

How to update a Change of Address

1. Under Member Management select View/Modify Members.

2. Enter employee Enumber in Quick Search and click Enter. If you do not have the Enumber you can enter the last and first name then click on Search.

- This will open the member’s demographics page. To change the address you first must click on the Address Type you wish to change. Enter the Address Expiration date and Click Save. This will open a new address window.

Quick Search ID: _____

Last Name: Disney First Name: Mickey MI: _____ SSN: ***** Gender: Male Birth Date: 10-31-1960

Home Phone: 5039712323 Work Phone: 5033623344 Ext: 225

Personal Email: mdisney@yahoo.com Work Email: disney.mickey@state.or.us

User Name: _____ Password: _____ Confirm Password: _____

Addresses

Address Type: Residence (circled) History...

Address Line 1: 1234 Happy Lane

Address Line 2: _____

City: Salem State: Oregon Zip Code: 97302

County: _____ Country: United States

Address Effective Date: 10-31-2013 Address Expiration Date: _____ (circled)

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?

Currently use tobacco products

Haven't used tobacco products over the last 12 months

Have never used tobacco products

Member IDs Dependents Employment View Enrollments Other Group Cov. QSC Events

Save (circled) Delete Search Reset Lock

- Enter the new address and Click Save.

Home | Contact Us | Help | Logout User: Mordica-Admin Tami Tuesday, November 26, 2013

New Address

Member: Disney, Mickey

Please Type in New Address below

Address Type: Residence

Address Line 1: 1235 SE Spice Lane

Address Line 2: _____

City: Salem State: Oregon Zip Code: 97302

County: _____ Country: United States

Address Effective Date: 11-27-2013 Address Expiration Date: _____

Save (circled) Clear Back

- This will bring you back to the member information page. If there is a mailing address, you will see another box with the current mailing address asking if you wish to change it.

Note: The old address will still show on the screen with the Address Expiration date filled in. It takes 24 hours for the system to accept the change of address and display on the screen.

How to change or add a mailing Address:

1. Click on the Address Type drop down and select Mailing. Enter the new mailing address then click on Save.

Member : Doe , Jane

Please Type in New Address below

■ Address Type

■ Address Line 1

Address Line 2

■ City ■ State ■ Zip Code

County Country

■ Address Effective Date Address Expiration Date

Would you like to change/expire the below mailing address? Please note that mailings, if any, will be sent to Mailing address. If a member does not have mailing address, then it is sent to the residential address.

Expire Change Keep Existing

Please Type in New Address below

■ Address Type

■ Address Line 1

Address Line 2

■ City ■ State ■ Zip Code

County Country

■ Address Effective Date Address Expiration Date

How to Change Both a Residence address and Mailing Address

Enter the expiration date and click Save. This will open a new window that will allow you to enter the option to change the residence address information.

2. Enter the new address information under Residence. If the member has a mailing address you will see both address. Follow the below instructions if you would like to keep, change or expire the mailing address listed below the residence address.
 - a. If Keeping the mailing address check “Keep Existing”
 - b. If expiring the mailing address check “Expire”
 - c. If you are changing the mailing address check “Change”. If you check this it will clear the old address and allow you to enter the new mailing address.
3. When Complete Click Save.
4. You will see “Record Saved Successfully”.
5. You are done, the new address will show the following day.

MyOEBB – How to Change an Address

OEBB
BENEFIT BOARD

View/Modify Member

Record Saved Successfully

Quick Search ID

Last Name: Doe First Name: Jane MI: SSN: ***** Gender: Female Birth Date: 05-30-1982

Home Phone: Work Phone: Ext: Personal Email: Work Email: User Name: Password: Confirm Password:

Addresses

Address Type: Mailing History...

Address Line 1: PO Box 25 Address Line 2:

City: Salem State: Oregon Zip Code: 97303

County: Country: United States

Address Effective Date: 01-30-2015 Address Expiration Date:

How to expire a Mailing Address

Enter the mailing Address Expiration Date and click Save. This will open a new window that will allow you to enter the new mailing address information.

OEBB
BENEFIT BOARD

Quick Search ID

Last Name: Doe First Name: Jane MI: SSN: ***** Gender: Female Birth Date: 05-30-1982

Home Phone: Work Phone: Ext: Personal Email: Work Email: User Name: Password: Confirm Password:

Addresses

Address Type: Residence History...

Address Line 1: 125 S State Street Address Line 2:

City: Salem State: Oregon Zip Code: 97301

County: Country: United States

Address Effective Date: 10-23-2014 Address Expiration Date: 01-31-2015

Ethnicity and Medicare Eligibility