

# QUICK REFERENCE GUIDE FOR 2019 OPEN ENROLLMENT

To enroll go to <https://my.tbx360.com/okhee1>

## ❖ LOGIN INFORMATION

- User ID: Social Security Number with no dashes
- Personal ID: Last 4 of your Social Security Number and the last 2 digits of your birth year. Example xxx-xx-1234 and 1985, your PIN would be 123485

## ❖ PERSONAL INFORMATION

- No changes can be made on this screen. If you need to make changes to demographic information, please contact Human Resources at 580-774-3071.

## ❖ DEPENDENTS

- This is the screen to make changes to your dependents for Health, Dental and Vision. Please note dependents can be different from beneficiaries.

## ❖ BENEFITS GURU

- The Benefits Guru is informational to assist in choosing the correct plan for your needs. If you know the plan you want to elect, then go to the bottom left and click on "Skip Benefits Guru" and **Continue**.

## ❖ MY BENEFITS

- This is a list of Your Available Plans that you will go through during your enrollment. You can keep track of where you are and what is left to complete. You can leave and come back.

## ❖ HEALTH-BlueCross BlueShield (BCBS)

- Choose your Plan; Plan A, B, C, D, or E\*. Remember\* Plan E is a Health Savings Account Plan (HSA). Click on who will be covered. Example; Employee Only or Employee+Child and then click **Enroll**. If you do not want a particular coverage, click on **Decline**. You will be receiving new cards in the mail from BCBS effective for 2019 so watch your mail.

## ❖ ACCIDENT INSURANCE, CRITICAL ILLNESS, HOSPITAL INDEMNITY- OPTIONAL MetLife Policies

- Please note all of these policies are Post-Tax deductions. You will need beneficiary information on some of the policies.
- **\*\*PLEASE NOTE\*\*** American Fidelity, AFAdvantage, Mid-West and Baltimore Life Universal Life policies are not on your on-line enrollment and will not be processed as payroll deduction(s) after December 2018. If you want to continue these policies, please contact the company to set up direct payment.

## ❖ DENTAL-Delta Dental

- There were no changes to our plan or cost for this year. Select your option, who you will cover and click **Enroll**.

## ❖ VISION-Vision Service Plan (VSP)

- Our base plan is the same but NEW this year, is the Vision Enhanced Plan. Click on the plan and whom you wish to cover then click **Enroll**.

## ❖ ER FUNDED LONG TERM DISABILITY-TheStandard

- SWOSU pays for the Core Plan. Employee pays for the Buy-up Plan. Click **Next**

## ❖ BASIC LIFE AND AD&D-TheStandard

- No decisions to make as this is provided by the University. Click **Next**
- Choose Beneficiaries
- *Information you will need for beneficiaries; YOU MUST HAVE THIS INFORMATION*

- *Name*
- *Date of Birth*
- *Social Security number*
- *Address*
- *Phone*

- To add a Beneficiary go to the far right in the gray bar and click on the + to add or the Pencil to edit information. You must click on Primary or Contingent and then click Save then Next.
- ❖ ADDITIONAL LIFE AND AD&D
  - This is life insurance in addition to what the University pays. As you stay within the amount in the green bar, it is guaranteed issue. If you go into an amount in the pink bar, an Evidence of Insurability would need to be completed for approval. Choose Beneficiary, click Next.
- ❖ SPOUSE LIFE AND AD&D
  - Slide the bar to the requested amount. Click “wish to apply” or “decline” coverage then click Next.
- ❖ HEALTHCARE FLEXIBLE SPENDING ACCOUNT (FSA)-CHARD SNYDER
  - If you wish to elect-either put in the amount per pay period OR Total amount and click on Calculate.
  - Click “wish to apply” or “decline” coverage then click Next. NOTE\*\* you will be receiving a Reimbursement card from Chard-Snyder so watch your mail.
- ❖ DEPENDENT CARE FSA-CHARD-SNYDER
  - Choose to elect or decline then click Next.
- ❖ SIGN AND SUBMIT
  - YOUR BENEFITS-If you need to make changes-click on the plan on the left and it will take you back and you will click Unlock and then change your election and Next again and you will be directed back to YOUR BENEFITS. If you are ready to submit click Next.
- ❖ REVIEW/SIGN FORMS
  - This is your summary. If correct, you can Download Form on far right to keep for your records. You are then ready to click Sign Form, which is your electronic signature. Please Note\*\*\*\* you DO NOT need to sign and send to HR.
- ❖ REQUIRED NOTIFICATION
  - You may or may not have any notifications. Click Sign Form
- ❖ SIGN/SUBMIT COMPLETE
  - Congratulations!!! Your enrollment is complete. You can now logout.