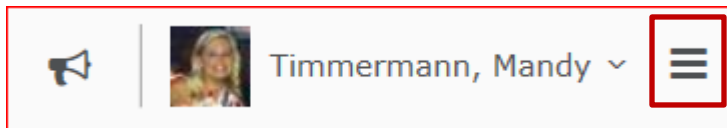


HOW TO ENROLL- OPEN ENROLLMENT

Note: Make sure you connect to VPN if you are outside of WWT network.

1. Sign into United.
2. Click on the Application Menu in the top right corner.



3. Find and click on **Oracle E-Business Suite**.
4. Click the Navigator icon.



5. Click on **Employee Self-Service-WWTHC**.
6. Click on **Benefits**.
7. Click **Enroll in Benefits (Newly Eligible/Open Enrollment)**.
8. Complete the Legal Disclaimer screen.
 - a. Click Accept.
 - b. Click Next.

IMPORTANT NOTE: If you plan to elect medical coverage and you will be covering a dependent(s), you must complete Step 9 PRIOR TO clicking the Next button.

9. Click **Add Dependent/Beneficiary**. Then complete your dependent/beneficiary's personal information.

Please note: Due to government reporting and the Affordable Care Act, it is important that your dependents names are listed exactly as they appear on their social security card. Please confirm your dependents names when reviewing your benefits. Failure to update incorrect information could result in a personal fine from the IRS.

Note: The relationship start date for a spouse is your wedding date. The relationship start date for a child is the child's birth or adoption date.

- a. Click **Apply**.
 - b. Repeat as necessary until all dependents/beneficiaries have been added.
10. Click **Next** to continue with your benefit enrollment.

11. Review your current Benefit Selections.

WWT provides Basic Life/AD&D Insurance and Long Term Disability Insurance to all employees at no cost. By default, the screen indicates that these have been selected for you and that you will have the opportunity to designate beneficiaries for them.

The Coverage Start Date indicates when these benefits will be effective.

The Enrollment Period indicates the dates during which you are allowed to add or update benefits (31 days from date of hire).

12. Click **Add/Update Benefits**.

This begins your Add/Update Benefits process. Note the progress bar across the top of the screen. Your changes will not be saved until you have completed the entire process.

13. Complete the **Add/Update Benefits** process. Screen shots are provided on the following pages of this document.

- a. Complete the Update Enrollments screen.
- b. Complete the Cover Dependents screen.
- c. Complete the Update Beneficiaries screen.
- d. Review the Confirmation Statement screen.

****Please print your benefits confirmation statement for your records.****

