1. Log into Oracle Self Service
2. Click Benefits
Read the Welcome Screen and Legal Disclaimer Select Accept. Click Next.

Welcome to Open Enrollment!
During open enrollment you may:
- Add or remove dependents (spouse and/or children)
- Enroll in benefits
- Make changes to your benefit elections
  - Add, change or cancel coverage
  - Switch plans (CareFirst to Kaiser and/or vice versa)
- Elect to participate in the Flexible Spending Account (FSA) Health Care and/or Dependent Care

If you do not make changes, your current benefits will remain the same in 2021. The only exception is if you participate in FSAs. To participate in FSAs you must re-enroll each year.

New for Plan Year 2021
Review the Open Enrollment web page for more information.

Rate Changes (effective January 1, 2021)
- 19% rate increase for CareFirst medical
- 19% rate increase for Caremark prescription
- 15% rate increase for Kaiser
- No increase for Delta Dental
- CareFirst Vision increases from 0.004 to $1.57 per pay period based on your coverage level.

Plan Changes
- To ensure all employees and their dependents have access to both medical and prescription coverage, employees who elect to cover their dependents on the CareFirst medical plan must also cover them on both the CVS/Caremark prescription plan and vice versa.
- CareFirst benefits changes:
  - BlueChoice HMO (Tier 1): Specialist copay will increase to $25
  - BlueChoice HMO (Tier 1): Inpatient Hospitalization will increase to $150
  - BlueChoice PPO (Tier 2): Specialist copay will increase to $35
- Kaiser Benetfit changes:
  - Kaiser will offer limited out-of-network coverage which includes 10 out-of-network provider visits and 5 out-of-area pharmacies prescription fills.
  - Health Dependnent Care Flexible Spending Account limit increased to $2,750.
- Evidence of Insurability (EOI) are required for employees that elect to enroll or increase their coverage amounts for the Supplemental Life Insurance plans.

As a reminder, you are encouraged to periodically review and update (if needed) your beneficiary(ies) information and/or your mailing address.

Questions? Contact 310-952-6600 or by email at ogcps.benefits@ogcps.org.

Legal Disclaimer:
The Oracle Employee Self Service website is the gateway to selecting your benefits. Selections made in the Employee Self Service System are binding for the benefit plan year (January - December), unless you experience an IRS (Section 125) “qualifying life event” also known as “qualifying event” or “family status change”.
Examples of qualifying life events include, marriage, divorce, birth, adoption, loss of coverage, or gain of coverage.

If you experience a “qualifying event” or “family status change” you have 20 days from the date of the event or status change to make changes to your benefit elections during the plan year.

By proceeding, you agree that:
- All the information provided is accurate.
- You will provide the designated third party administrator with any required supporting documentation (marriage certificate, birth certificate, and Social Security Number etc.) to properly enroll your dependent(s) on the benefit plan(s) elected.
- The information submitted represents your enrollment choice(s) and that you are authorizing contributions to be withheld from your pay on a pre-tax basis for the healthcare coverage selected.
- You authorize participating vendors to forward general information concerning medical services or supplies provided to you or to any of your family member(s) listed on the coverage for the purpose of review, investigation or payment of a claim. This authorization is valid for the duration of coverage.
- You will contact the Benefits Services Office immediately if your coverage level is incorrect, as you may be subject to a catch up deduction.

Accept
Decline

Next
3. Please confirm each family member you are adding to your health/life insurance on the **Dependents, Contacts and Beneficiaries Information** screen. If the name is not listed, click **Add Another Person**. Then, enter dependent information.

4. Click **Next**, then click **Update Benefits**.
5. Check the box for each level of coverage you wish to elect, for example: Medical, Dental, Vision, Prescription, Dependent Child Life Insurance, Spouse Life Insurance, Long Term Disability, Optional Life Insurance, Flexible Spending Accounts.

Click Next
6. Check **Cover** next to the name of dependent(s) you are adding to your Health and Life Insurance coverage. Click **Next**.
7. Note: Please update your beneficiary information for Basic Life and Optional Life insurance (if elected). The election amounts should total 100%.

8. Click **Next**
   Please read Confirmation Statement which defines further action you may be required to take. Example: If you elected Employee + 1 or Family health insurance coverage you will be contacted by our third party administrator (see message below). If you elected Optional Life Insurance, Spouse Life, or Long Term Disability you will need to complete a health application. Please note: you cannot elect an Optional Life insurance amount exceeding 5 times your annual salary.
Click Finish

Click Print Confirmation page
(print or save to your desktop)

Thank you for completing your 2021 Open Enrollment!
Adding new dependents
All employees who added new dependents to PGCPS group health plans will be required to provide verification of eligibility of their newly enrolled dependent(s). Employees will receive an email correspondence from our Dependent Verification Center, Bolton. Please comply with the requirements before the deadline mention in the notice. Dependents that are not verified by the Dependent Verification Center will not be eligible for coverage on PGCPS group health plans.

Optional Life, Spouse Optional Life, Long Term Disability elections
If you elected new or increased your Optional Life and/or Spouse Optional Life amount(s), you will be contacted by MetLife to complete a Statement of Health questionnaire.