

Updating a Change of Address

1. Under Member Management select add View/Modify Members.

The screenshot shows the MyOEBS Member Management interface. On the left-hand side, there is a navigation menu with various options. The 'View/Modify Members' link is circled in red. The main content area displays a form for updating member information. The form includes a 'Quick Search' section with fields for ID, Last Name, First Name, MI, SSN, Gender, and Birth Date. Below this are fields for Home Phone, Work Phone, Ext., Personal Email, and Work Email. There are also fields for User Name, Password, and Confirm Password. The 'Addresses' section contains a dropdown for Address Type, a 'History...' link, and fields for Address Line 1, Address Line 2, City, State (set to Oregon), Zip Code, County, and Country (set to United States). There are also fields for Address Effective Date (set to 11-26-2013) and Address Expiration Date. The 'Ethnicity and Medicare Eligibility' section has a dropdown for Ethnicity and a dropdown for Medicare Eligibility. The 'Race' section has several checkboxes: Asian, Black/African American, American Indian/Alaska Native, Native Hawaiian/Other Pacific Islander, White, Other, Refused (Can only pick one), and Unknown. The 'Tobacco Usage' section has a question 'How would you describe your tobacco habits?' with three radio button options: 'Currently use tobacco products', 'Haven't used tobacco products over the last 12 months', and 'Have never used tobacco products'. At the bottom of the form, there are buttons for 'Member IDs', 'Dependents', 'Employment', 'View Enrollments', 'Other Group Cov.', and 'QSC Events'. Below these buttons are 'Search', 'Reset', and 'Lock' buttons.

2. Enter employee Number in Quick Search or Last Name First Name. Click Search.

This screenshot is identical to the one above, but with additional red circles. The 'Quick Search' section at the top of the form is circled in red. The 'Search' button at the bottom of the form is also circled in red.

- 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: dsney.mickey@state.or.us

User Name: Password: Confirm Password:

Addresses

Address Type: Residence [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:

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 Delete Search Reset Lock

- Enter 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 Clear Back

- This will bring you back to the member information page.

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.