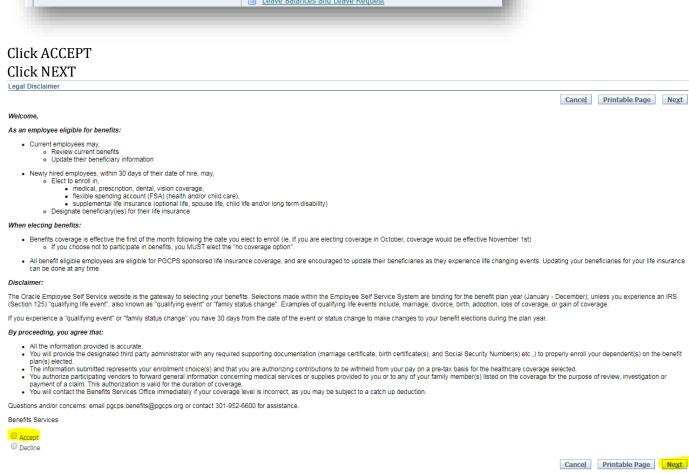


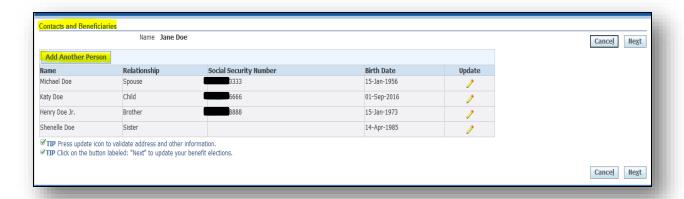
Self Service Instructions for NEW HIRES

- 1. Log into Oracle Self Service
- 2. Click **BENEFITS**





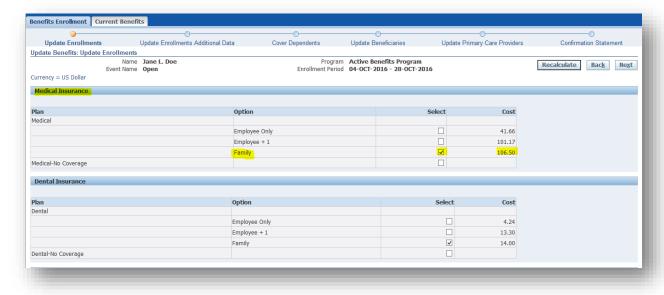
3. Please confirm each family member you are adding to your health/life insurance are listed in the box titled, "CONTACTS and BENEFICIARIES". If the name is not listed click ADD ANOTHER PERSON and enter dependent information. Click NEXT



4. Click **UPDATE BENEFITS**



5. Check the box for each level of coverage you wish to elect, for example: Medical, Dental, Vision, Prescription, Dependent Child Life Insurance, Spouse Life Insurance, Long Term Disability, Optional Life Insurance, Flexible Spending Accounts. Click Next

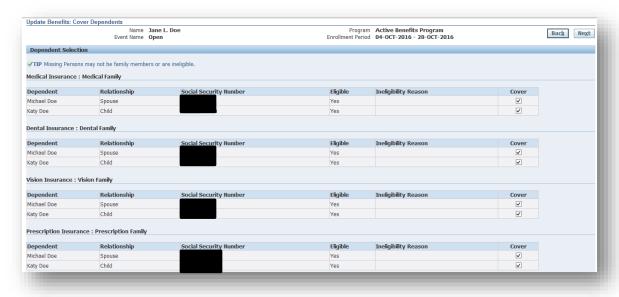




6. Click **NEXT** again



7. Check the box next to the name of dependent(s) you are adding to your HEALTH AND LIFE INS. Click Next



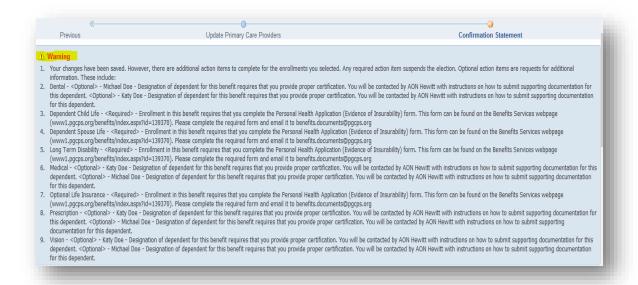


8. (Note: Please insure to update your beneficiary information for Basic Life and Optional Life insurance (if elected). The election amounts should total 100%



9. Click **NEXT**

Please read WARNING section that requires possible further action that you may be required to take. Example: If you elected Employee + One or Family health insurance coverage you will be contacted by our third party administrator Bolton (see message below)



Please review Confirmation page. Click Confirmation Statement (Print or save to your desktop) Click Finish



*** PGCPS has contracted Bolton to perform ongoing dependent eligibility verification services. All employees who added new dependents to PGCPS group health plans will be required to provide verification of eligibility of their newly enrolled dependent(s). Employees will receive correspondence directly from Bolton and are encouraged to respond to such correspondence as soon as possible. Dependents that are not verified in accordance with the terms included in the correspondence received from Bolton will not be eligible for coverage on PGCPS group health plans. ***