



## Welcome to 2009-2010 open enrollment

### Classified Active Employees:

#### **Open Enrollment Checklist** *(The following actions/information will be necessary to complete your enrollment process)*

- Evaluate plans and out of pocket costs
- Decide on the plan(s) & enrollment level (employee only, employee +spouse, employee + children, or employee + family)
- Have SSN, DOB & other group coverage if applicable, for self and all enrolling dependents.

#### **Medical:**

- Log on to <https://myoebb.org/oebb/lpb.main> and Register (set-up user name and password, if new '09-'10)
  - "Enroll for benefits" with OEBB
  - Verify personal information (name, address, phone)
  - Add dependents
  - Enroll self and each dependent in medical plan of choice
  - Accept and Continue
  - "I Agree" check box and button
  - OK selection
  - Print a copy of your benefit statement
- Affidavits for domestic partners, adoptions &/or dependents by court order (if not already on file with CSD 509J) turned into the Payroll/Benefit Office by September 11, 2009 at 5pm.

#### **Dental/Vision:**

- If making changes to enrollment status or plan for 2009-2010 fill out enrollment forms and make changes.
- Turn in enrollment forms to the Payroll/Benefit Office by Sept 11, 2009 at 5pm.

#### **Life/AD&D/LTD: (active employees only)**

- If 1 fte you must enroll in the Life insurance benefits as this is a fully Employer funded benefit. If you are already enrolled, no action is required.
- If changes to dependents or beneficiaries are necessary, complete an enrollment/beneficiary form.
  - Need SSN's, address, phone, DOB for all dependents and beneficiaries
  - Turn enrollment forms to Payroll/Benefit Office by Sept 11, 2009 at 5pm.
- If less than 1 FTE and not a new employee fill in the Regence Contributory Benefit Application

#### **Links and Forms are located on the CSD509J Benefit Website:**

[http://www.csd509j.net/district\\_information/departments\\_and\\_services/business\\_services/insurance.html](http://www.csd509j.net/district_information/departments_and_services/business_services/insurance.html)

#### **Any Questions?**

CSD 509J Benefit Specialist, Christine Plagmann-Packard: 541-757-5738

**Questions regarding OEBB:** Oregon Educators Benefit Board 888-469-6322