# Dependent Enrollment in Oracle Employee Self Service

This job aid will guide you in designating dependents under our company's dependent HMO plan through Oracle Employee Self Service.

How to Enroll Dependents

1. **Login to Oracle using your Oracle username and password. You can access Oracle through Mosaic from inside the TeleTech network or https://erp.teletech.com if you're accessing it from outside of the network.**

   a. If you have forgotten your username or password, please go to password.teletech.com or contact the Global Help Desk.
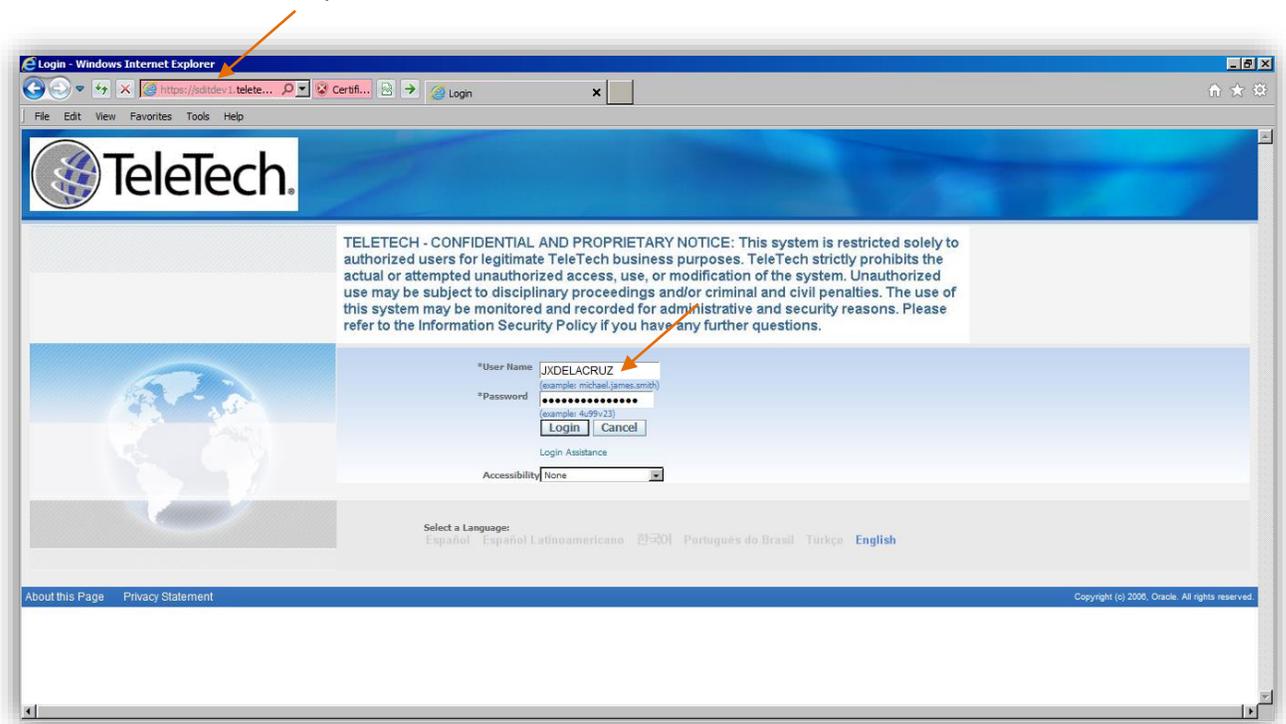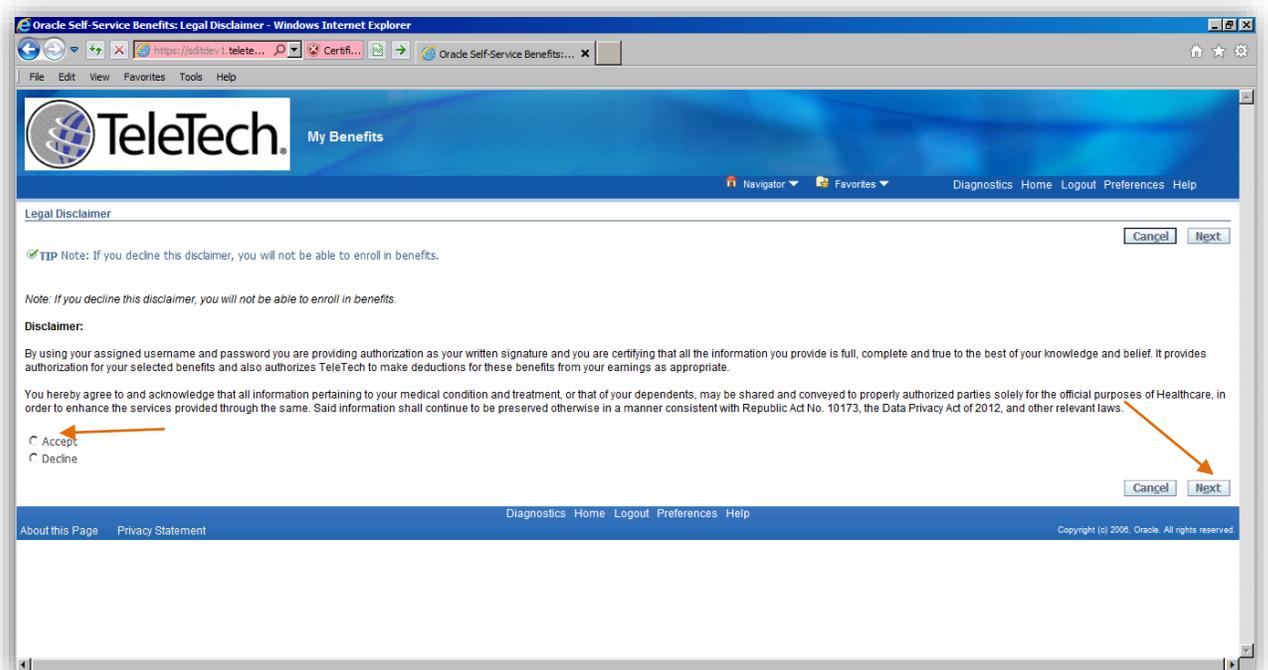

2. Click on "TeleTech Employee Self Service - PHL" on the left-hand side of your screen.

3. Click on "My Benefits."

4. Click on "Enroll in Benefits."
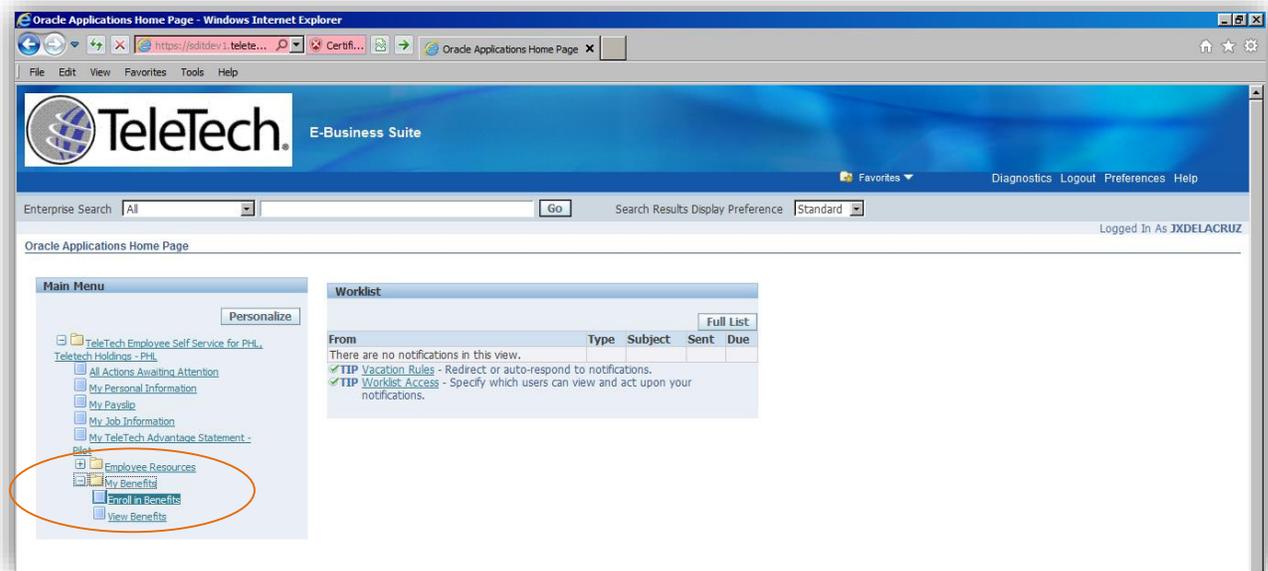
Legal Disclaimer Page

1. Once you click on "Enroll in Benefits" you will be brought to the Legal Disclaimer page.

2. Click "Accept." If you do not accept the disclaimer you will not be able to enroll in benefits.

Contacts Screen

1. In the Contact Screen, you will need to add your dependents as contacts. To add dependents, click "Add" or click the pencil in the "Update" box to update information on listed dependents.

2. If you do not wish to add any dependents, then click "Next" and you will be taken to the Benefits Enrollment Page.
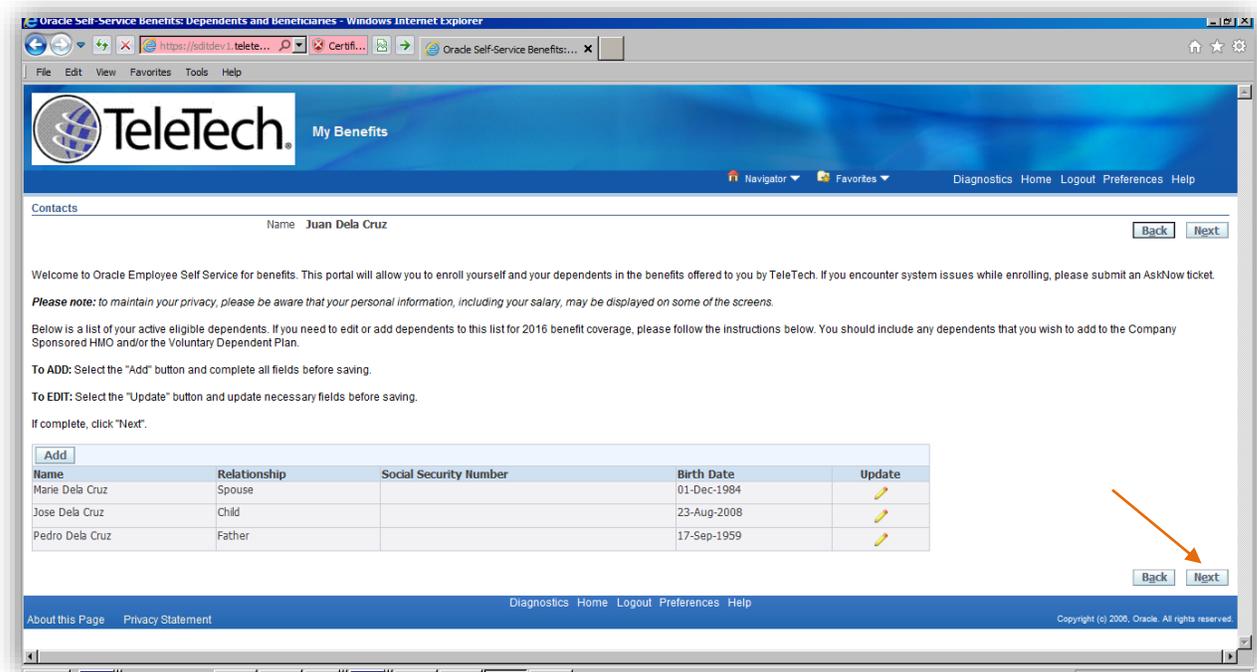
3. When updating or adding a dependent you will need to correctly complete the following information. Be sure spelling is accurate and that you've correctly identified gender and relationship.

   a. Relationship of dependent to you

   b. First name

   c. Last name

   d. Relationship start date – for a **child or sibling dependent**, this will be their birth date. For a **parent**, this will be your birth date. For a **spouse**, it will be your date of marriage.

   e. Date of birth of dependent

   f. Gender

   g. Marital status

   h. Click on "Shared Residence"

4. Once you have completed this information, click on "Apply."

Please note: adding a dependent in the contact screen **does not** enroll them in benefits coverage. It only adds them as a contact in Oracle who you can later designate under benefits coverage.

Benefit Enrollments Page

1. The first time you log in and view your Benefit Enrollment Summary it will show employee-only coverage for the PhilCare HMO and Voluntary Waive.
2. Click on "Update Elections" to move to the next page and elect coverage.

3. On this page you will check the box next to the benefit coverage that you wish to elect.

   a. If you do not have any dependents, you will see the "Employee Only" option, only under the PhilCare HMO. This box will automatically be checked. If you have an eligible dependent for the PhilCare HMO, you will see the "Employee Only" and "Employee + Dependents" option.

   b. Under the Voluntary Dependent Plan, coverage will show as waived if you do not have an eligible dependent for the plan. If you have an eligible dependent for the Voluntary Dependent Plan you will see both the "Enroll" and "Waive" option. To be given the option to enroll a voluntary dependent, click on the "Enroll Box."
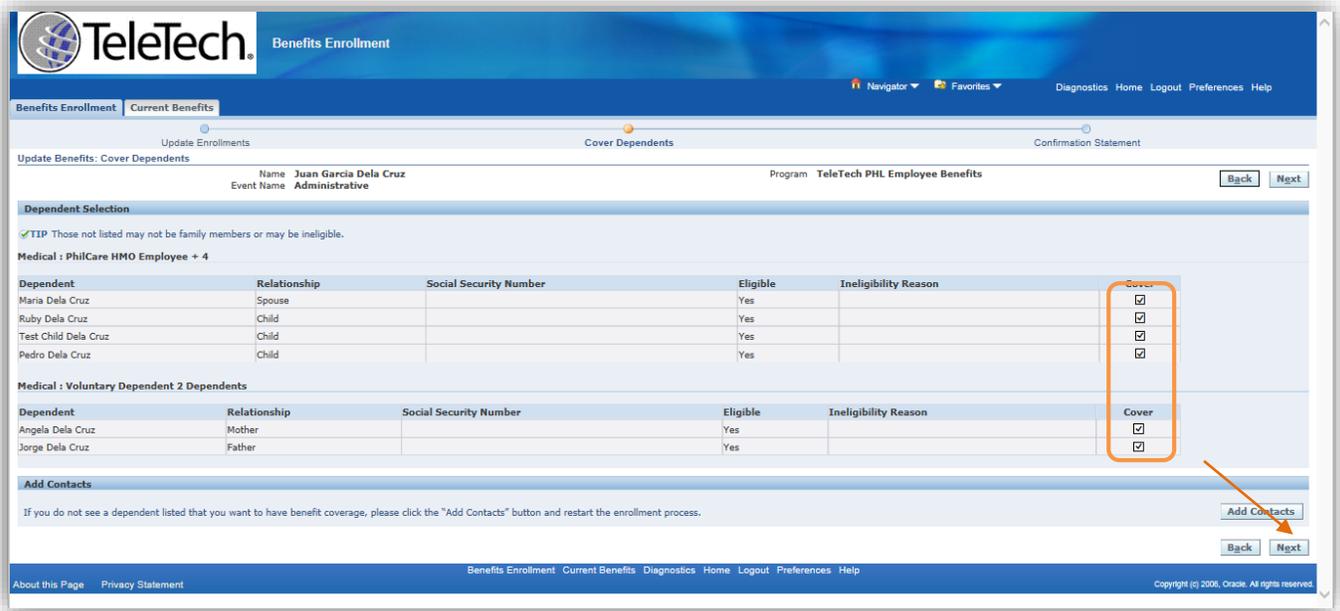
4. Click "Next."
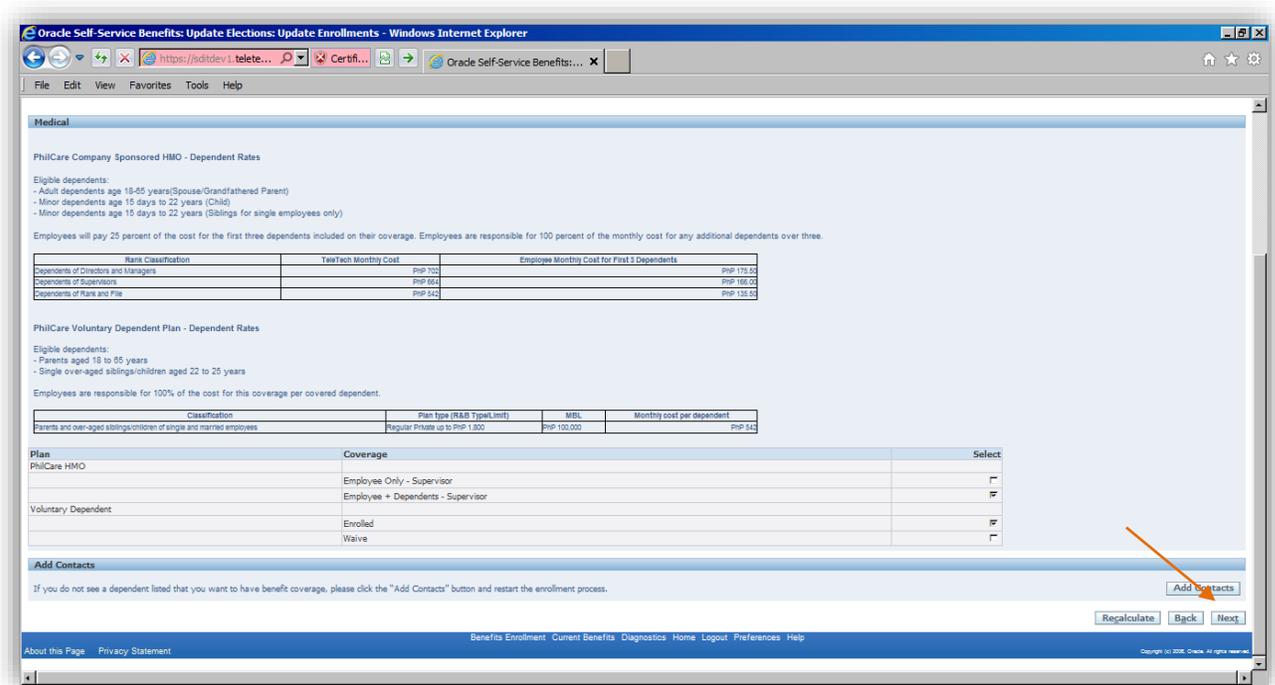
Update Benefits and Cover Dependents Page

5. On this page you will see which dependents are eligible under the PhilCare HMO plan and which dependents are eligible under the Voluntary Dependent Plan.

   a. If you have added eligible dependents as 'contacts', you will see the "Employee + 1" or more (depending on the number of eligible dependents that you have) as an option under the PhilCare HMO. For example, if you have 4 eligible dependents, you would be able select "Employee + 4". The +1, +2, +3, etc. denotes that you have 1 or more eligible dependents that you can cover under the benefit. The "Employee Only" option will be automatically checked. To cover dependents, click on the "Employee + 1 (or any number associated to your dependents)" option.

6. Check the box next to each coverage type you plan to designate.Ensure that the number of dependents you enroll reflects the coverage you chose.

7. Click "Next."
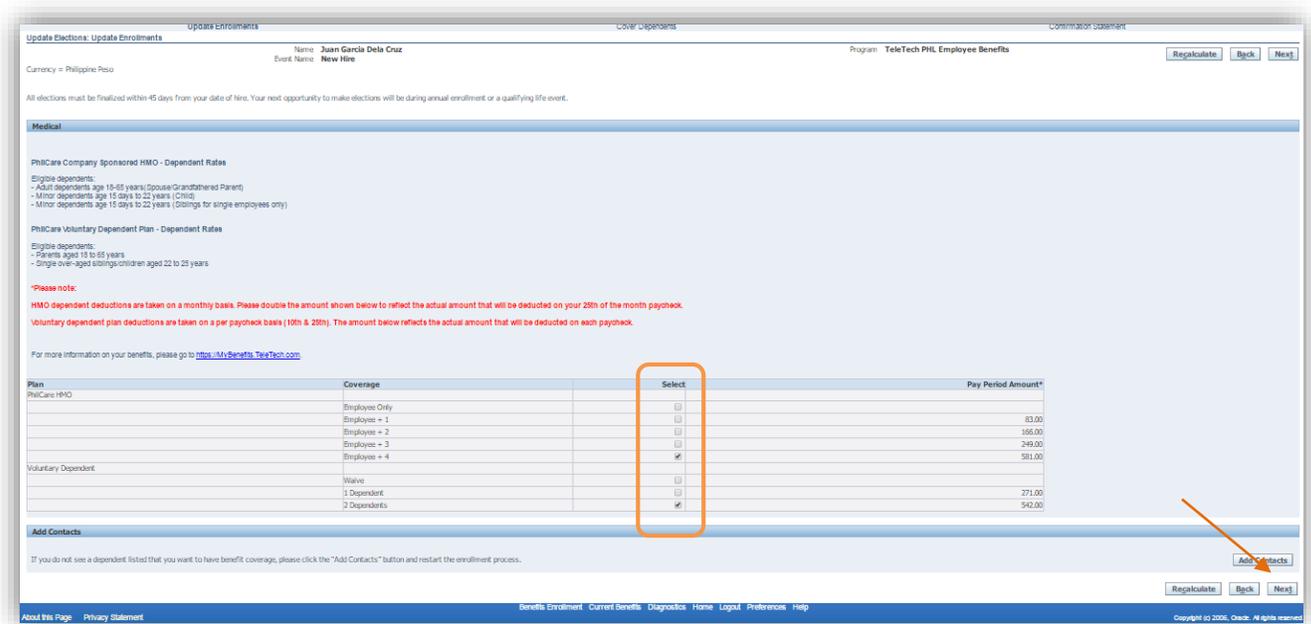
8. You will now need to chose who from you dependents should be covered under your benefits. Ensure that the number of dependents you chose from previous page reflects the same number of dependents you will cover.

   You must check the "cover" box next to the names of the dependents that you wish to cover.

9. Click "Next."

Confirmation and Final Page of Benefits Election

10. Congratulations, you have submitted your benefits elections. This is your confirmation page.

11. On your confirmation page you will see the names of your dependents that you have covered and the pay period deductions that will be taken out of your paycheck.

    Please note: HMO dependent deductions are taken on a monthly basis. Please double the amount shown for PhilCare HMO to reflect the actual amount that will be deducted on your 25th of the month paycheck.

12. You need to print your confirmation page for your records, take a screen shot, or take a picture using your phone for your records. This serves as proof of enrollment.
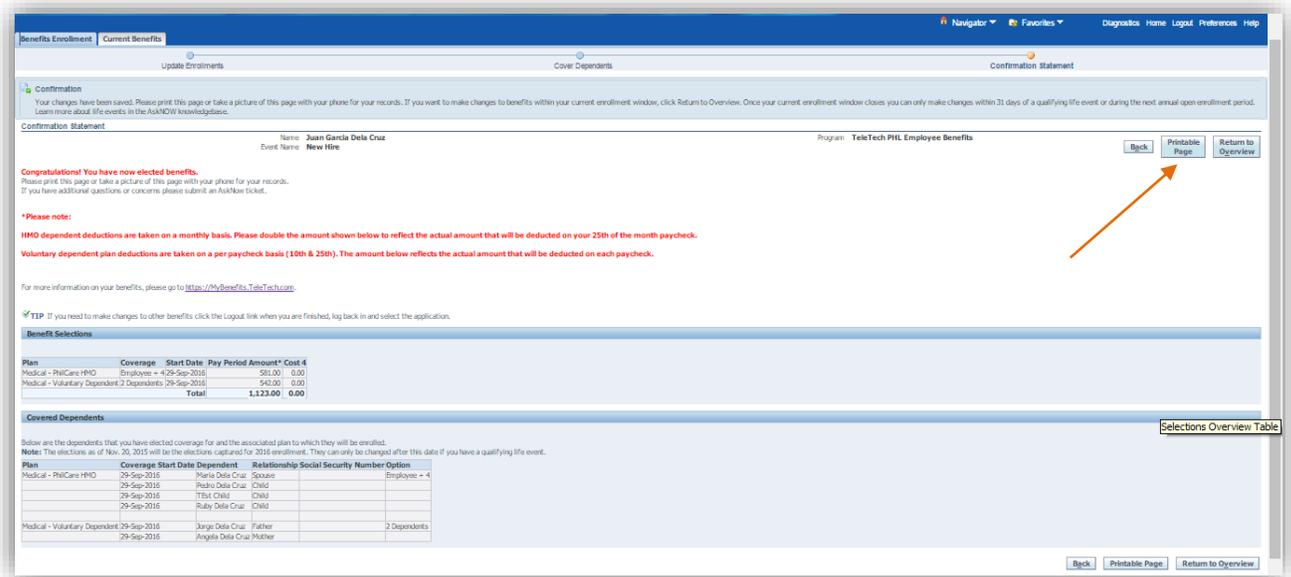
Don't Forget!

You are required to provide supporting dependent documentation for any newly added dependents to the Company Sponsored HMO via an AskNow ticket (scanned copy only) by the end of your enrollment window (45 days from date of hire).

For the Voluntary Dependent plan, there is no need to provide documents.Thus, you are responsible for the accuracy of the data for the dependent enrollment, any errors (intended or not) may result in membership cancellation without possibility of refund.

Make sure to visit https://MyBenefits.TeleTech.com to learn more about the benefits offered to you and to your dependents!