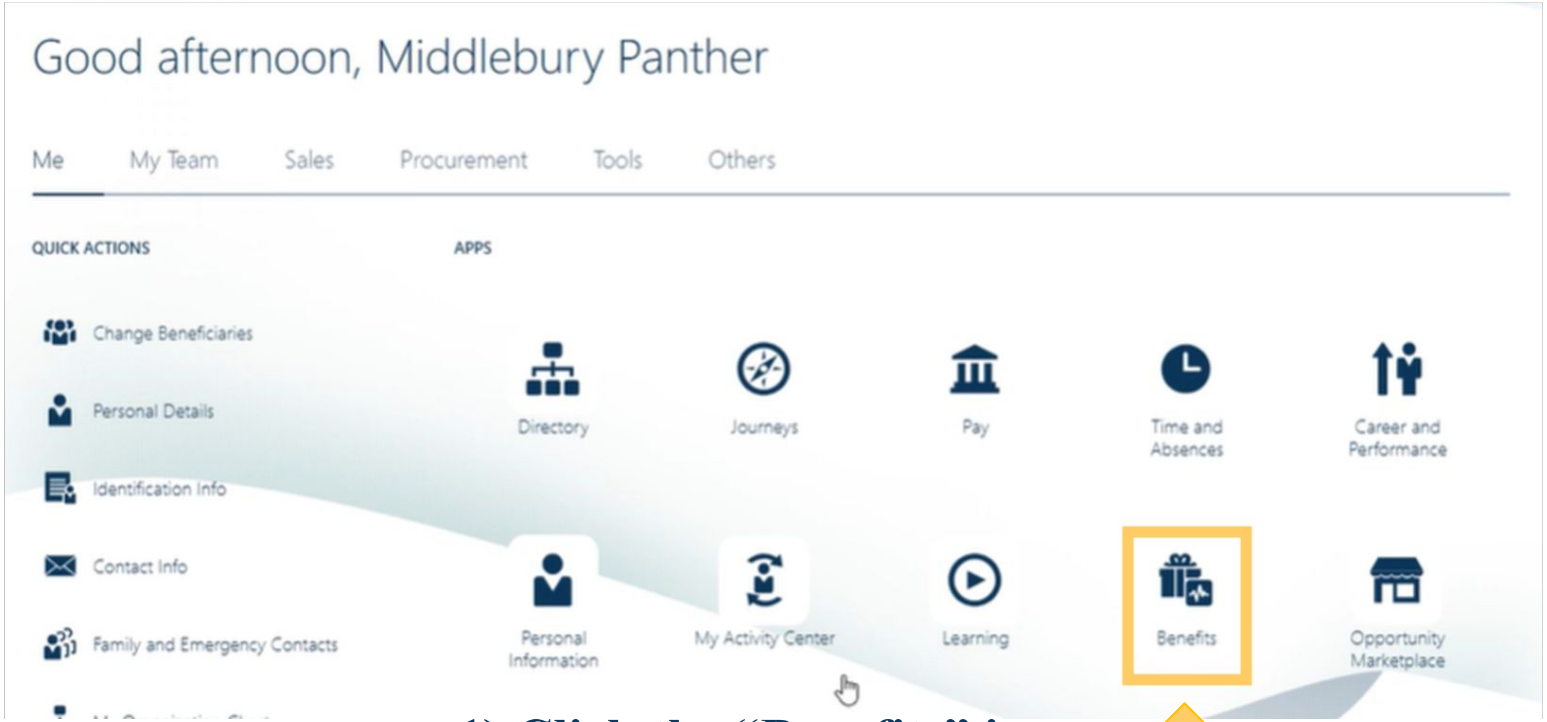
Oracle Step by Step Overview: Benefit Enrollment Process

Fall 2026

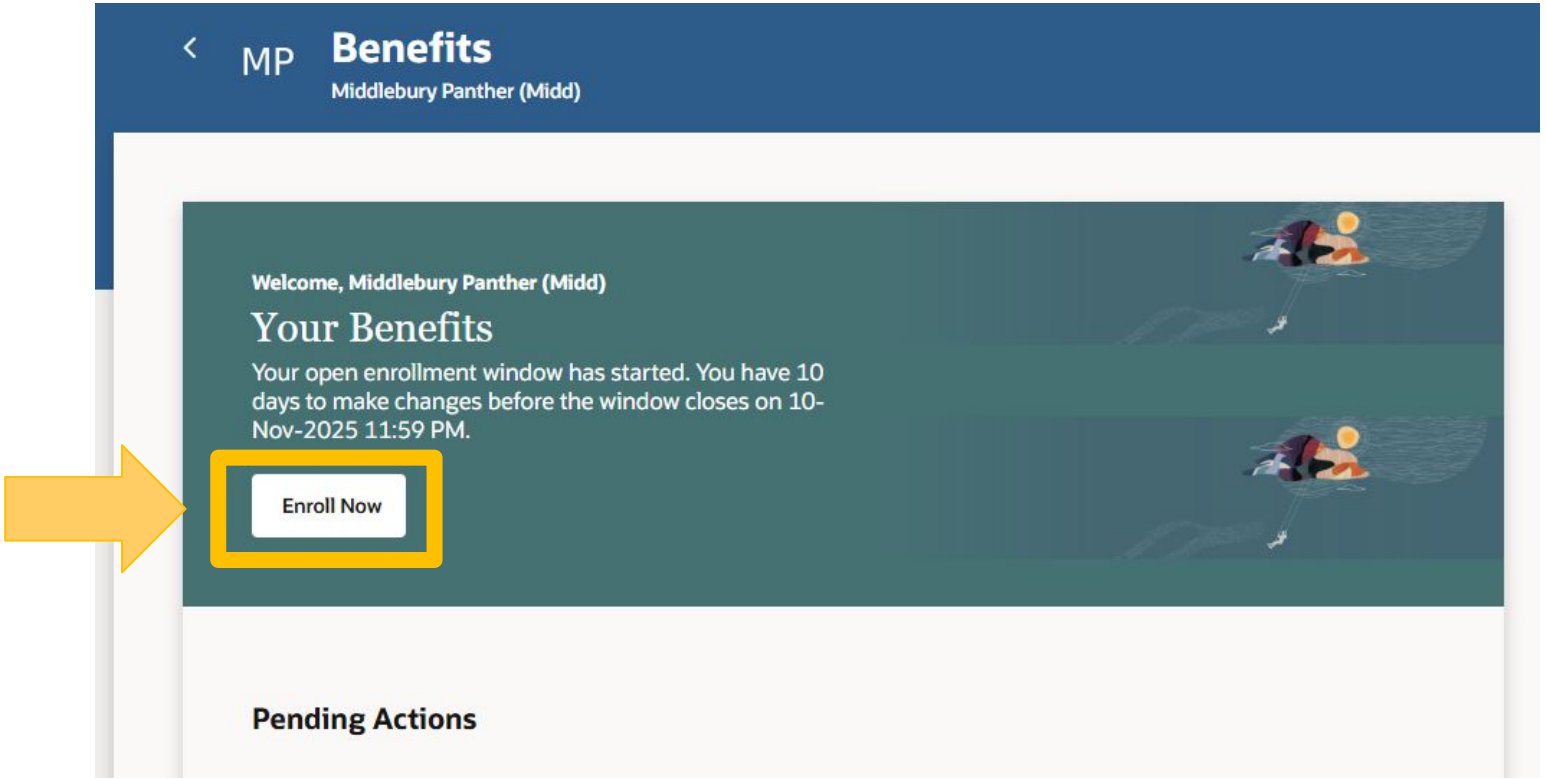
Middlebury College

Oracle: Benefit Enrollment Overview



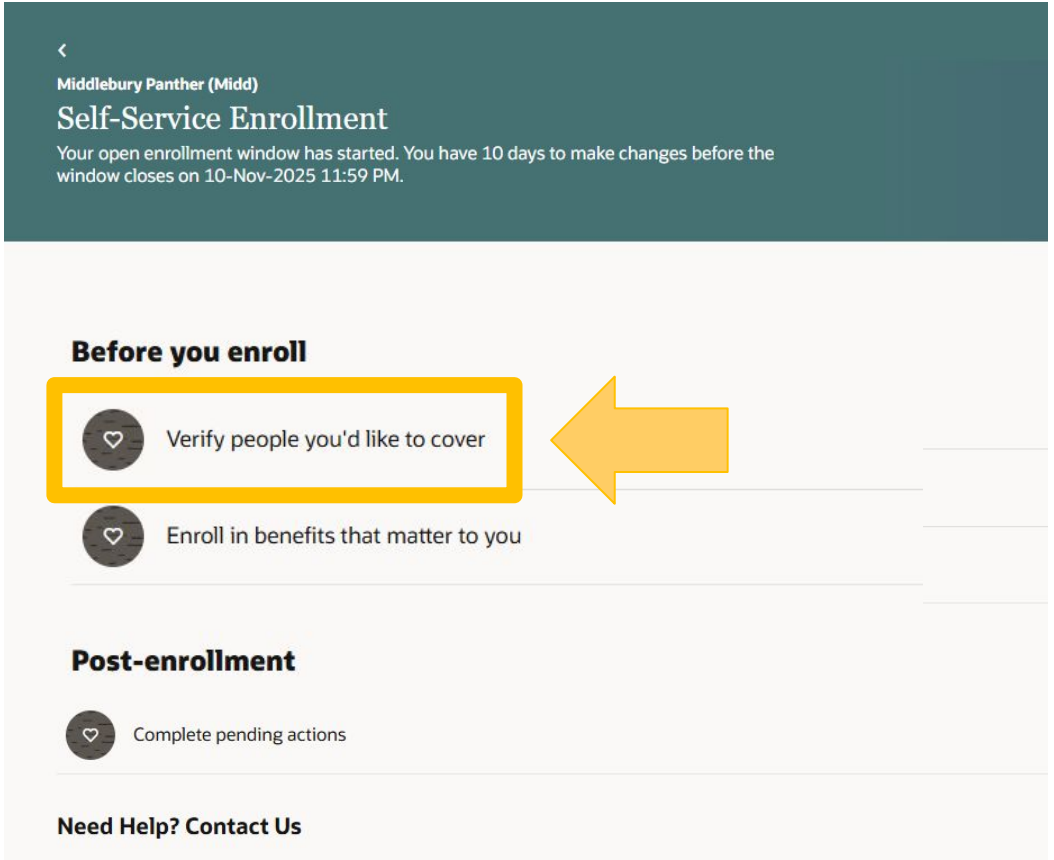
1) Click the "Benefits" icon.

2) Click “Enroll Now”.



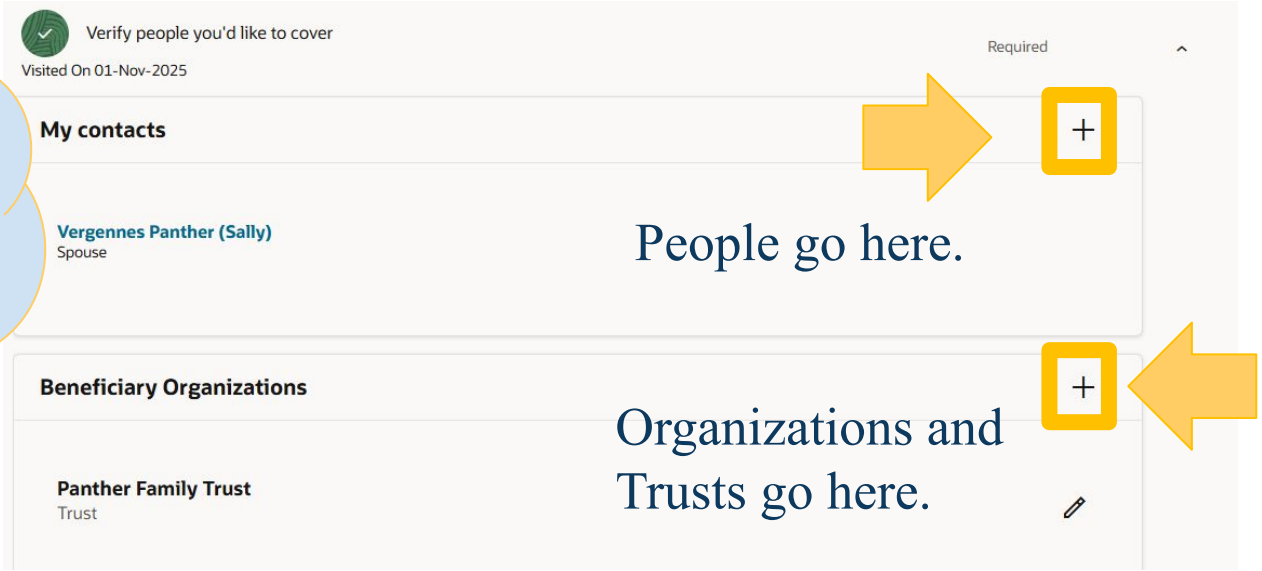
3) Select/click on next step of the process:

- **Verify People to Cover:** confirm your dependents & beneficiaries are listed.
- **Enroll in benefits that matter to you:** start the process of selecting benefits.

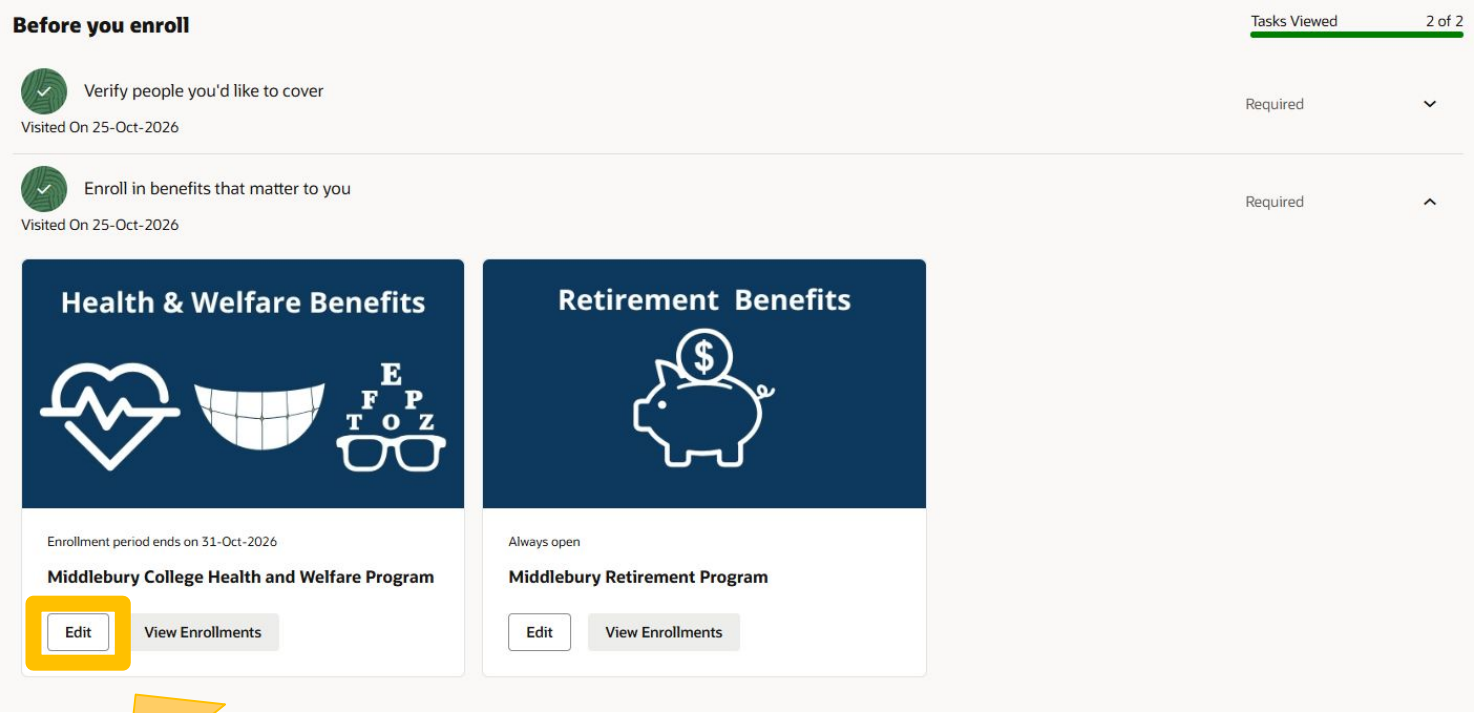


4) Ensure your dependents & beneficiaries are listed with correct spelling and details; if not use plus sign to add them.
Click “Continue” when ready to move on.

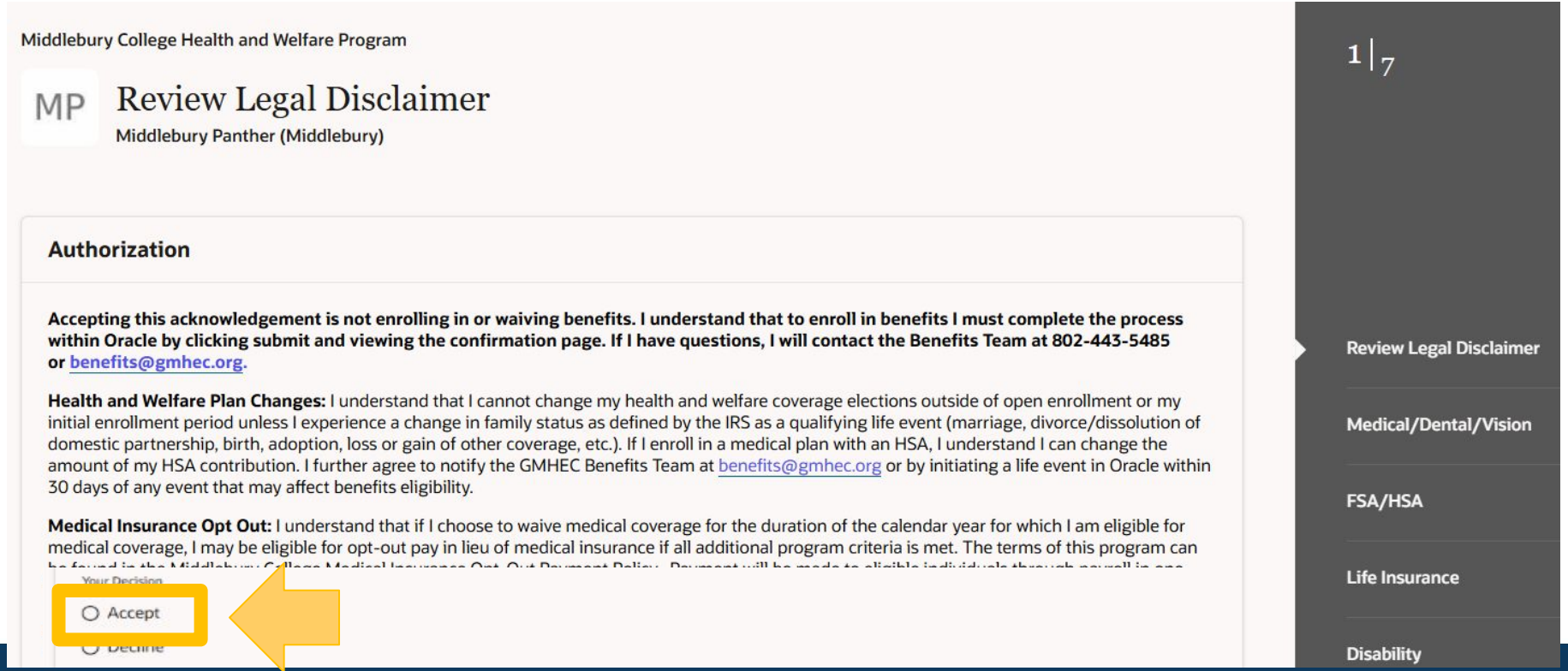
Data you enter here is sent to benefit vendors. Click your contacts’ names to double check spelling, date of birth, gender, address, etc. are correct!



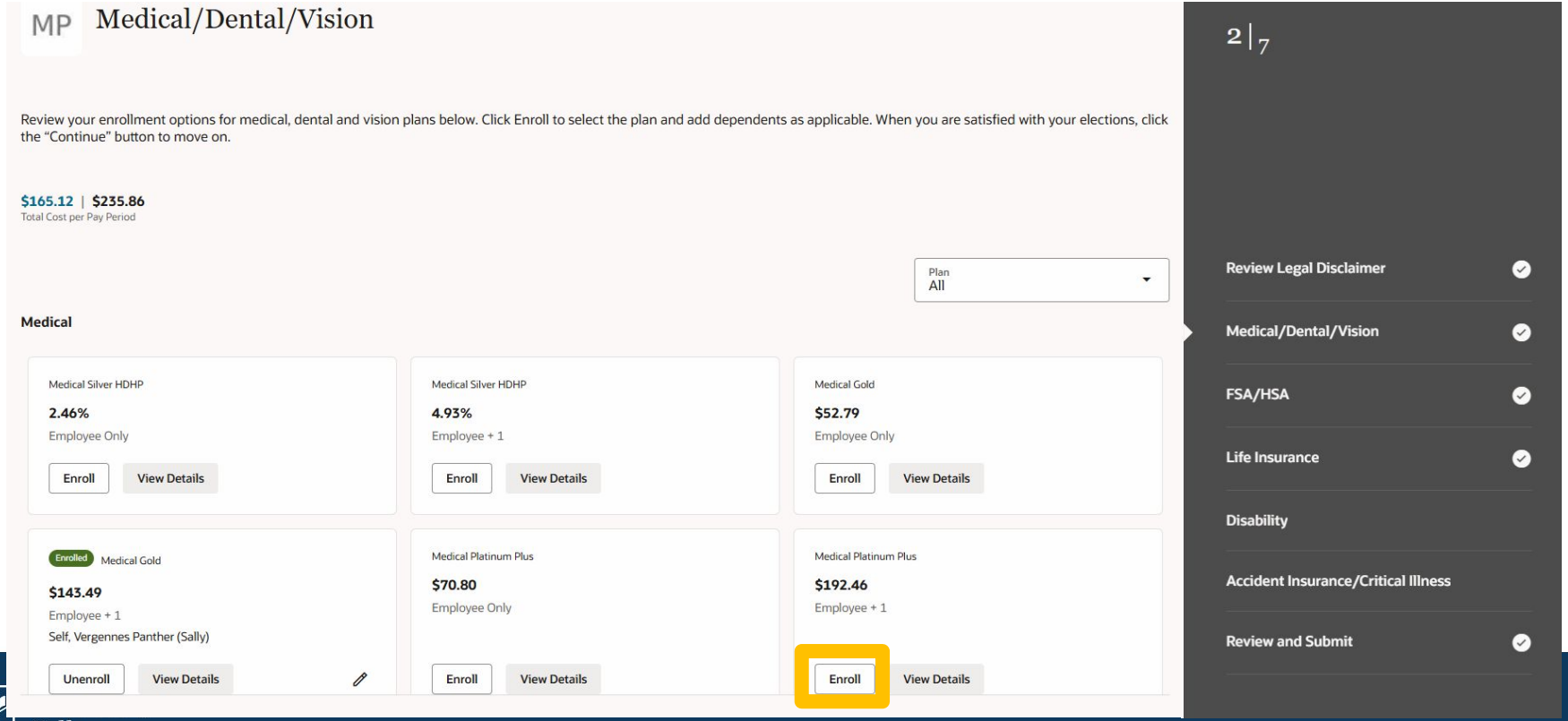
5) Click “Edit” on the Health & Welfare Benefits Tile to start your benefit election process/to complete your enrollments.



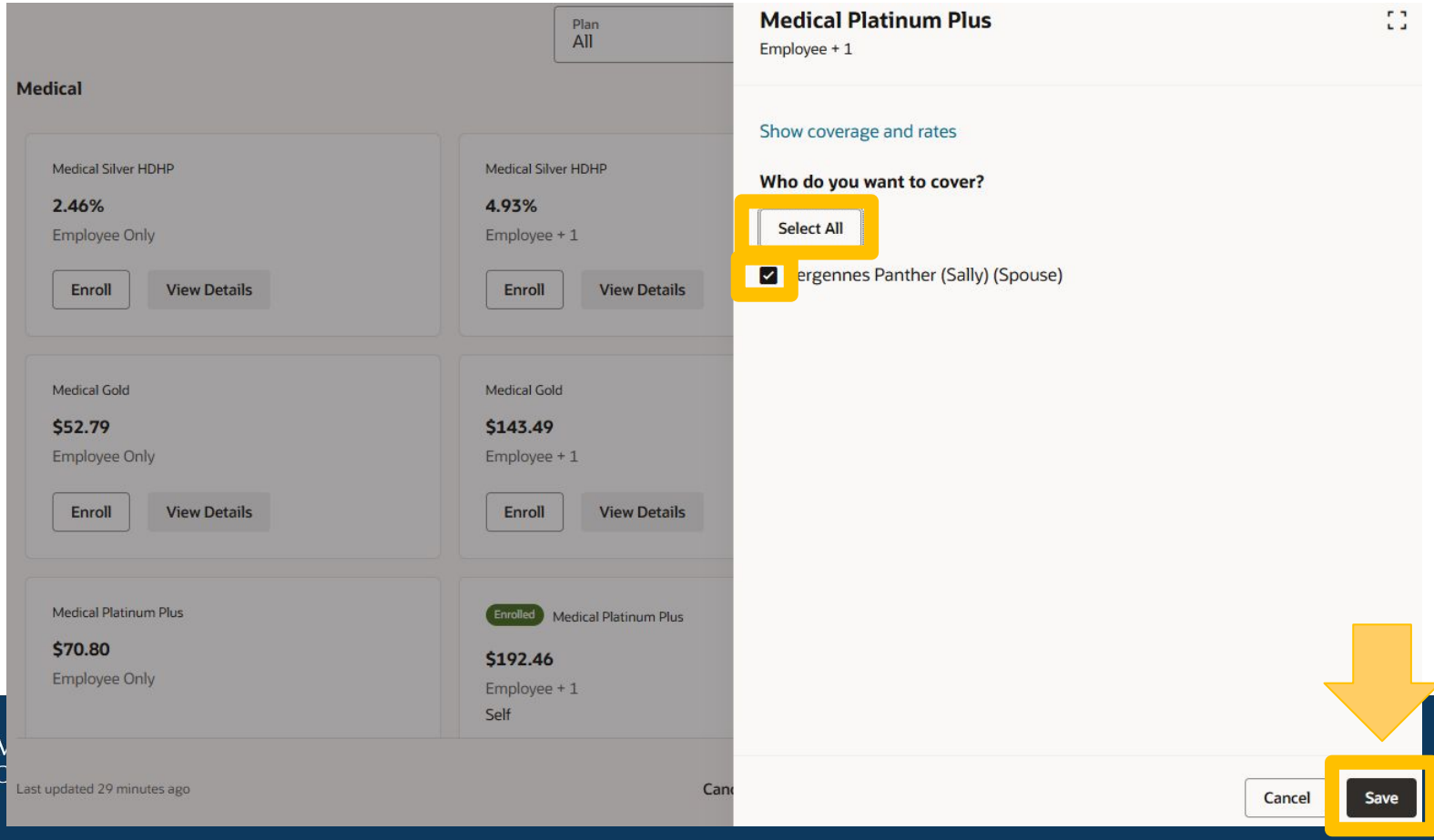
6) Read the authorization, when you reach the bottom you will be able to click the "Accept" radio button to continue to your enrollment process.



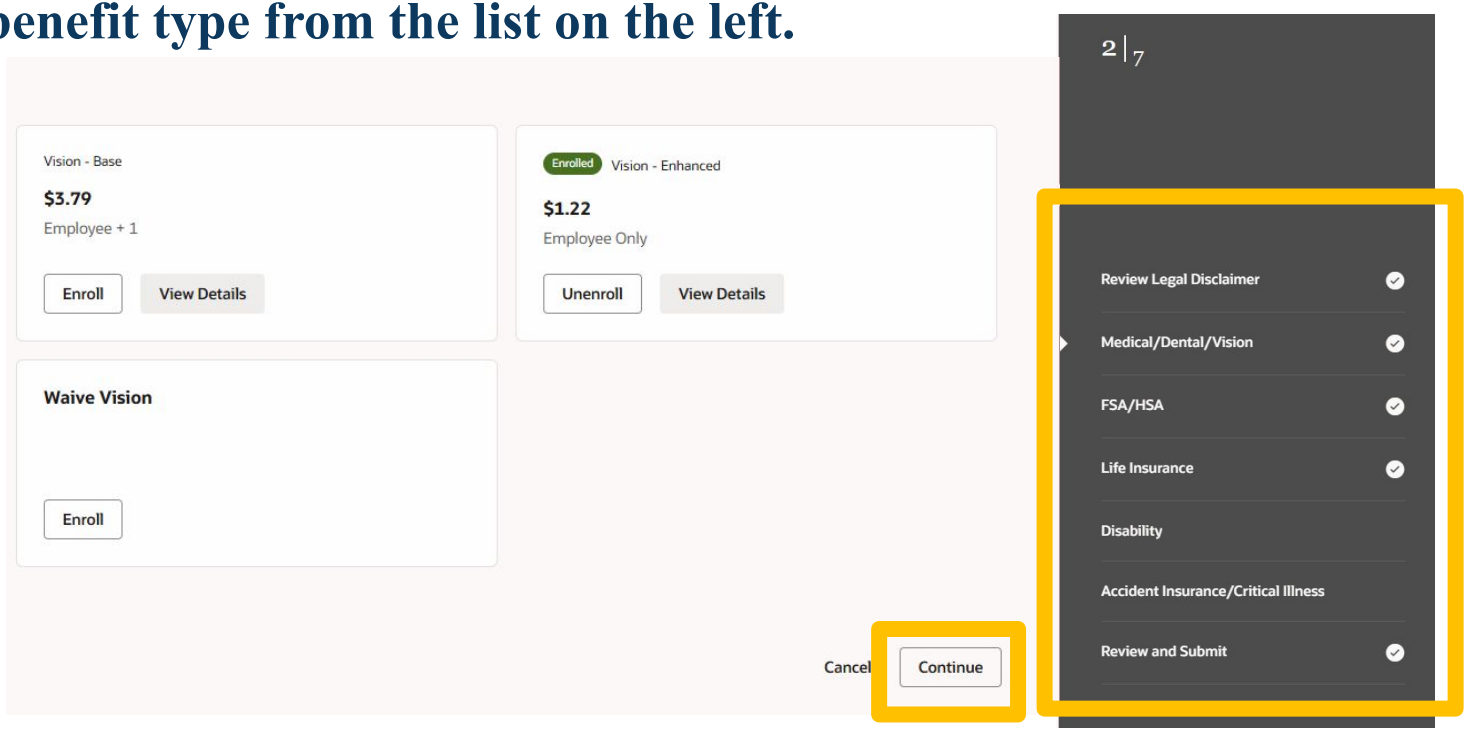
7) Click "Enroll" on the benefit plans that you'd like to select. If the plan you want already has the green enrolled icon, you may scroll down/continue on in the process.



8) Ensure you select the dependents you want to enroll in your plans (if applicable).



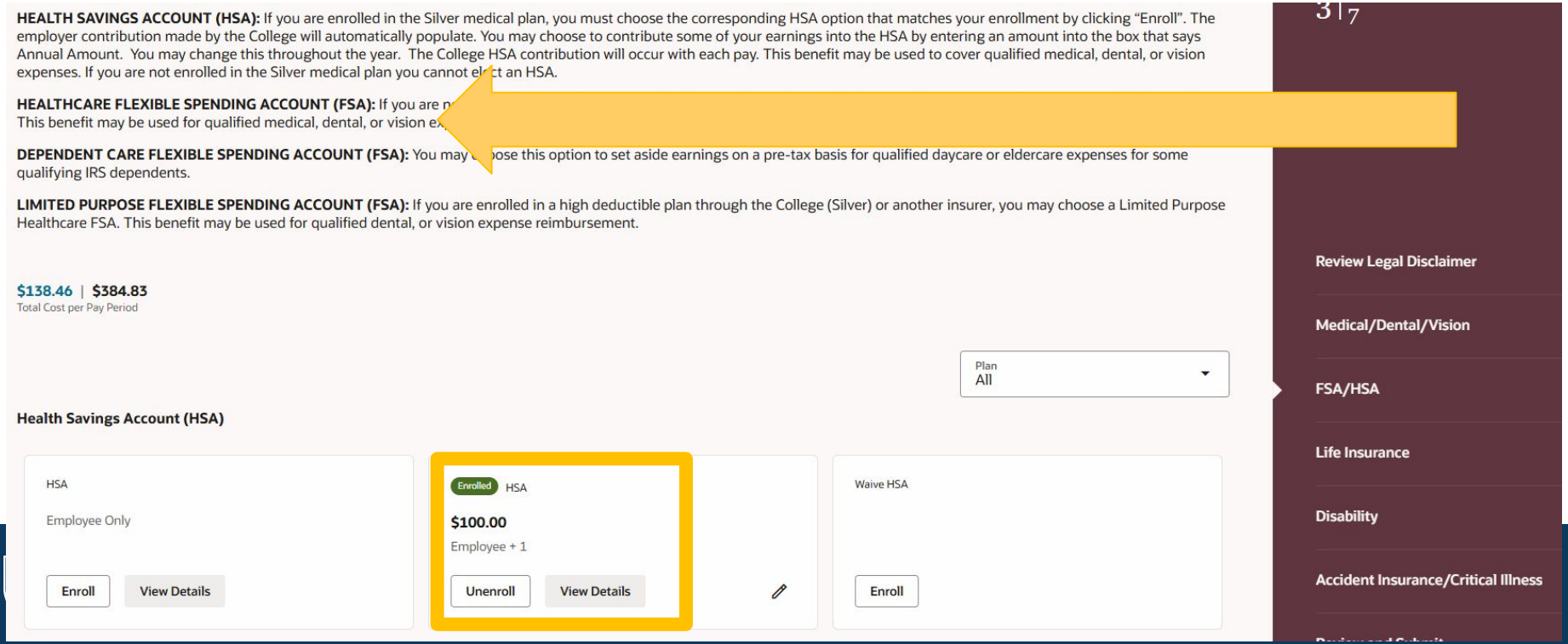
9) Continue through the enrollment process by scrolling down, selecting your benefits, then clicking “Continue” or selecting the benefit type from the list on the left.



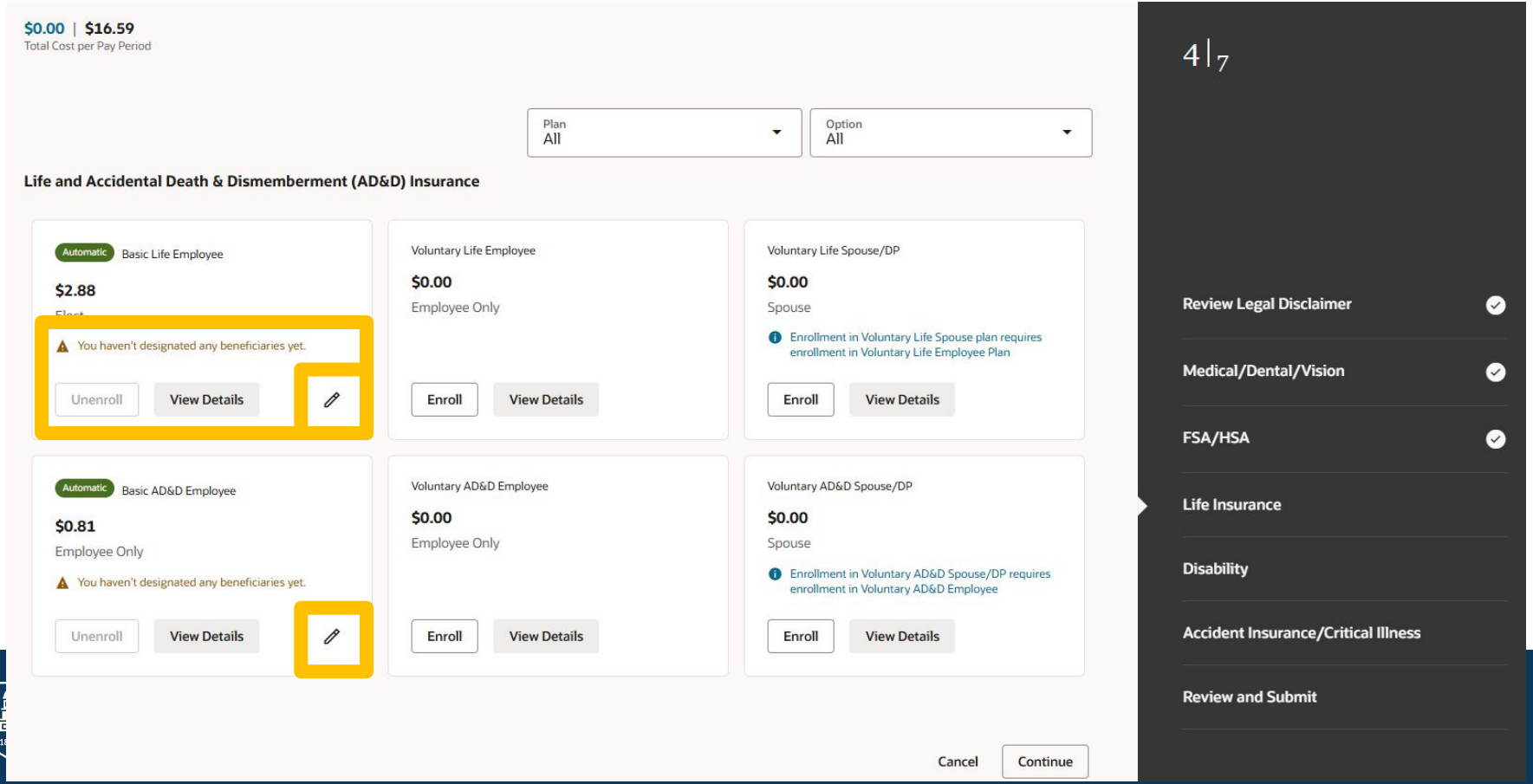
Check marks appear as you visit the pages.

10) If enrolling in Health Savings Account (HSA) or Flexible Spending Account (FSA) benefits, you will input an annual election amount and Oracle will divide that by the number of remaining paychecks in the year to show your per paycheck amount (26 if electing during open enrollment).

The text at the top of the page reminds you about each of these benefits.

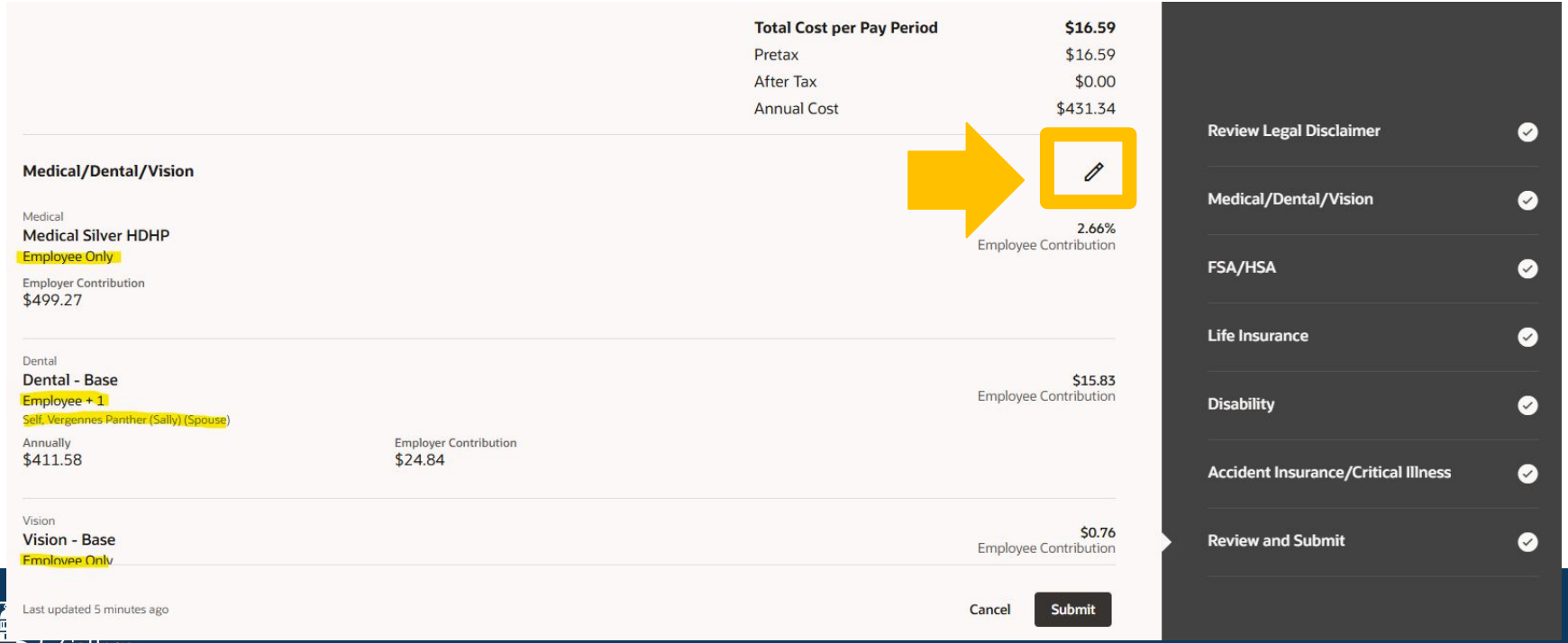


11) As you review and enroll in Life Insurance, make sure you have up to date Beneficiaries assigned.



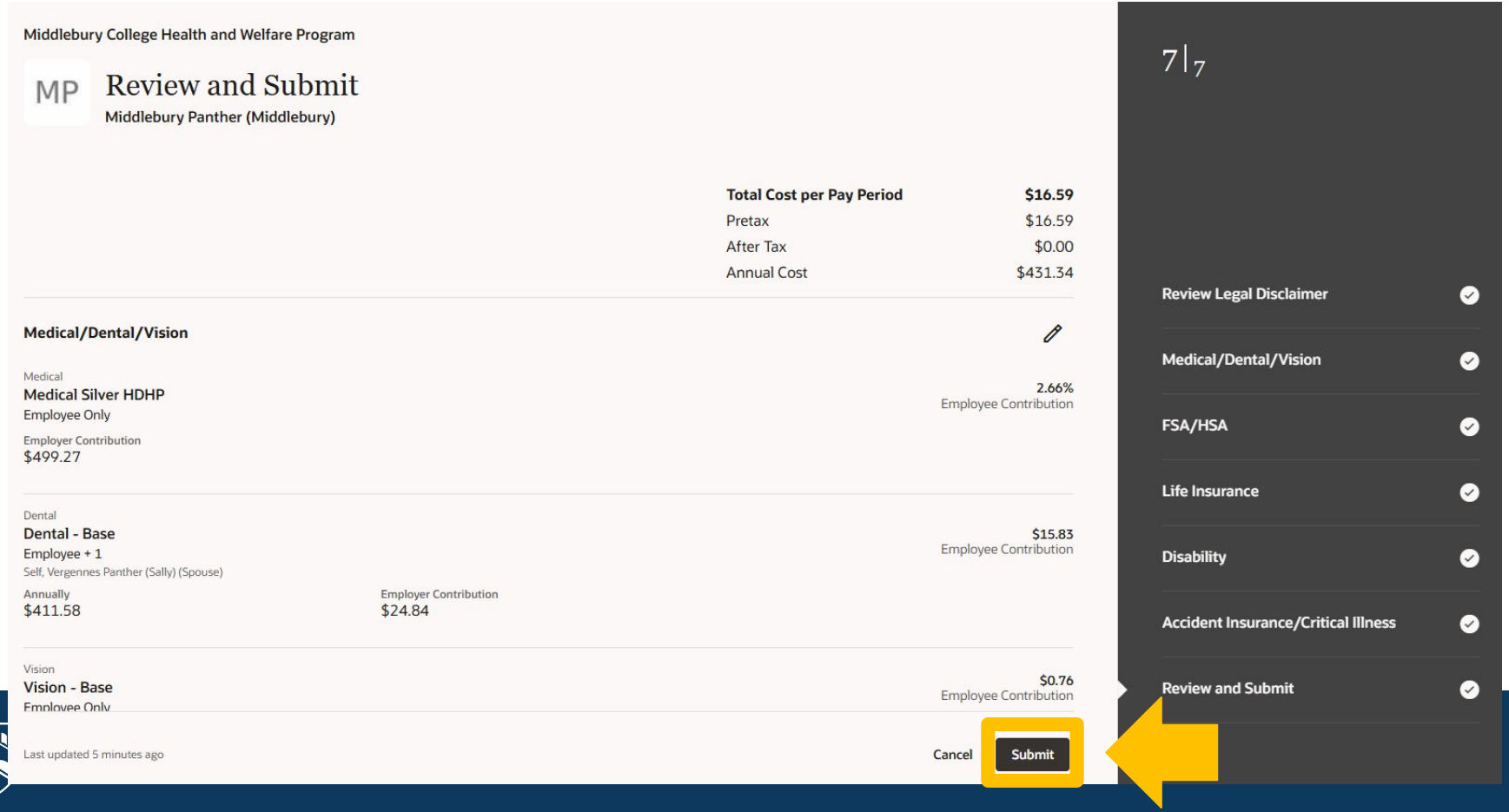
12) Review and Submit: Scroll through and make sure your elections are as you wish, that you've enrolled correct dependents, beneficiaries are accurate.

- *Clicking the edit pencil brings you back to edit/change that benefit.*



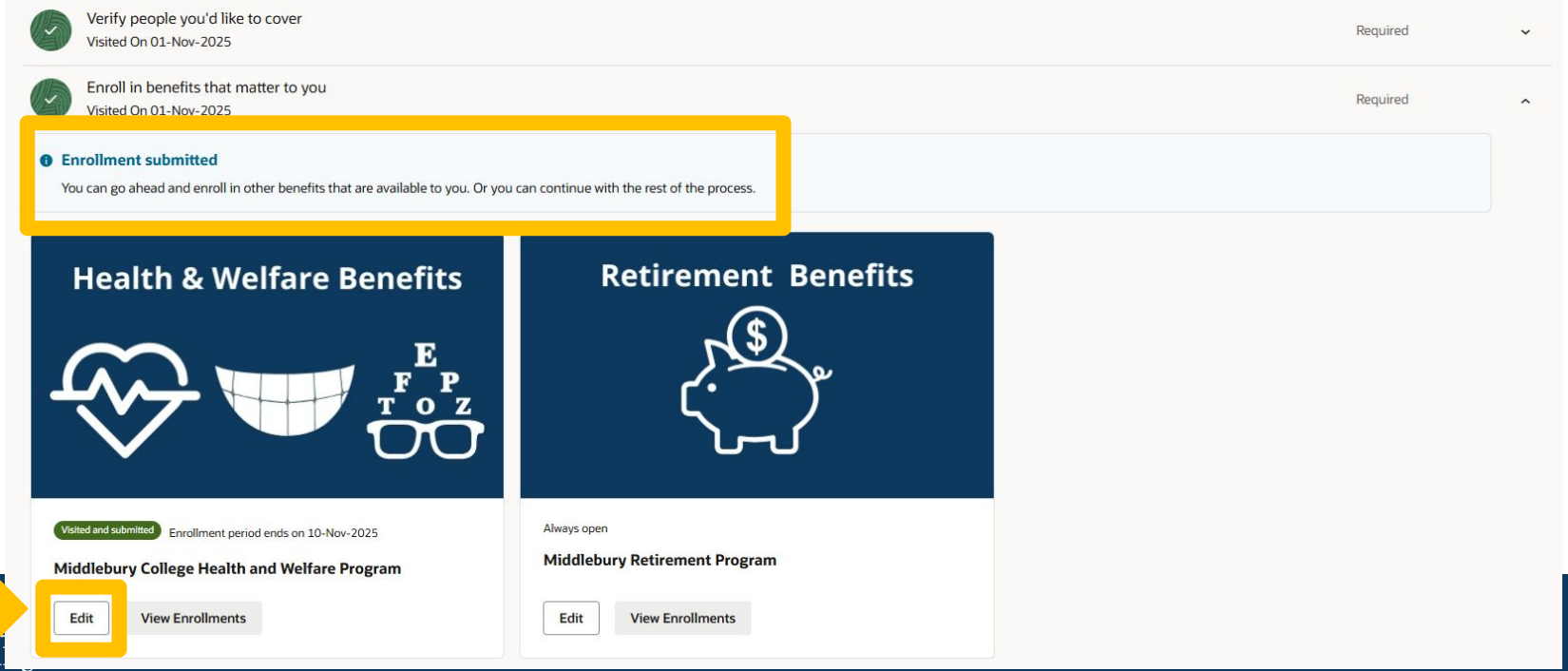
College

13) Click “Submit” when you are finished to finalize elections.

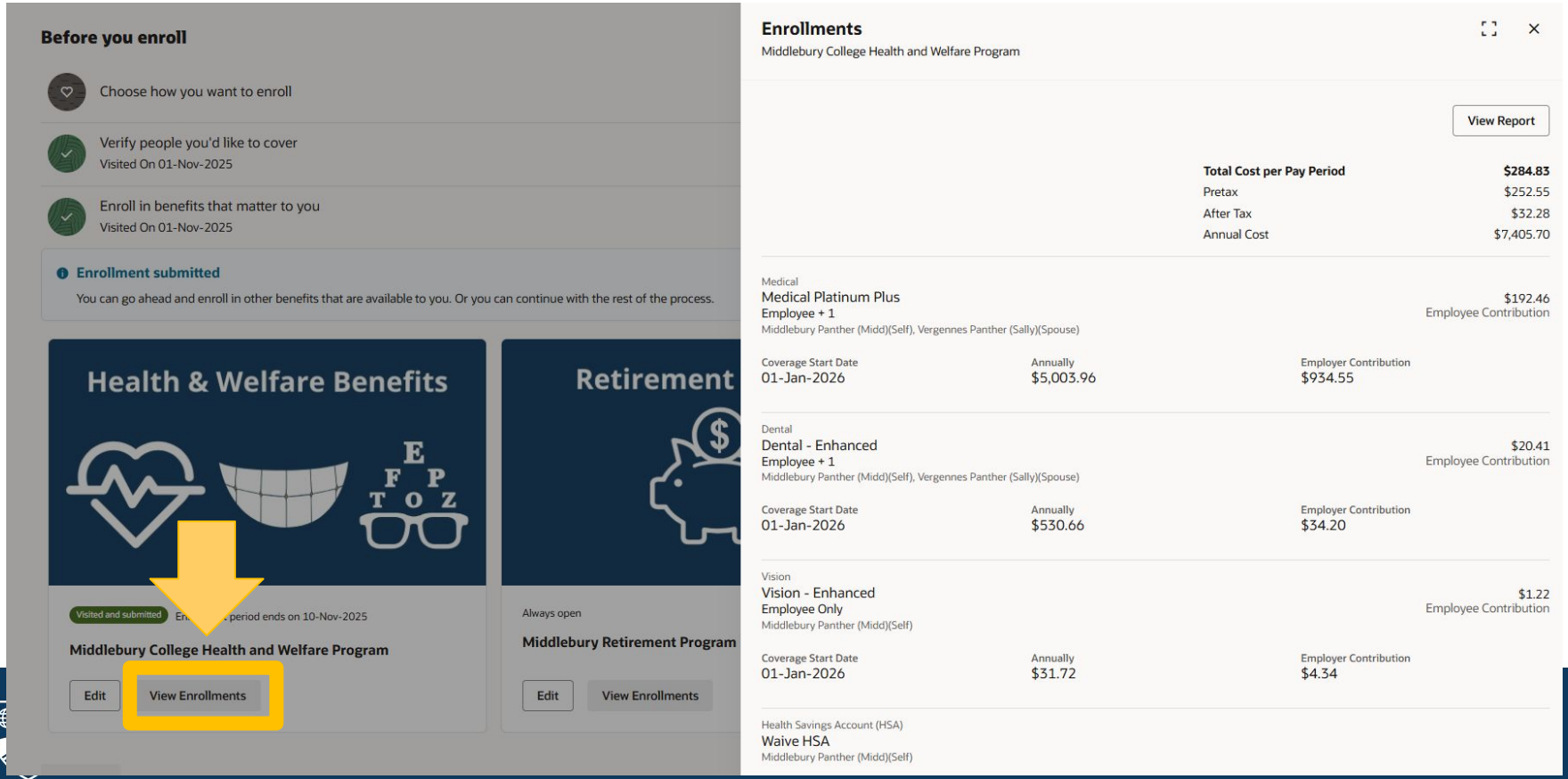


14) When you see this message, your elections are saved and you have completed your benefit enrollment.
You may click "Edit" to go back in and make changes through your applicable deadline.

- **Open Enrollment: deadline 11/13/2026**
- **New Hires/Newly Eligible: 30th day in benefit eligible role**



15) Click “View Enrollments” to see what you elected - they will pop up on the right side of screen, scroll down to view all benefit elections you submitted.

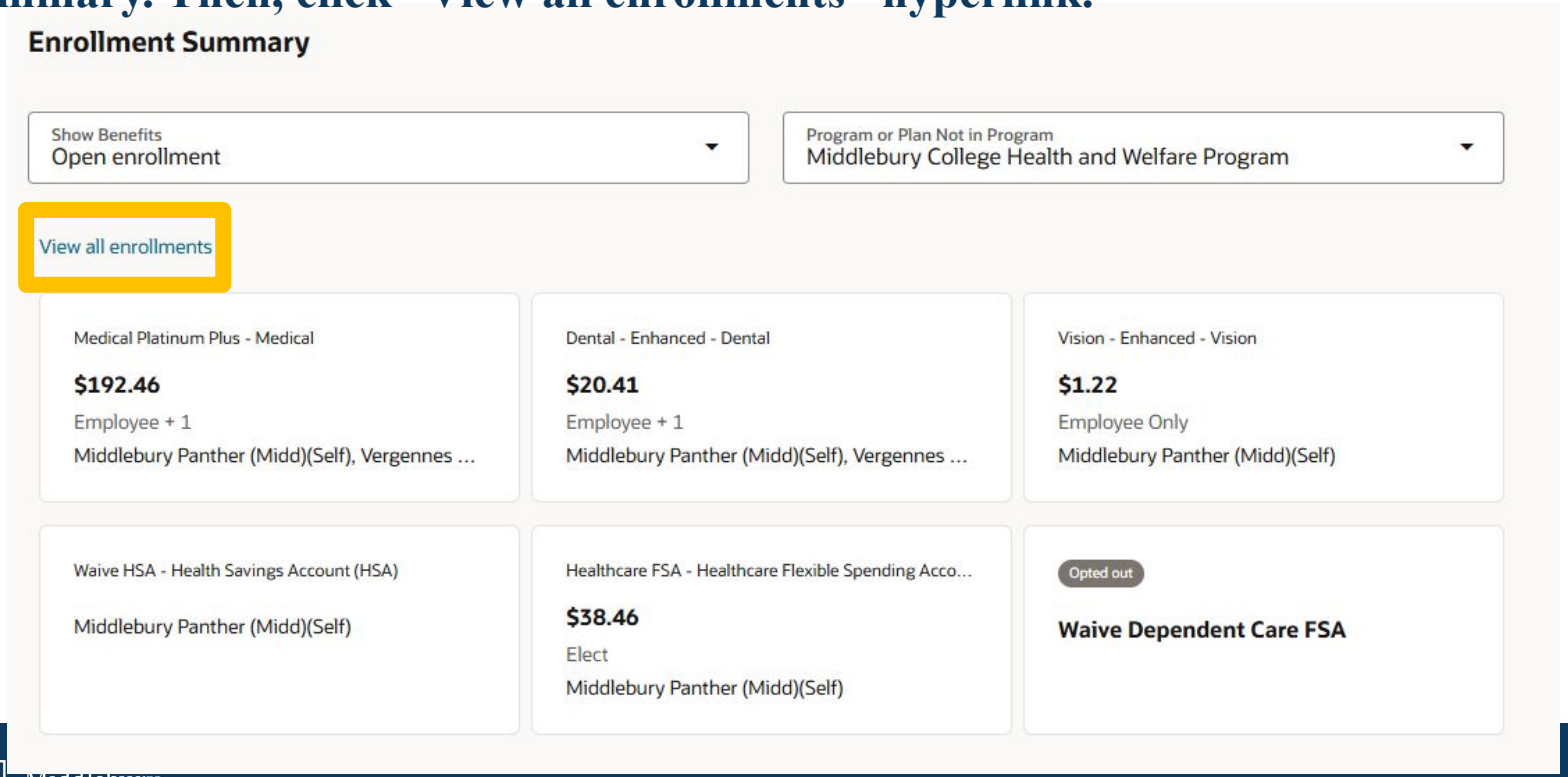


16) Pending Actions - may occur for some but not everyone.

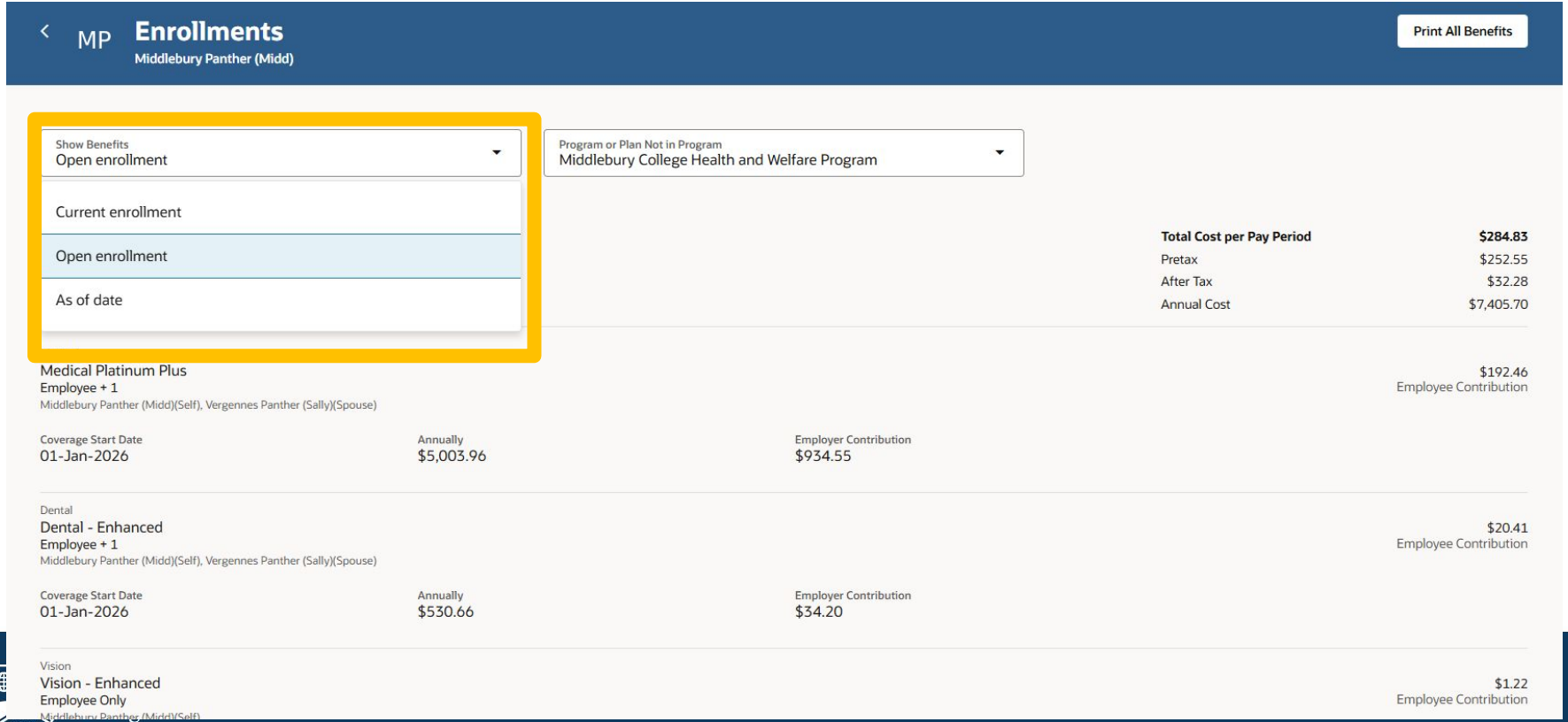
- **Designate Beneficiary:** this means you didn't assign a beneficiary, yet.
  1. Complete this step now, please.
  2. A beneficiary you assigned during Open Enrollment is technically effective 1/1/2027. Email benefits@gmhec.org with details of who should be assigned and we can input that information effective now on your behalf.

- **Evidence Of Insurability:** this means that you made a change to life insurance to increase coverage and Unum will need to approve the benefit before it is effective.
  1. After Open Enrollment has ended, the Benefits Team will email you the electronic form you need to submit to Unum.
     - You do not need to do anything today, when you get the email you need to submit the form to Unum.
  2. Unum will then evaluate your responses and determine if you are approved or need to submit further medical details.

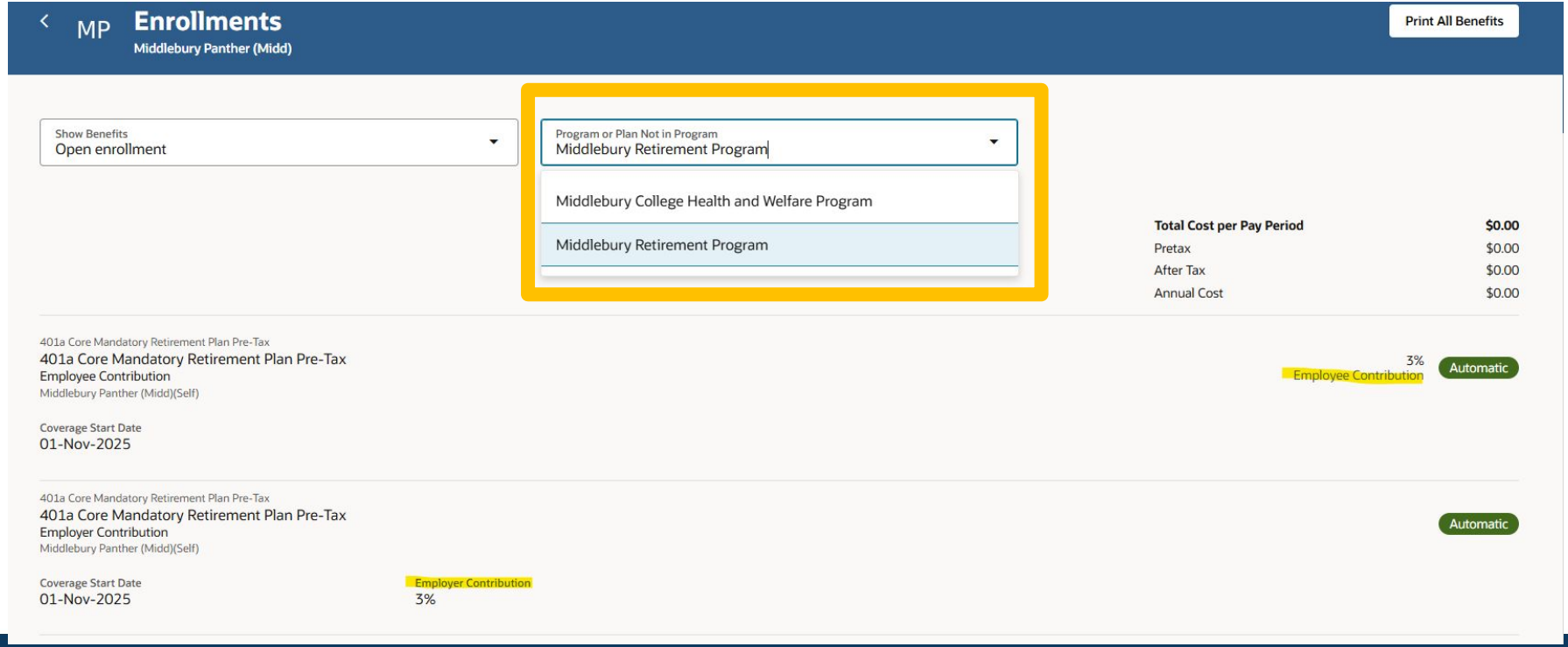
17) To view your benefit elections: From Oracle Home, click Benefits Icon, then scroll down on Benefits landing page until you see Enrollment Summary. Then, click “View all enrollments” hyperlink.



18) Enrollment elections show by defaults set in Oracle (effective today or the first of the month). Use drop-down menu to toggle to current elections or a specific date.



19) Use Program drop-down menu to toggle view your Retirement Contributions - this will show as of today's date.



Questions? Give us a call while you are logged in to Oracle - 802-443-5485.



