

Enrollment Guide

What you need to enroll with forms



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

Step 1 Have what you need to enroll. Go to the forms page.

<http://www.oregon.gov/DAS/PEBB/forms.shtml>

Step 2 Fill out the [Employee Medical and Dental plans](#) form to enroll in benefits for you and any dependents. If you are not enrolling in optional life or disability insurance, please fill out the [Beneficiary Designation](#) form.

Step 3 Use these forms to enroll in any optional benefits:

[Life and Disability Insurance](#)

[Healthcare Flexible Spending Account](#)

[Dependent Care Flexible Spending Account](#)

[Long Term Care Insurance](#)

Step 4 Turn your completed forms in to your agency.

Note: Generally, benefits will be effective the first of the month following your agency receiving your enrollment forms.