

Benefits Enrollment Process | US

Quick Reference Guide – Current Employees

Oracle Cloud Access:

- If you log in using a Powell HR computer, follow the **Powell Benefits** Link
- If you log in from your Powell office computer, navigate to Intersect and click on **MyLinks** and select **Oracle Cloud** (works best in Chrome)
- If you log in using your home computer, enter in www.PowellBenefits.com in your internet browser (works best in Chrome), which will take you to the Oracle Cloud login screen.

To make changes to your Benefits due to a life event:

Me < Employee Benefits Self Service < Report a Life Event

Report a Life Event

You will need to select a life event from the list and enter the date of the event. **Note: Not all life events will allow you to make changes to all benefits.** Select **Continue**.

Dependents and Beneficiaries

Add new Dependents you wish to cover under your benefits, or change the Relationship of existing Dependents.

Basic Information:

- Last Name*
- First Name*
- Relationship* (Spouse, child, etc.)
- Start Date of Relationship* (Date of marriage, date of birth, etc.)
- Gender*
- Date of Birth*

Address:

- Use My Address (Select address from drop down menu)
- Enter a New Address

National Identifiers:

- Country*
- National ID Type* (Social Security Number, Tax ID Number)
- National ID* (enter Social Security Number or Tax ID Number)
- Issue Date (if applicable)
- Expiration Date (if applicable)

*This is a required field. Click **Continue** to select Benefits.

US Powell Employee Benefits

Under each option you will see plan names bolded. If you click on the plan name (or **See More Info**) it will take you to the Powell Benefits web portal in a new window, which provides information on that benefit. Click on the **Continue** button to move to the next Benefit section. The Benefit sections are as follows:

Disability:

- Short Term Disability
- Long Term Disability

Click on the **pencil icon/edit** button to make changes.

Medical:

- Medical PPO Plan
- Medical Premier CDHP
- Medical Basic CDHP

Click on the **pencil icon/edit** button to make changes. If you select a tier that includes dependents, you will be required to select the dependents you wish to enroll.

Dental:

Click on the **pencil icon/edit** button to make changes. If you select a tier that includes dependents, you will be required to select the dependents you wish to enroll.

Vision:

Click on the **pencil icon/edit** button to make changes. If you select a tier that includes dependents, you will be required to select the dependents you wish to enroll.

Flexible Spending Accounts:

- Health Flexible Spending Account (HFSA)
- Dependent Care Flexible Spending Account (DCFSA)

Click on the **pencil icon/edit** button to make changes.

Life and Accidental Death & Dismemberment:

- Basic Employee Life Insurance
- Basic AD&D Insurance
- Optional Employee Life Insurance
- Optional Employee AD&D Insurance
- Optional Spouse Life Insurance
- Optional Spouse AD&D Insurance
- Optional Child Life Insurance
- Optional Child AD&D Insurance

Click on the **pencil icon/edit** button to make changes to the Life Insurance section. Select the **pencil icon** next to each benefit to elect or change coverage. You will need to designate beneficiaries for each type of life insurance that you have elected for yourself. You may select different beneficiaries for each.

Identity Theft:

- IDF UltraSecure ID
- IDF UltraSecure Plus
- IDF UltraSecure Premium

Click on the **pencil icon/edit** button to make changes.

Group Pre-Paid Legal Services:

Click on the **pencil icon/edit** button to make changes.

After you have made all of your selections, click on the **Submit** button. You will see a confirmation page of your selections that you can **Print**.

Changes made as the result of a life event will require documentation supporting the life event. You can upload the supporting documents in the **Pending Actions** section on the Benefits home page. Changes won't take effect until the supporting documents have been approved by the Benefits Department.

If you have added dependents, you will be required to submit Dependent Verification documentation for each dependent, such as a birth certificate or marriage license. Your Employee Only coverage will be effective immediately but dependent coverage cannot start until you have submitted the appropriate documentation and it has been approved by the Benefits Department. You can upload the supporting dependent verification documents in the **Pending Actions** section on the Benefits home screen.