

Adding a New Hire

1. Click on Member Management and select add new members.

OEBB BENEFIT BOARD

- Contact Setup
- Security Setup
- Plan Management
- Enrollment Management
- Enrollment Requests
- Member Management
 - View/Modify Members
 - Add New Members**
- Document Management
- Home Page Alerts
- Reports
- Payroll Interface
- Report Mart

Add New Members

Last Name First Name MI SSN Gender Birth Date

Home Phone Work Phone Ext

Personal Email Work Email

Addresses

Address Type

Address Line 1

Address Line 2

City State: Oregon Zip Code

County Country: United States

Ethnicity and Medicare Eligibility

Ethnicity Medicare Eligibility

2. Enter employee information in the requested fields. Click Save. You will see “Record Saved Successfully”

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Add New Members

Record Saved Successfully

OEBB Number Last Name First Name MI SSN Gender Birth Date

E00272337 Test Dave Male 10-14-1960

Home Phone 503-555-1212 Work Phone Ext

Personal Email Work Email

Addresses

Address Type: Residence

Address Line 1: 1234 Test Drive Lane

Address Line 2

City: Salem State Zip Code: 97305

County Country

Ethnicity and Medicare Eligibility

Ethnicity: Unknown Medicare Eligibility: No

Race

Asian Black/African American American Indian/Alaska Native Native Hawaiian/Other Pacific Islander

White Other Refused (Can only pick one) Unknown

Tobacco Usage

How would you describe your tobacco habits?

Have used tobacco products within the past 12 months

Haven't used tobacco products within the past 12 months

Have never used tobacco products

Educational Entity

Name Institution Number

Salem-Keizer SD 24J 2142

Member Type

Non Represented - Salem-Keizer

Employment Type

Administrator/Licensed-Full Time

Payment Type Original Hire Date: 10-08-2014

My OEBB – How to Add a New Hire

Salary Details

Salary Type: Salary

Annually Salary - Monthly Payroll Freq: [dropdown]

Salary: \$5000.00

Salary Eff Date: 11-01-2014

Hours Worked: [input]

QSC Events

Reset

3. This will create the OEBB Enumber for the member. Click on the QSC Events button as shown above.

OEBB BENEFIT BOARD

QSC Events - Individual Plan Changes

Member: Dave Test

QSC Events: New Hire

Actual Event Date: 12-12-2014

Hire Date: 10-08-2014

Coverage Eff Date: [input]

Transaction Date: [input]

QSC Used By: [input]

Save Back to Add Members

4. Complete the QSC dates. The Hire Date will already be auto filled. Actual Event Date is the date the event Happened. The Coverage Effective Date will be the first of the month following the Hire Date. If your entity has access to the Coverage Effective Date field, you will be able to enter the effective date. If it is grey it will populate per OEBB Administrative Rules. Click on Save.

OEBB BENEFIT BOARD

QSC Events - Individual Plan Changes

Record Saved Successfully

Member: Dave Test

QSC Events: New Hire

Actual Event Date: 12-12-2014

Hire Date: 11-08-2014

Coverage Eff Date: 12-01-2014

Transaction Date: 01-08-2015

QSC Used By: Debbie Radish

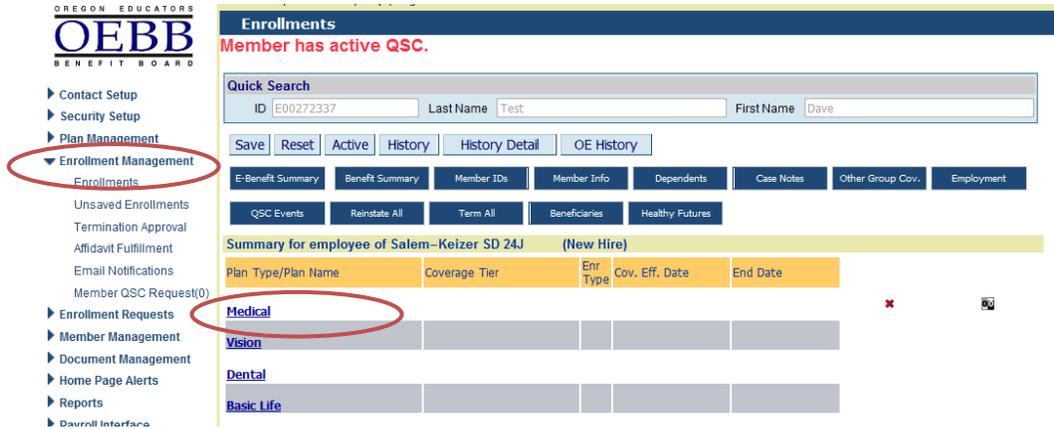
Save Delete Search Reset Back to Enrollments Expire

Process Steps:

5. Verify the Coverage Effective Date. If the date is correct, Click SAVE again. You will see **Record Saved Successfully**. If the Coverage Effective Date is incorrect, please contact OEBB Customer Service before making any enrollment Selections.
6. The member can now complete the enrollments in the MyOEBB Member Module.

The below steps only need to be done if the entity will be completing the enrollments. **Note: If member has dependents please enter all dependents before you complete the enrollments. If the member is going to do a Medical Opt out or Medical Waive. Proceed to the bottom of these instructions for directions on how to process a Medical Opt out or Medical Waive.**

7. Click on Enrollment Management and enter the Enumber in the Quick Search ID field.



8. Click on the Medical link.

New Coverage Start Date

11/01/2014

Eligible Plans

- Kaiser Medical Plan 1 - Composite
- Kaiser Medical Plan 2 - Composite
- Kaiser Medical Plan 3 - Composite
- Moda Medical Plan A Statewide - Composite
- Moda Medical Plan B Statewide - Composite
- Moda Medical Plan C Statewide - Composite
- Moda Medical Plan D Statewide - Composite
- Moda Medical Plan E Statewide - Composite
- Moda Medical Plan F Statewide - Composite
- Moda Medical Plan G Statewide - Composite
- Moda Medical Plan H Statewide - Composite
- Moda Medical Plan A Synergy - Composite
- Moda Medical Plan B Synergy - Composite
- Moda Medical Plan C Synergy - Composite
- Moda Medical Plan D Synergy - Composite
- Moda Medical Plan E Synergy - Composite
- Moda Medical Plan F Synergy - Composite
- Moda Medical Plan G Synergy - Composite
- Moda Medical Plan H Synergy - Composite

Members Including Self (check marked members get coverage)

<input checked="" type="checkbox"/>	dave test	14-OCT-60	Self
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Accept & Continue Back

9. Select the plan and check mark each dependent that will be covered including the member. Then click on **Accept & Continue**.

Enrollments
Member has active QSC.

Quick Search
ID: E00272337 | Last Name: Test | First Name: Dave

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

Navigation: E-Benefit Summary, Benefit Summary, Member IDs, Member Info, **Dependents**, Case Notes, Other Group Cov., Employment

Buttons: QSC Events, Reinstatement All, Term All, Beneficiaries, **Healthy Futures**

Summary for employee of Salem-Keizer SD 24J (New Hire)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date		
Medical Kaiser Medical Plan 1 - Composite	Employee Only	N	12/01/2014			x
Vision Moda Vision Plan 1 - Composite	Employee Only	N	12/01/2014			x
Dental						
Basic Life						
Optional Employee Life						

10. This will bring you back to the Enrollment screen. Continue with the process for the remaining plans. When enrollments are complete, click the **Healthy Futures** button.

Healthy Futures - Participation

No Healthy Future selection for plan year 2014 - 2015

Member Name	Participation Status	Eff. Date	End Date	HA Completion Status	HA Completion Date	Healthy Action 1	Healthy Action 2
Dave Test				Incomplete			

Buttons: Healthy Futures

No Healthy Future selection for plan year 2013 - 2014

Member Name	Participation Status	Eff. Date	End Date	HA Completion Status	HA Completion Date	Healthy Action 1	Healthy Action 2
Dave Test				Incomplete			

Buttons: Healthy Futures, History, Back

11. Click on the **Healthy Futures** button.

My OEBC – How to Add a New Hire

By clicking marking this box I understand the above.

Are you willing to participate in Healthy Futures, take the Healthy Assessment provided by your medical carrier by May 31, 2015 and complete two healthy actions 15, 2015? If your health assessment indicates that your weight is a risk to your health, or if your BMI exceeds 27 or your waist circumference exceeds a certain number of inches (35 inches for women unless pregnant or within 24 months after giving birth, or 40 inches for men), you will participate in Weight Watchers or nutritional coaching program of physical activity or an assessment and action plan appropriate for you developed by your provider. One of your actions will address that risk. If your health assessment indicates that tobacco use is a risk to your health, one of your actions will address that risk. If YES, the link to your carrier's Health Assessment is available on this screen at the bottom of the page.

Yes

No

Kaiser members can go to: kp.org -- Log into your Kaiser account, or register for a new account, then click on My Health Manager and choose "My medical records" and click on "Total Health Assessment" in the lower left-hand corner of the screen

If you are newly enrolling in either Kaiser Permanente or Moda Health Medical Plans you will be able to access the Health Assessment for your new coverage on or after October 1, 2014. If you are an existing member with either Kaiser Permanente or Moda Health Medical Plans you will immediately have access to the Health Assessment.

[Back](#) | [Save](#)

12. Check the appropriate "Yes" or "No". Click on Save. Then Click the Back button. This will take you back to the Enrollment screen.



- ▶ Contact Setup
- ▶ Security Setup
- ▶ Plan Management
- ▼ Enrollment Management
 - Enrollments
 - Unsaved Enrollments
 - Termination Approval
 - Affidavit Fulfillment
 - Email Notifications
 - Member QSC Request(0)
- ▶ Enrollment Requests
- ▶ Member Management
- ▶ Document Management
- ▶ Home Page Alerts
- ▶ Reports
- ▶ Payroll Interface
- ▶ Report Mart

Enrollments

Member has active QSC.

Quick Search

ID: Last Name: First Name:

Save
Reset
Active
History
History Detail
OE History

E-Benefit Summary
Benefit Summary
Member IDs
Member Info
Dependents
Case Notes
Other Group Cov.
Employment

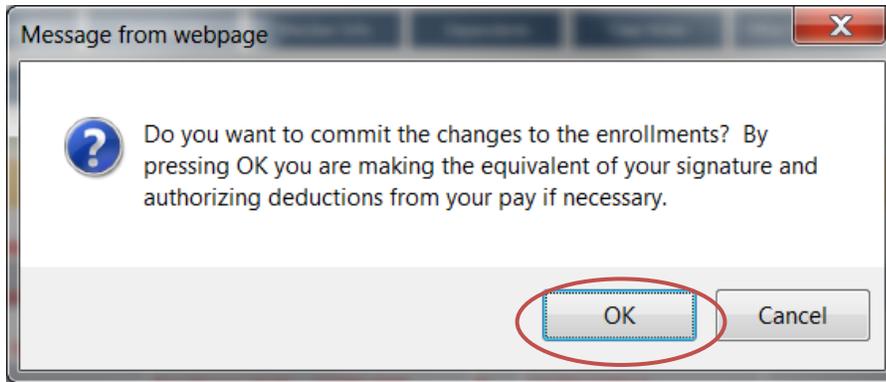
QSC Events
Reinstate All
Term All
Beneficiaries
Healthy Futures

Summary for employee of Salem-Keizer SD 24J (New Hire)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	✖
Medical Kaiser Medical Plan 1 - Composite	Employee Only	N	12/01/2014		✖
Vision Moda Vision Plan 1 - Composite	Employee Only	N	12/01/2014		✖
Dental ODS Dental Plan 2/Ortho - Composite	Employee Only	N	12/01/2014		✖
Basic Life Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	N	12/01/2014		✖
Basic Accidental Death and Dismemberment Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	N	12/01/2014		✖
Short Term Disability - Voluntary Plan 13-Short Term Disability (Voluntary)-14 Day Elimination/90	Short Term Disability - 14 Day Elimination/90 Day@60%	N	12/01/2014		✖

13. Click on Save.

My OEBB – How to Add a New Hire

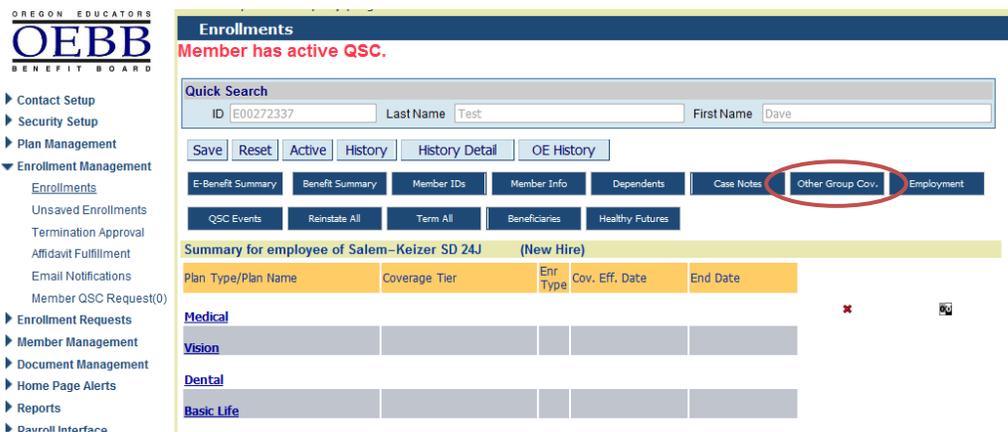


14. You will see the above message. If all is correct, Click OK.

15. Enrollments are complete. You will see **“Record Saved Successfully”** at the top of the page.

How to enter a Medical Waive or a Medical Opt Out

Medical Waive - Employee waives medical benefits and they do not receive a financial incentive:



The screenshot shows the OEBB Enrollments interface. On the left is a navigation menu with options like Contact Setup, Security Setup, Plan Management, and Enrollment Management. The main content area is titled 'Enrollments' and includes a 'Member has active QSC.' notification. Below this is a 'Quick Search' section with input fields for ID, Last Name, and First Name. A row of buttons includes 'Save', 'Reset', 'Active', 'History', 'History Detail', and 'OE History'. A second row of buttons includes 'E-Benefit Summary', 'Benefit Summary', 'Member IDs', 'Member Info', 'Dependents', 'Case Notes', 'Other Group Cov.', and 'Employment'. The 'Other Group Cov.' button is circled in red. Below the buttons is a 'Summary for employee of Salem-Keizer SD 24J (New Hire)' section with a table showing enrollment details.

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date
Medical				
Vision				
Dental				
Basic Life				

1. Click on Other Group Cov. Button.

My OEGB – How to Add a New Hire



- ▶ Contact Setup
- ▶ Security Setup
- ▶ Plan Management
- ▼ Enrollment Management
 - Enrollments
 - Unsaved Enrollments

Member Other Group Coverage

Member : Dave Test

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

2. Click on Add.



- ▶ Contact Setup
- ▶ Security Setup
- ▶ Plan Management
- ▼ Enrollment Management
 - Enrollments
 - Unsaved Enrollments
 - Termination Approval
 - Affidavit Fulfillment
 - Email Notifications
 - Member QSC Request(0)
- ▶ Enrollment Requests
- ▶ Member Management
- ▶ Document Management
- ▶ Home Page Alerts

Members Other Group Coverage

Member : Dave Test

Plan Type
Medical

Medical Waive Only
Yes

Carrier
Medical Waive

Details

Policy No
Medical Waive

Group No
Medical Waive

Subscriber Name
Medical Waive

Employer
Medical Waive

Effective Date

Expiration Date

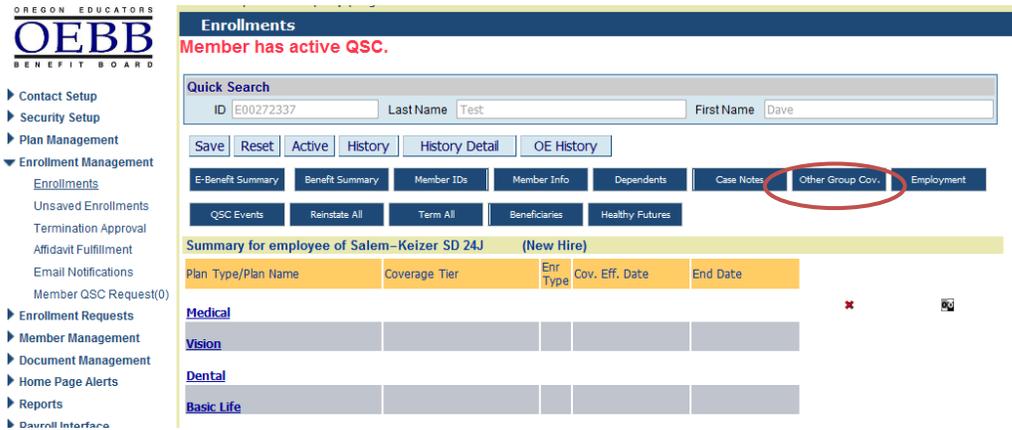
3. In the Medical Waive Only box, click on “Yes” and enter Effective Date. Click Save. Then Click “Back to Enrollments”.

Summary for employee of Salem-Keizer SD 24J (New Hire)

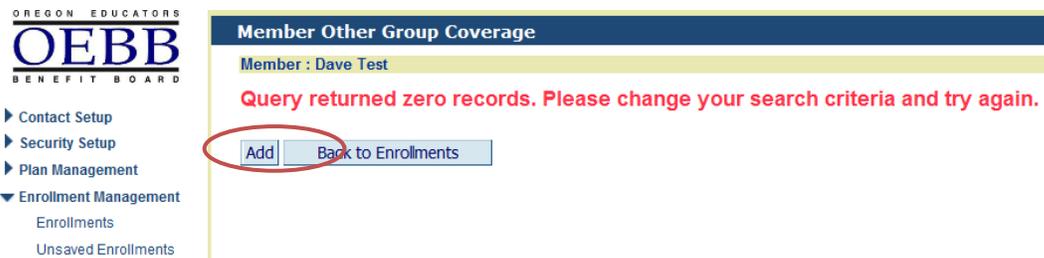
Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date
Medical				
Vision				
Dental				

4. Click on the red X. This will waive the coverage. Continue with remaining enrollments.

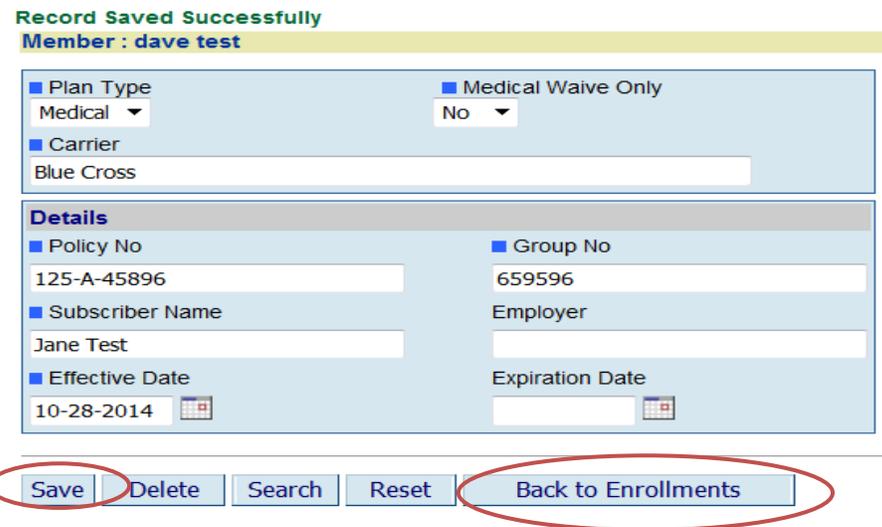
Medical Opt Out - When an employee decides not to enroll in an OEGB medical plan and receives a financial incentive for doing so. The employee must provide proof of coverage to their educational entity within five days of opting out.



1. Click on the Other Group Cov. Button



2. Click on Add.



3. Enter the required information and Click Save. Click Back to Enrollments.

My OEBS – How to Add a New Hire

Summary for employee of Salem-Keizer SD 24J (New Hire)				
Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date
Medical				
Vision				
Dental				

✖ 

4. Click on the  icon. This will enter the Medical Opt Out. Continue with the remaining enrollments.