.

Select **“Save & Continue”** then create a user name and password.

<input type="radio"/>	Enroll for benefits as a newly hired employee.
<input type="radio"/>	Get information about benefit options, forms a

## Step 4 - Begin

On the Home Page, select

**“Enroll for benefits as a newly hired employee”**

Enrolling requires only six steps:	
1.	Review your personal information
2.	Add dependents as necessary
3.	Enroll for basic benefits (medical or opt out, dental and basi
4.	Enroll for optional benefits
5.	Designate your beneficiaries
6.	Review and save your selections

## Step 5 - Enroll

Follow the guides to enroll yourself and any dependents in medical and dental plans and basic life insurance. Then select any optional benefits.

Your current beneficiaries are:
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## Step 6 - Beneficiaries

Designate your beneficiaries.

<p>termination of enrollment, denial of future enrollment, or civil</p> <p>This election supersedes all elections and submissions I prev that the above statements are true to the best of my knowle subject to penalty for perjury.</p> <p><input type="checkbox"/> I have reviewed and agree with all my enrollment sele</p> <p>I agree &amp; Save</p>
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## Step 7 - Review & Save

Review your benefit summary and agree if it is correct. Use the edit button to go back and change enrollments.

**Save** and print it for your records.

**WARNING: After you save you cannot go back and make changes online.**

Contact your agency for assistance