

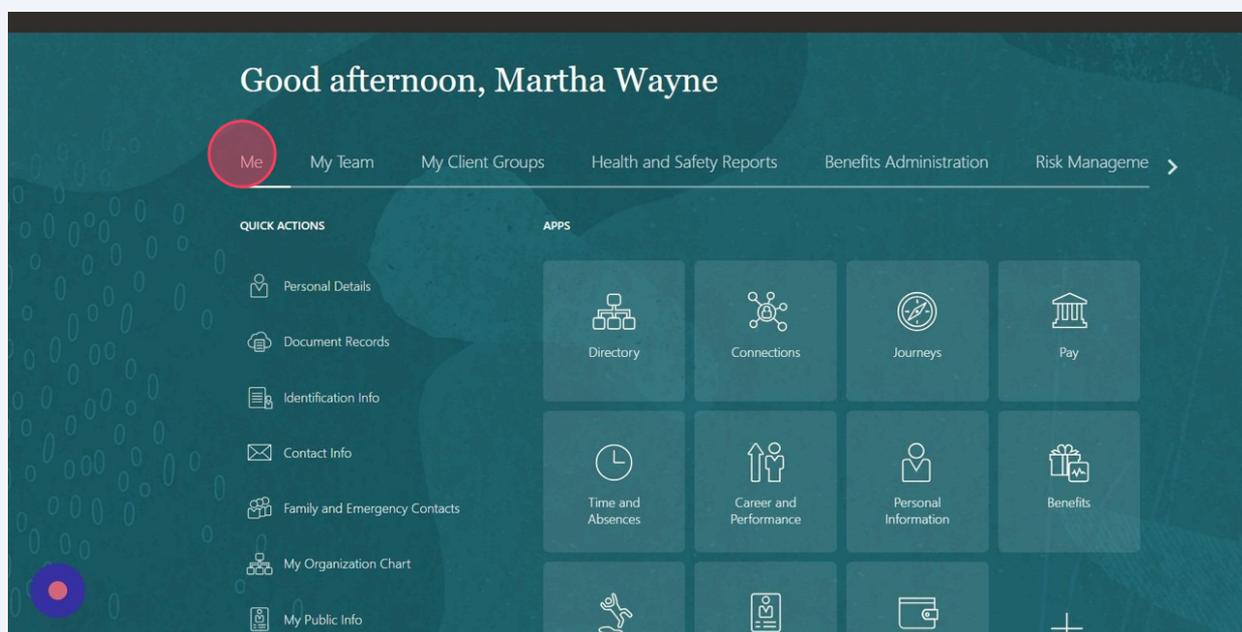
Open Enrollment Instructions

1

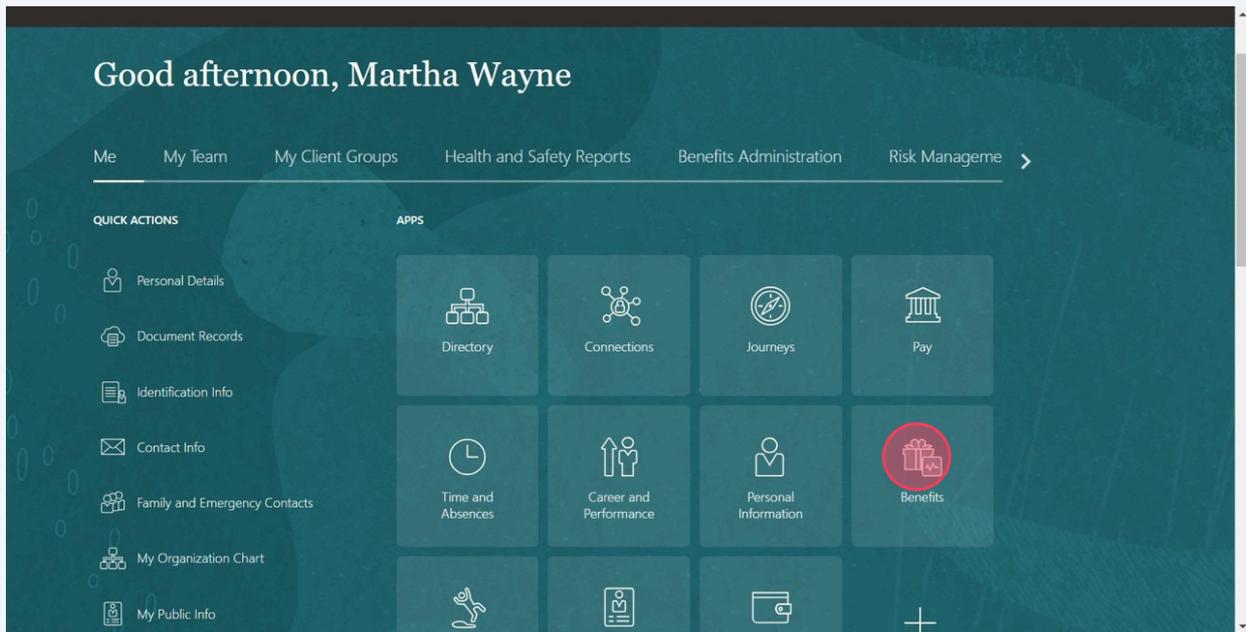
Navigate to FCCconnect <https://fa-etrt-saasfaprod1.fa.ocs.oraclecloud.com/fscm/UI/faces/FuseWelcome?nd=%3B%3B%3B%3Bfalse%3B256%3B%3B%3B&\ afrL oop=45875915019374869&\ afrWindowMode=0&\ afrWindowId=r6sk9ut51&\ a df.ctrl-state=14zbc6ibhv 1&\ afrFS=16&\ afrMT=screen&\ afrMFW=1204&\ afr MFH=528&\ afrMFDW=1466&\ afrMFDH=825&\ afrMFC=8&\ afrMFCI=0&\ afrM FM=0&\ afrMFR=125&\ afrMFG=0&\ afrMFS=0&\ afrMFO=0>

2

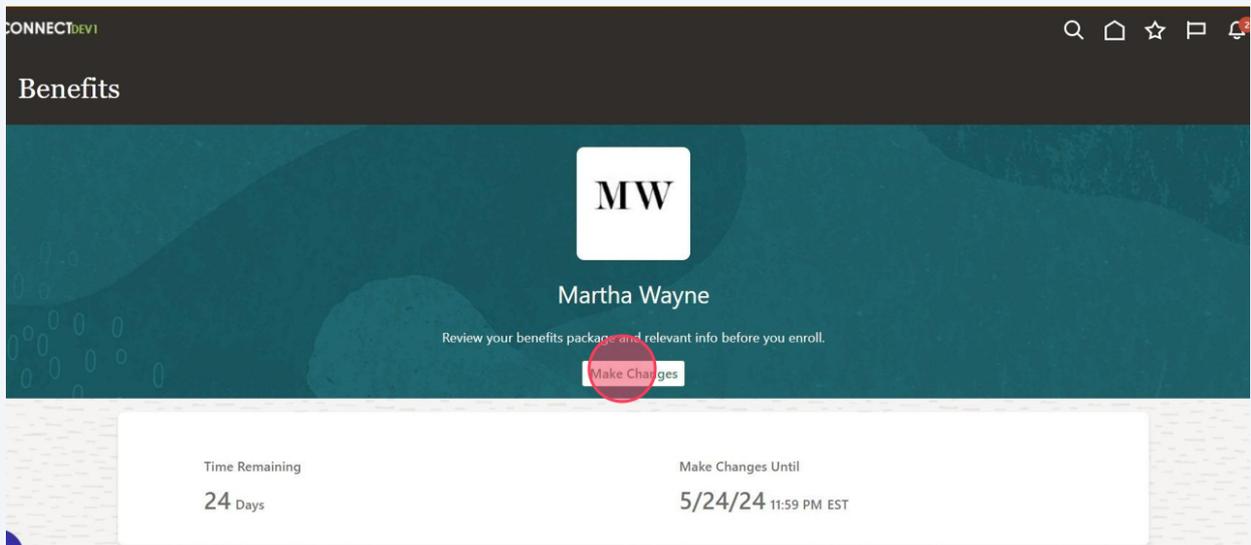
Click "ME"



3 Click Benefits



4 Click "Make Changes"



5 Click "Add" if you need to add a dependent or beneficiary

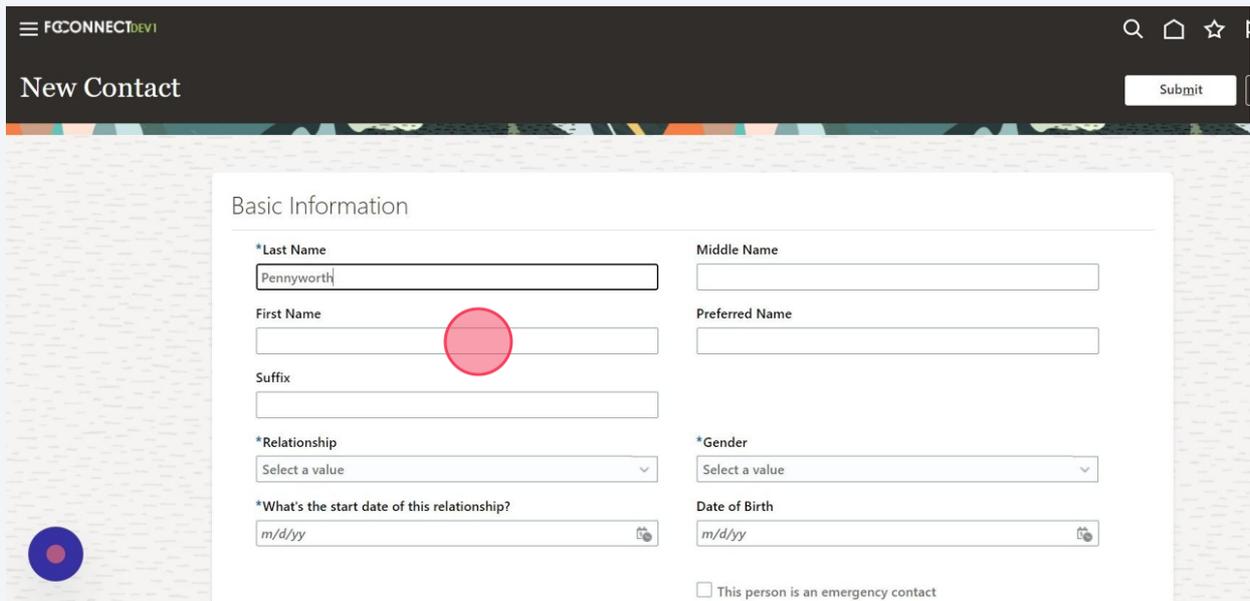
The screenshot shows a web interface for enrollment. At the top, there is a dark header with the word "Enroll" on the left and navigation icons (search, home, star, flag, notification, user) on the right. Below the header is a light blue box with a globe icon and the text "Information" and "To cover family and others in benefits, add them now before you enroll." Below this is a white box titled "People to Cover" with a red circular "Add" button in the top right corner. The list contains three entries: "Damian Wayne" (Child), "Bruce Wayne" (Child), and "Thomas Wayne" (Spouse).

6 Click the "Last Name" field and type Last Name

The screenshot shows a "New Contact" form. The header includes a menu icon, "FCONNECTDEV1", and navigation icons. The form is titled "Basic Information" and contains several fields: "*Last Name" (highlighted with a red circle), "Middle Name", "First Name", "Preferred Name", "Suffix", "*Relationship" (dropdown), "*Gender" (dropdown), "*What's the start date of this relationship?" (calendar), and "Date of Birth" (calendar). There is also a checkbox for "This person is an emergency contact".

7

Click the "First Name" field and type first name



The screenshot shows the 'New Contact' form in a web application. The form is titled 'Basic Information' and contains several fields. The 'First Name' field is highlighted with a red circle. The 'Last Name' field contains the text 'Pennyworth'. The 'Relationship' and 'Gender' fields are dropdown menus with 'Select a value' as the current selection. The 'Date of Birth' and 'Date of Birth' fields are date pickers with 'm/d/yy' as the current selection. A 'Submit' button is visible in the top right corner. The form is set against a background with a subtle pattern.

FCCONNECT^{DEV1}

New Contact

Submit

Basic Information

*Last Name: Pennyworth

Middle Name:

First Name:

Preferred Name:

Suffix:

*Relationship: Select a value

*Gender: Select a value

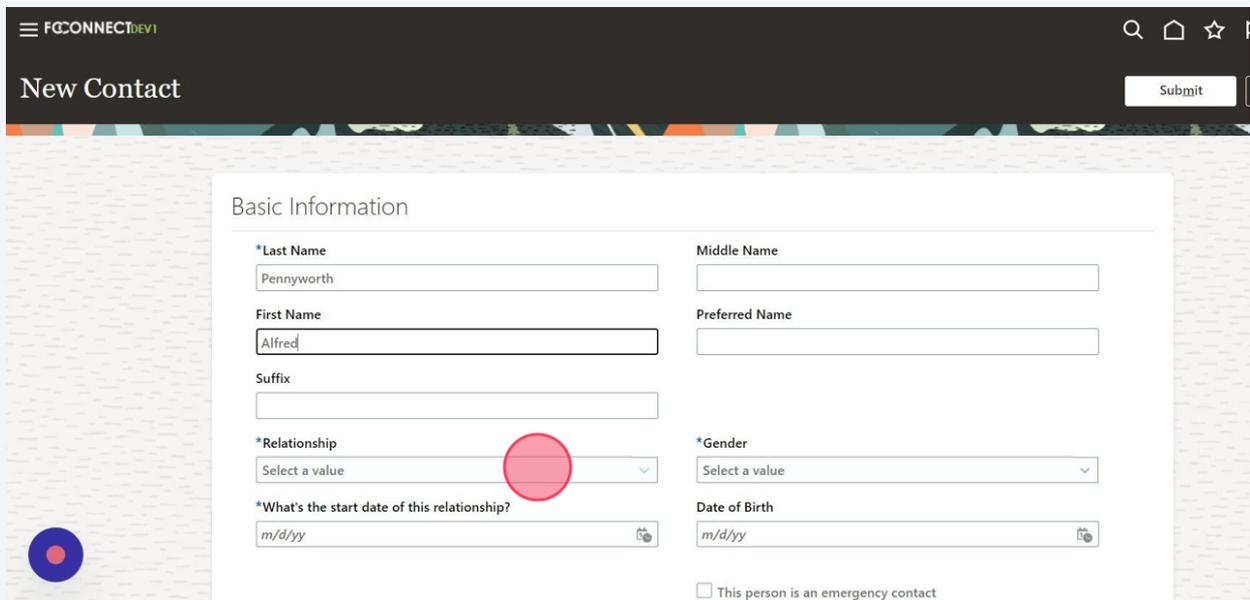
*What's the start date of this relationship?: m/d/yy

Date of Birth: m/d/yy

This person is an emergency contact

8

Click the "Relationship" field.



The screenshot shows the 'New Contact' form in a web application. The form is titled 'Basic Information' and contains several fields. The 'Relationship' field is highlighted with a red circle. The 'First Name' field contains the text 'Alfred'. The 'Last Name' field contains the text 'Pennyworth'. The 'Relationship' and 'Gender' fields are dropdown menus with 'Select a value' as the current selection. The 'Date of Birth' and 'Date of Birth' fields are date pickers with 'm/d/yy' as the current selection. A 'Submit' button is visible in the top right corner. The form is set against a background with a subtle pattern.

FCCONNECT^{DEV1}

New Contact

Submit

Basic Information

*Last Name: Pennyworth

Middle Name:

First Name: Alfred

Preferred Name:

Suffix:

*Relationship: Select a value

*Gender: Select a value

*What's the start date of this relationship?: m/d/yy

Date of Birth: m/d/yy

This person is an emergency contact

9 Click down arrow and choose relationship

The screenshot shows the 'New Contact' form in a dark-themed application. A dropdown menu is open, listing relationship types: Child of a Legal Guardian, Contact, Domestic partner, Domestic partner child, Emergency, Foster child, Friend, Nephew, and Niece. The 'Friend' option is highlighted with a red circle. Below the dropdown is a 'Select a value' button. To the right, there are input fields for 'Middle Name', 'Preferred Name', '*Gender' (with a 'Select a value' dropdown), and 'Date of Birth' (with a date picker). A checkbox at the bottom is labeled 'This person is an emergency contact'. The form is titled 'New Contact' and has a 'Submit' button in the top right corner.

10 Click the "What's the start date of this relationship?" field.

The screenshot shows the 'New Contact' form with the 'Basic Information' section expanded. The 'Relationship' dropdown is set to 'Friend'. The 'What's the start date of this relationship?' field is highlighted with a red circle. The form contains the following fields: '*Last Name' (Pennyworth), 'First Name' (Alfred), 'Suffix', '*Relationship' (Friend), '*What's the start date of this relationship?' (m/d/yy), 'Middle Name', 'Preferred Name', '*Gender' (Select a value), and 'Date of Birth' (m/d/yy). A checkbox at the bottom is labeled 'This person is an emergency contact'. The form is titled 'New Contact' and has a 'Submit' button in the top right corner.

11 Click the calendar Icon

The screenshot shows the 'New Contact' form in a web application. The form is titled 'Basic Information' and contains several input fields. A red circle highlights the calendar icon on the 'Date of Birth' field. The form fields are as follows:

Field Label	Value
*Last Name	Pennyworth
Middle Name	
First Name	Alfred
Preferred Name	
Suffix	
*Relationship	Friend
*Gender	Select a value
*What's the start date of this relationship?	m/d/yy
Date of Birth	m/d/yy

This person is an emergency contact

12 Click "Today"

The screenshot shows the 'New Contact' form with a calendar popup open. The calendar is for April 2024 and has a red circle highlighting the 'Today' button. The form fields are as follows:

Field Label	Value
*Last Name	Pennyworth
Middle Name	
First Name	Alfred
Preferred Name	
Suffix	
*Relationship	Friend
*Gender	Select a value
*What's the start date of this relationship?	m/d/yy
Date of Birth	m/d/yy

This person is an emergency contact

13 Click down arrow next to gender

The screenshot shows a web application interface for adding a new contact. The page title is "New Contact" and the breadcrumb is "FCCONNECT>DEV1". The "Basic Information" section contains the following fields:

- *Last Name:** Pennyworth
- Middle Name:** (empty)
- First Name:** Alfred
- Preferred Name:** (empty)
- Suffix:** (empty)
- *Relationship:** Friend (dropdown)
- *Gender:** Select a value (dropdown with a red circle around the down arrow)
- *What's the start date of this relationship?:** 4/30/24 (calendar icon)
- Date of Birth:** m/d/yy (calendar icon)

At the bottom, there is a checkbox labeled "This person is an emergency contact".

14 Choose appropriate gender

The screenshot shows the same "New Contact" form as in step 13. In this step, the "Preferred Name" dropdown menu is open, and the "Female" option is highlighted with a red circle. The "Gender" dropdown menu is now empty.

The "Basic Information" section contains the following fields:

- *Last Name:** Pennyworth
- Middle Name:** (empty)
- First Name:** Alfred
- Preferred Name:** Female (dropdown menu open, "Female" selected)
- Suffix:** (empty)
- *Relationship:** Friend (dropdown)
- *Gender:** (empty dropdown)
- *What's the start date of this relationship?:** 4/30/24 (calendar icon)
- Date of Birth:** m/d/yy (calendar icon)

At the bottom, there is a checkbox labeled "This person is an emergency contact".

15 Click the "Date of Birth" field and type date of birth

Submit

Basic Information

*Last Name: Pennyworth

Middle Name:

First Name: Alfred

Preferred Name:

Suffix:

*Relationship: Friend

*Gender: Male

*What's the start date of this relationship?: 4/30/24

Date of Birth: m/d/yy

This person is an emergency contact

16 Click "Enter a New Address" If person does not live with you

Friend

Male

*What's the start date of this relationship?: 4/30/24

Date of Birth: 08/16/1943

This person is an emergency contact

Student Status: Select a value

Tobacco Use: Select a value

Disability Type: Select a value

Covered by another plan?: No

Disability Status: Select a value

Plan:

Address

Use My Address

Select a value

Enter a New Address

17 Click Down Arrow

Address

- Use My Address
 Enter a New Address

Country

Select a value



18 Choose "United States"

Address

- Use My Address
 Enter a New Address

Country

Select a value

RECENT COUNTRIES



US

United States



19 Click Down Arrow

Address

Use My Address
 Enter a New Address

Country
United States

*Type
Select a value

*Address Line 1
[Text Input]

Address Line 2
[Text Input]

*ZIP Code
Select a value

*City
Select a value

*State
Select a value

*County
Select a value



20 Choose "Home Address"

Address

Use My Address
 Enter a New Address

Country
United States

*Type
Select a value
Home Address
Mailing Address
Resident Tax Address

*ZIP Code
Select a value

*City
Select a value

*State
Select a value

*County
Select a value



21 Click the "Address Line 1" field and type street address

Address

Use My Address
 Enter a New Address

Country
United States

*ZIP Code
Select a value

*Type
Home Address

*City
Select a value

*Address Line 1
[Red circle highlights this field]

Address Line 2

*State
Select a value

*County
Select a value

22 Click the "ZIP Code" field and type in the zip code

Address

Use My Address
 Enter a New Address

Country
United States

*ZIP Code
[Red circle highlights this field]

*Type
Home Address

*City
Select a value

*Address Line 1
1007 Mountain Drive

Address Line 2

*State
Select a value

*County
Select a value

23 Click City (state and county should populate)

Address

Use My Address
 Enter a New Address

Country
United States

*ZIP Code
53540

ZIP Code	City	County	State
53540	Gotham	Richland	WI

*Type
Home Address

*Address Line 1
1007 Mountain Drive

Address Line 2

*State
Select a value

*County
Select a value

24 Click "Submit"

FCONNECTDEV1

New Contact

Submit Cancel

Basic Information

*Last Name: Pennyworth

Middle Name:

First Name: Alfred

Preferred Name:

Suffix:

*Relationship: Friend

*Gender: Male

*What's the start date of this relationship?: 4/30/24

Date of Birth: 8/16/43

This person is an emergency contact

25 Click "Continue"

FCONNECTDEV1

Before You Enroll

Continue Cancel

Information

To cover family and others in benefits, add them now before you enroll.

People to Cover + Add

- Damian Wayne
Child
- Bruce Wayne
Child
- Thomas Wayne
Spouse
- Alfred Pennyworth
Friend

26 Click "Edit" in **MEDICAL** section

The screenshot shows the 'Active Employee Benefits' page. At the top, there is a navigation bar with the logo 'FCONNECT DEV1' and several utility icons. Below the navigation bar, the page title 'Active Employee Benefits' is displayed. A 'Submit' button and a 'Cancel' button are visible in the top right corner. The main content area shows a summary of costs: 'Currency in USD' and 'Your Total Cost' of 81.14 Per Pay Period. Below this, the 'Medical' section is highlighted with a red circle around the 'Edit' button. The 'Medical' section lists the 'CIGNA Medical Plan' with a cost of 58.59.

Section	Cost
Your Total Cost	81.14 Per Pay Period
CIGNA Medical Plan (Employee Only)	58.59

27 Choose your election

The screenshot shows the 'Medical' election page. It displays the 'CIGNA Medical Plan' with a 'See More Info' link. There are three election options, each with a checkbox and associated costs:

Election Option	Annual Cost	Per Pay Period Cost
<input checked="" type="checkbox"/> Employee Only	1,406.16 Annually	58.59 Employee Per Pay Period...
<input type="checkbox"/> Employee + 1	3,965.76 Annually	165.24 Employee Per Pay Period...
<input type="checkbox"/> Employee + 2 or More	8,030.40 Annually	334.60 Employee Per Pay Period...

Below each option, the 'County Per Pay Period Cost' is listed: 464.26 for Employee Only, 577.91 for Employee + 1, and 807.83 for Employee + 2 or More.

28 Choose "who you want to cover" if applicable

 You need to designate dependents or beneficiaries for your selected offerings.

CIGNA Medical Plan
Employee + 1 165.24
Employee Per Pay Perio...

Annual Amount 3,965.76 County Per Pay Period Cost 577.91

Who do you want to cover?

- Thomas Wayne (Spouse)
- Bruce Wayne (Child)
- Damian Wayne (Child)

Employee + 2 or More 334.60
Employee Per Pay Perio...

8,030.40 Annually

County Per Pay Period Cost 807.83

Medical Coverage Declined

Medical Coverage Declined

29 Click "OK"

CIGNA Medical Plan
[See More Info](#)

Employee Only 58.59
Employee Per Pay Perio...

1,406.16 Annually

County Per Pay Period Cost 464.26

 You need to designate dependents or beneficiaries for your selected offerings.

CIGNA Medical Plan 165.24
Employee Per Pay Perio...

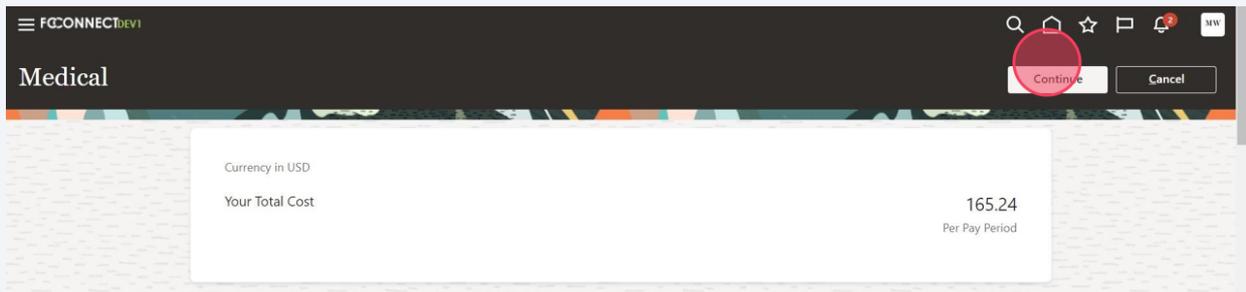
Employee + 1

Annual Amount 3,965.76 County Per Pay Period Cost 577.91

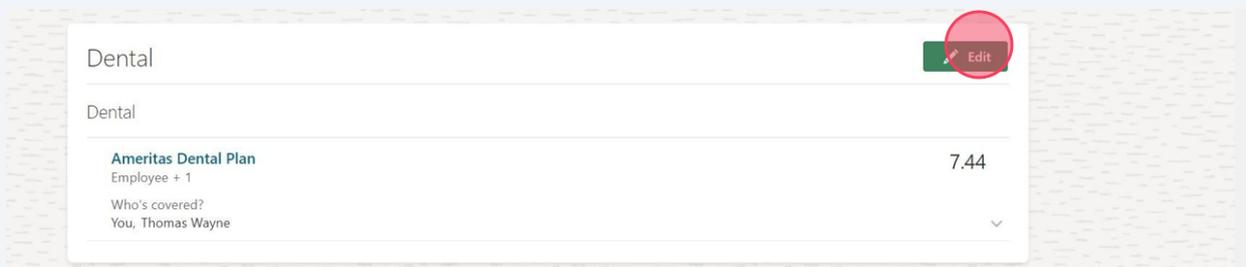
Who do you want to cover?

- Thomas Wayne (Spouse)
- Bruce Wayne (Child)
- Damian Wayne (Child)

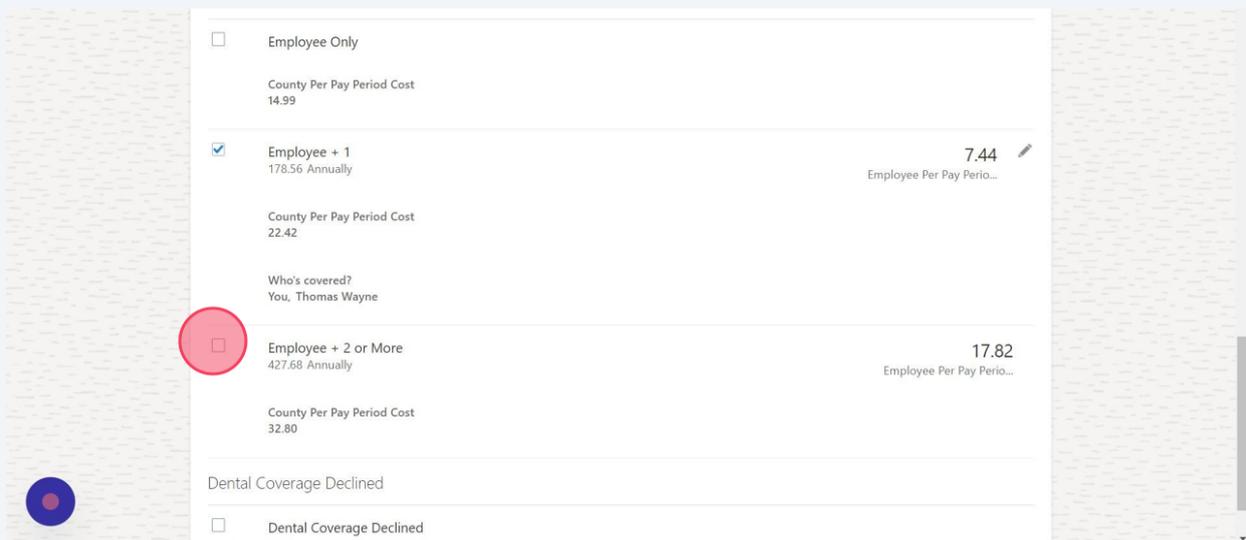
30 Click "Continue"



31 Click "Edit" in **DENTAL** section



32 Choose your dental benefit



33 Choose "who you want to cover" if applicable

OK Cancel

⚠ You need to designate dependents or beneficiaries for your selected offerings.

Ameritas Dental Plan 17.82
Employee + 2 or More Employee Per Pay Perio...

Annual Amount 427.68 County Per Pay Period Cost 32.80

Who do you want to cover?

- Thomas Wayne (Spouse)
- Bruce Wayne (Child)
- Damian Wayne (Child)

Dental Coverage Declined

Dental Coverage Declined

34 Click "OK"

OK Cancel

⚠ You need to designate dependents or beneficiaries for your selected offerings.

Ameritas Dental Plan 17.82
Employee + 2 or More Employee Per Pay Perio...

Annual Amount 427.68 County Per Pay Period Cost 32.80

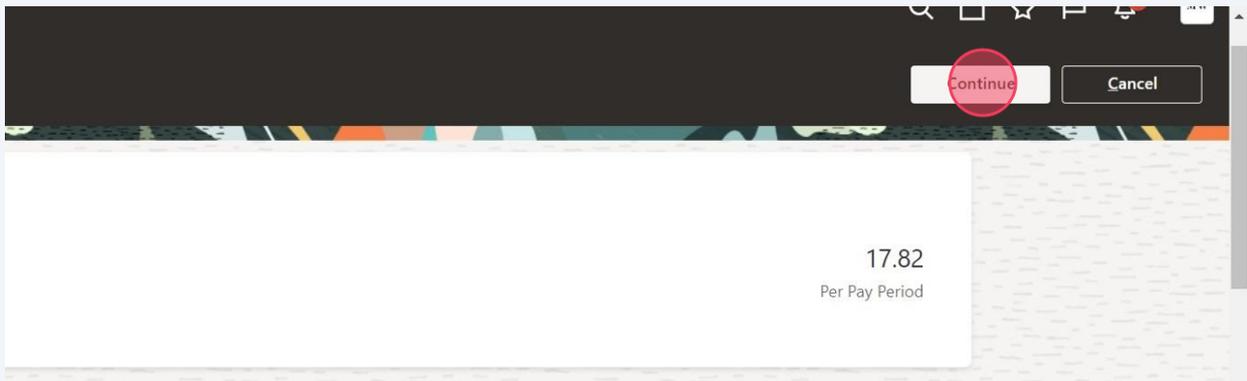
Who do you want to cover?

- Thomas Wayne (Spouse)
- Bruce Wayne (Child)
- Damian Wayne (Child)

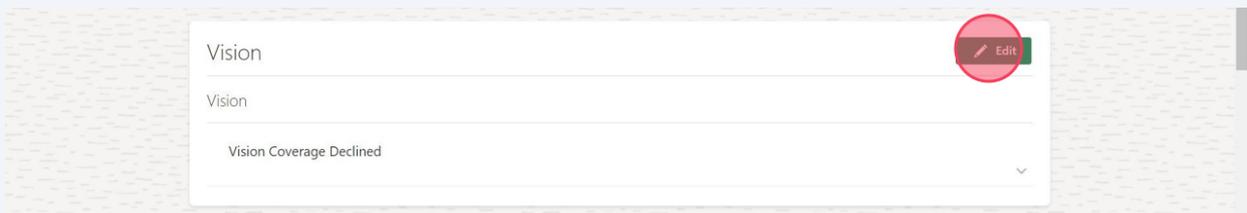
Dental Coverage Declined

Dental Coverage Declined

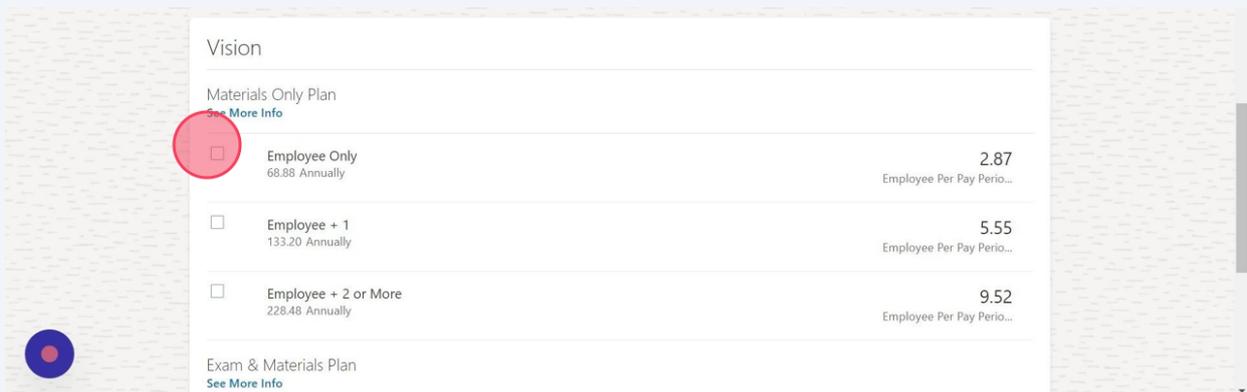
35 Click "Continue"



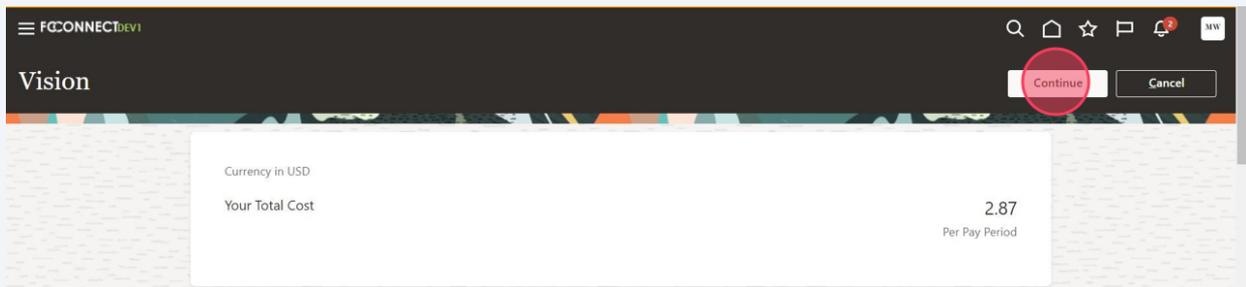
36 Click "Edit" in **VISION** section



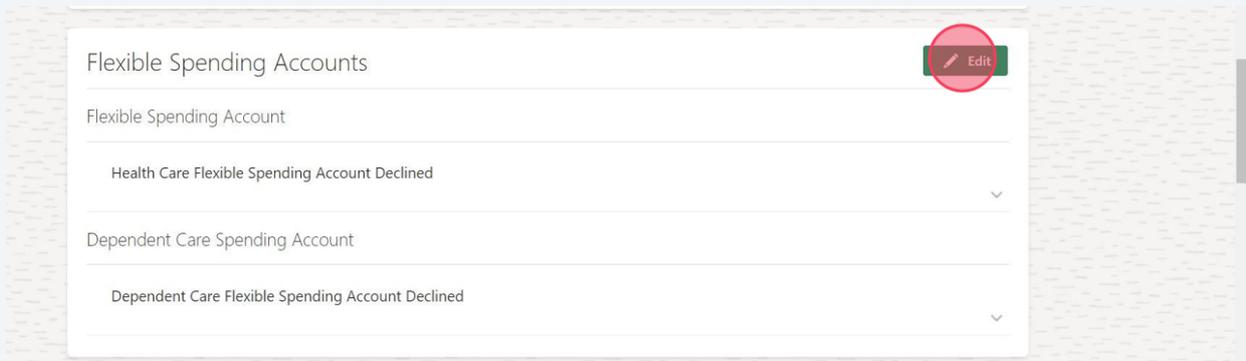
37 Choose your Vision election



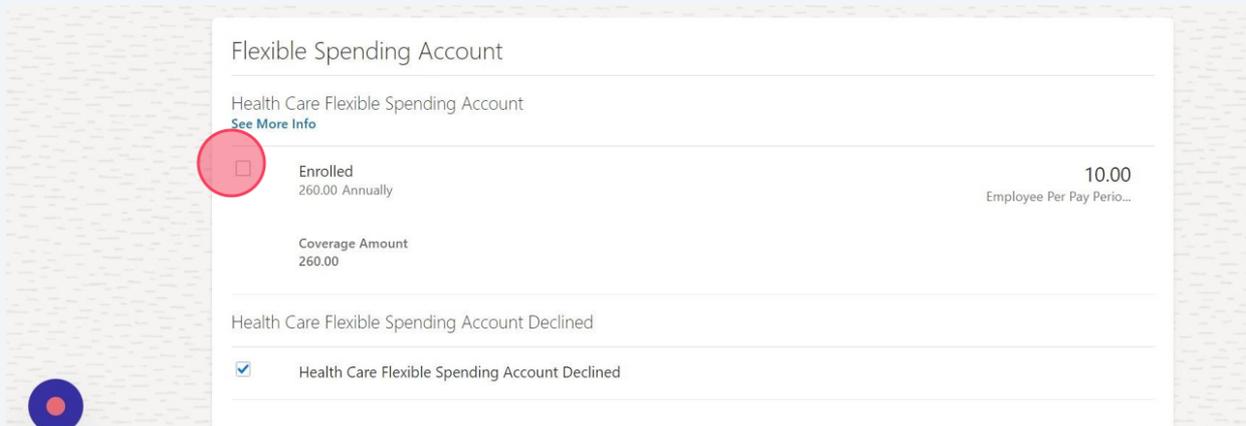
38 Click "Continue"



39 Click "Edit" in **Flexible Spending Accounts** Section



40 Click here if you want to enroll in Health Care FSA



41 Double-click the "Coverage" field and fill in annual amount elected

Flexible Spending Account

Health Care Flexible Spending Account
[See More Info](#)

Health Care Flexible Spending Account
Enrolled

Coverage

260 to 3050, in increments of 0.01

Annual Amount
260.00

42 Click "OK"

Flexible Spending Account

Health Care Flexible Spending Account
[See More Info](#)

Health Care Flexible Spending Account
Enrolled

Coverage

260 to 3050, in increments of 0.01

Annual Amount
2,600.00

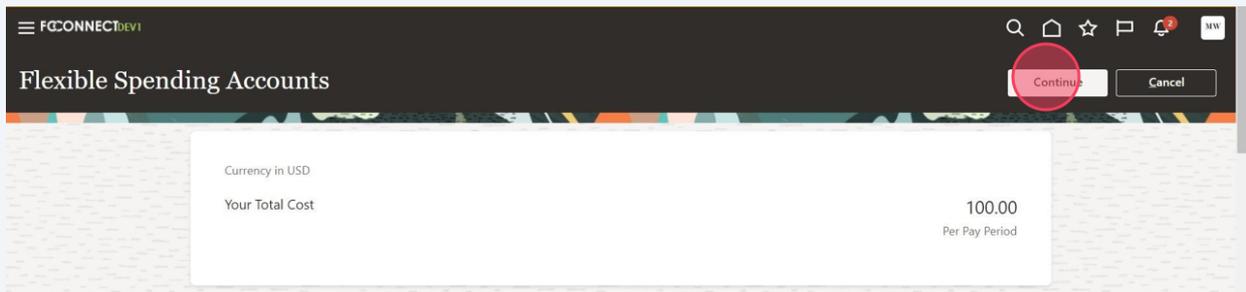
Health Care Flexible Spending Account Declined

Health Care Flexible Spending Account Declined

OK Cancel

100.00
Employee Per Pay Perio...

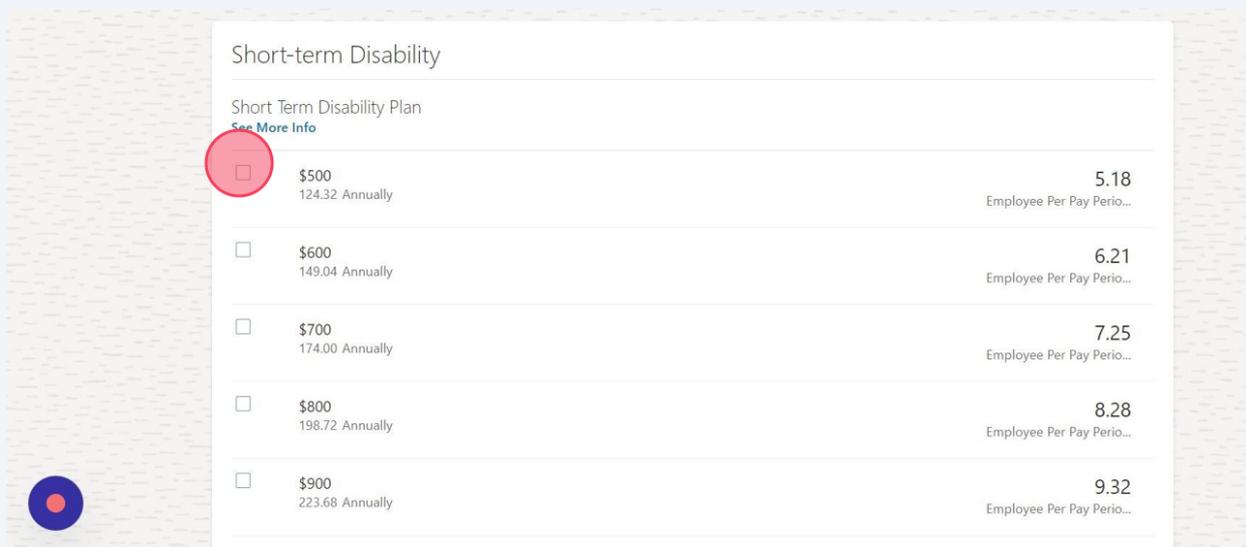
43 Click "Continue"



44 Click "edit" next to **DISABILITY/ACCIDENT INSURANCE**



45 Choose coverage level for STD if applicable



46 Choose LTD Coverage if Applicable

Long-term Disability

Long Term Disability Plan

<input checked="" type="checkbox"/>	Enrolled 1,170.04 Annually	48.75 Employee Per Pay Perio...
	Coverage Amount 2,954.64	

LTD Coverage Declined

LTD Coverage Declined

47 Choose Accident Insurance If Applicable

Accident Insurance

Accident Insurance Plan

<input type="checkbox"/>	Employee Only 103.68 Annually	4.32 Employee Per Pay Perio...
<input checked="" type="checkbox"/>	Employee + Spouse 163.68 Annually	6.82 Employee Per Pay Perio...
<input type="checkbox"/>	Employee + Child(ren) 198.00 Annually	8.25 Employee Per Pay Perio...
<input type="checkbox"/>	Employee + Family 310.32 Annually	12.93 Employee Per Pay Perio...

Accident Insurance Declined

Accident Insurance Declined

48 Click here if covering spouse

OK Cancel

⚠ You need to designate dependents or beneficiaries for your selected offerings.

Accident Insurance Plan
Employee + Spouse 6.82
Employee Per Pay Period...

Annual Amount
163.68

Who do you want to cover?
 Thomas Wayne (Spouse)

Employee + Child(ren)
198.00 Annually 8.25
Employee Per Pay Period...

Employee + Family
310.32 Annually 12.93
Employee Per Pay Period...

Accident Insurance Declined

Accident Insurance Declined

49 Click "OK"

OK Cancel

⚠ You need to designate dependents or beneficiaries for your selected offerings.

Accident Insurance Plan
Employee + Spouse 6.82
Employee Per Pay Period...

Annual Amount
163.68

Who do you want to cover?
 Thomas Wayne (Spouse)

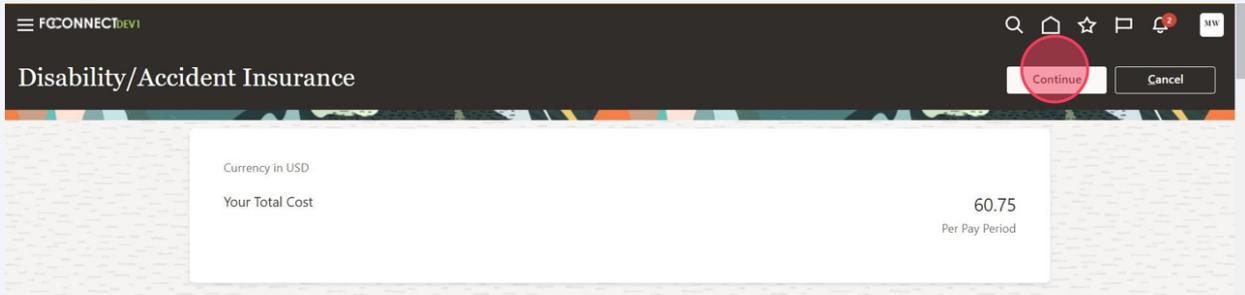
Employee + Child(ren)
198.00 Annually 8.25
Employee Per Pay Period...

Employee + Family
310.32 Annually 12.93
Employee Per Pay Period...

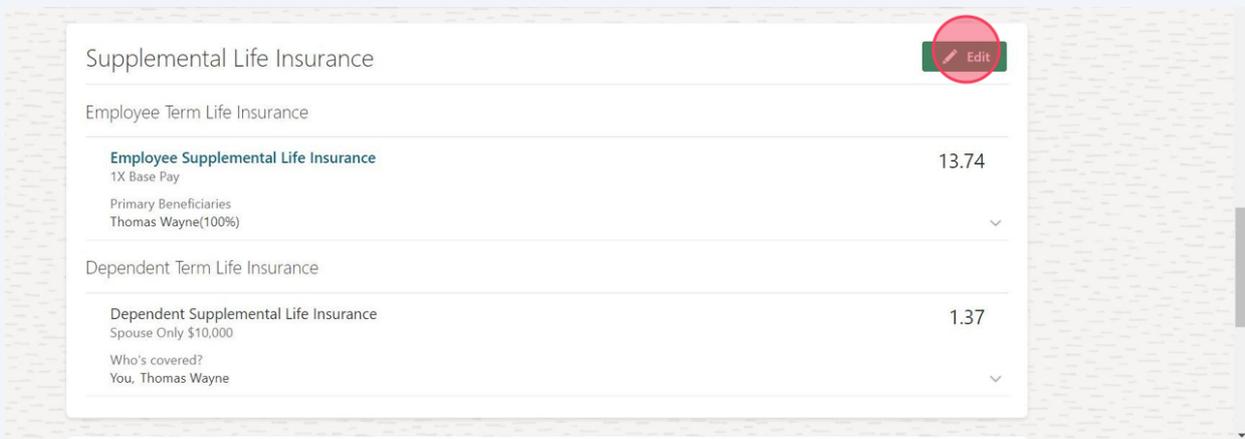
Accident Insurance Declined

Accident Insurance Declined

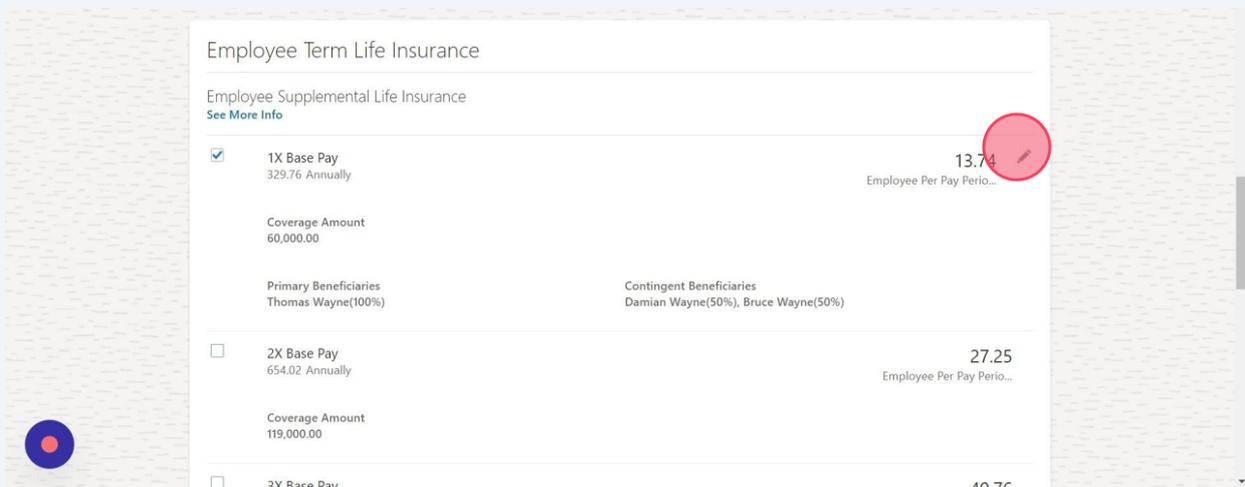
50 Click "Continue"



51 Click "Edit" in the **SUPPLEMENTAL LIFE INSURANCE** section



52 Click the "pencil" to elect beneficiaries



53 Designate appropriate beneficiaries

Employee Supplemental Life Insurance
[See More Info](#)

Employee Supplemental Life Insurance
1X Base Pay

Coverage Amount
60,000.00

Annual Amount
329.76

13.74
Employee Per Pay Period...

OK Cancel

Primary Beneficiaries

- Thomas Wayne 100%
- Damian Wayne %
- Bruce Wayne %
- Alfred Pennyworth %

Contingent Beneficiaries

- Thomas Wayne %
- Damian Wayne 50%
- Bruce Wayne 50%
- Alfred Pennyworth %

0% left 0% left

2X Base Pay
654.02 Annually

27.25
Employee Per Pay Period...

Coverage Amount
119,000.00

54 Click "OK"

Employee Supplemental Life Insurance
[See More Info](#)

Employee Supplemental Life Insurance
1X Base Pay

Coverage Amount
60,000.00

Annual Amount
329.76

13.74
Employee Per Pay Period...

OK Cancel

Primary Beneficiaries

- Thomas Wayne 100%
- Damian Wayne %
- Bruce Wayne %
- Alfred Pennyworth %

Contingent Beneficiaries

- Thomas Wayne %
- Damian Wayne 50%
- Bruce Wayne 50%
- Alfred Pennyworth %

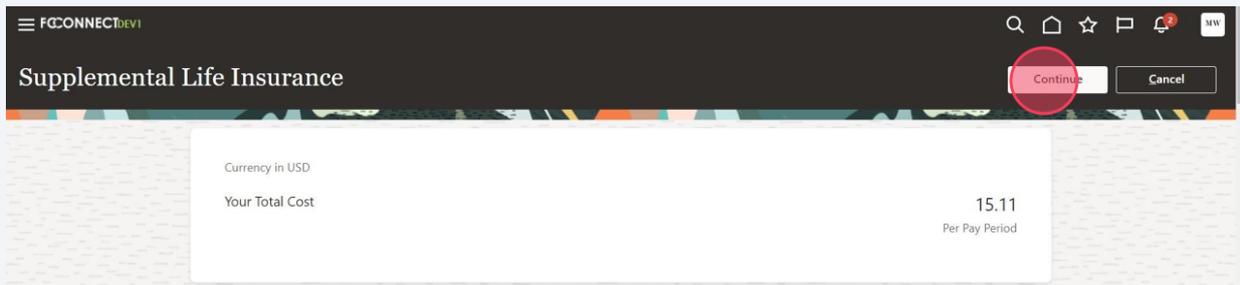
0% left 0% left

2X Base Pay
654.02 Annually

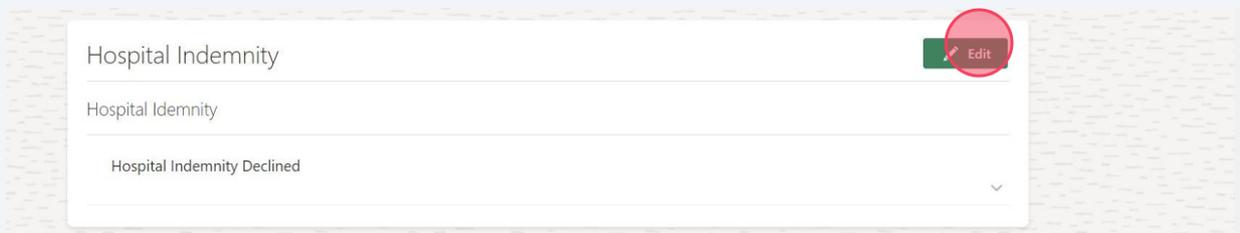
27.25
Employee Per Pay Period...

Coverage Amount
119,000.00

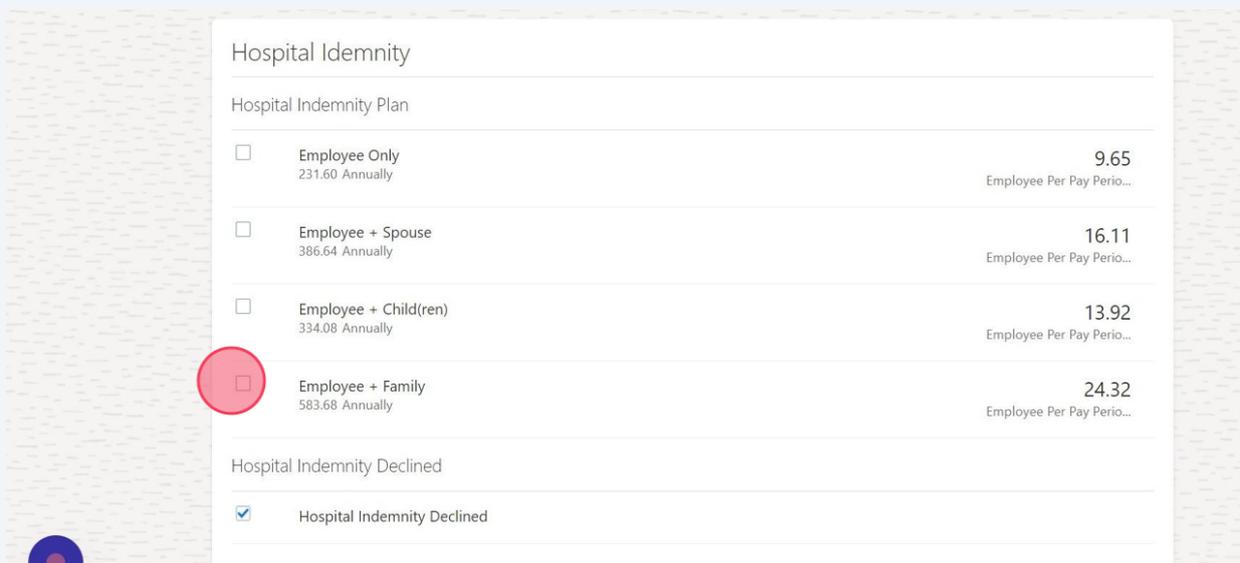
55 Click "Continue"



56 Click "Edit" in **HOSPITAL INDEMNITY** Section



57 Click desired election



58 Click appropriate election

OK Cancel

 You need to designate dependents or beneficiaries for your selected offerings.

Hospital Indemnity Plan
Employee + Family 24.32
Employee Per Pay Perio...

Annual Amount
583.68

Who do you want to cover?

- Thomas Wayne (Spouse)
- Bruce Wayne (Child)
- Damian Wayne (Child)

Hospital Indemnity Declined

Hospital Indemnity Declined

59 Click here.

Hospital Indemnity Plan
Employee + Family

Annual Amount
583.68

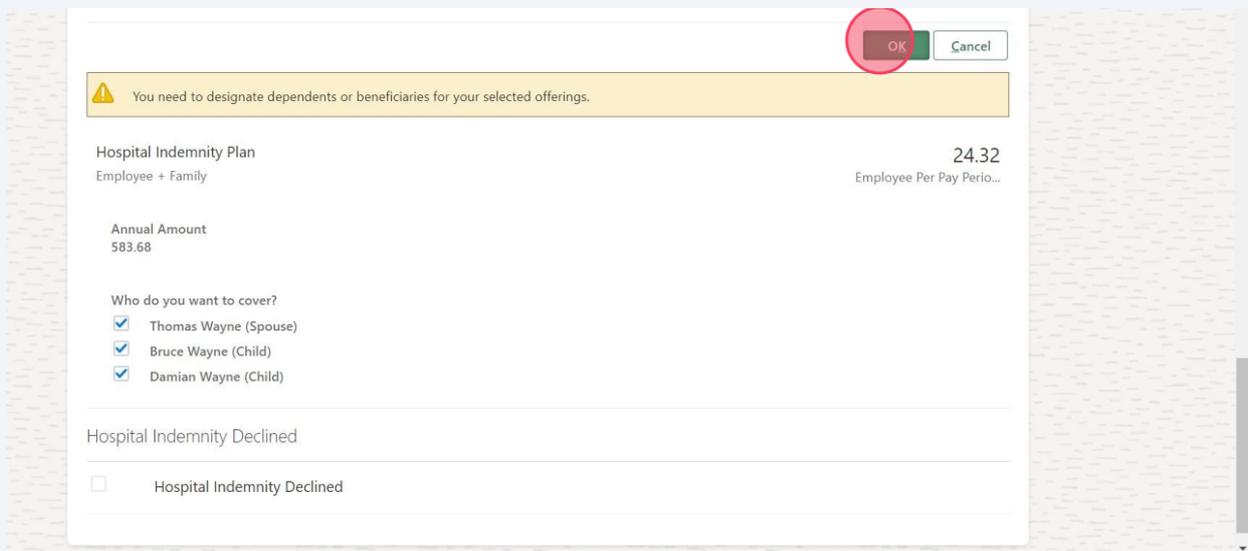
Who do you want to cover?

- Thomas Wayne (Spouse)
- Bruce Wayne (Child)
- Damian Wayne (Child)

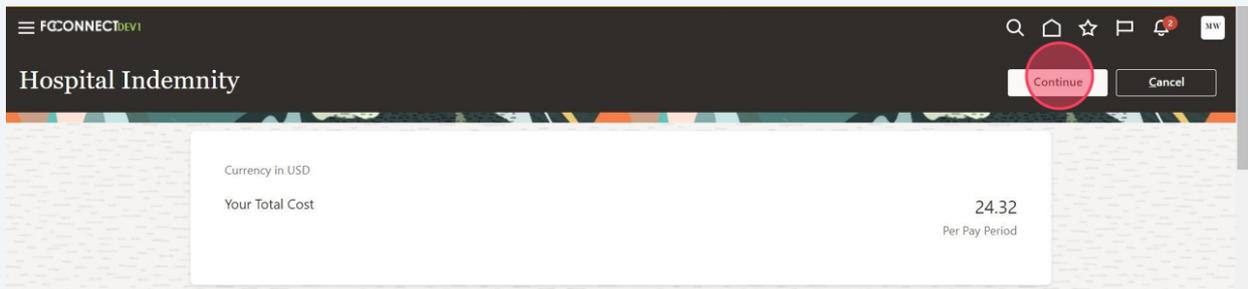
Hospital Indemnity Declined

Hospital Indemnity Declined

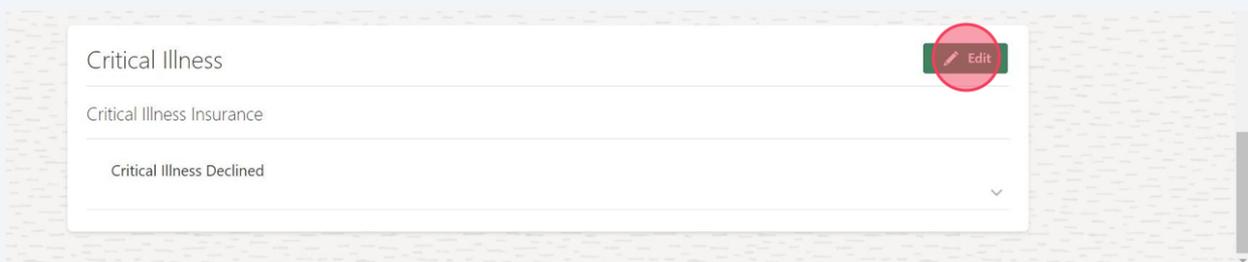
60 Click "OK"



61 Click "Continue"



62 Click "Edit" in **CRITICAL ILLNESS** section



63 Click desired election

Critical Illness Insurance

Critical Illness with Cancer

<input type="checkbox"/>	Employee Only Non-Smoker 178.80 Annually	7.45 Employee Per Pay Perio...
Coverage Amount 5,000.00		
<input checked="" type="checkbox"/>	Employee + Spouse Non-Smoker 357.60 Annually	14.90 Employee Per Pay Perio...
Coverage Amount 5,000.00		
<input type="checkbox"/>	Employee Only Smoker 376.20 Annually	15.68 Employee Per Pay Perio...
Coverage Amount 5,000.00		
<input type="checkbox"/>	Employee + Spouse Smoker 752.40 Annually	31.35 Employee Per Pay Perio...

64 Choose coverage level from dropdown

OK

 You need to designate dependents or beneficiaries for your selected offerings.

Critical Illness with Cancer

Employee + Spouse Non-Smoker Employee

Coverage

5000 

Annual Amount
357.60

Who do you want to cover?

Thomas Wayne (Spouse)

Employee Only Smoker

65 Click here if appropriate

This screenshot shows a benefits selection interface. At the top right, there are 'OK' and 'Cancel' buttons. A yellow warning banner at the top states: 'You need to designate dependents or beneficiaries for your selected offerings.' The main content area lists three options:

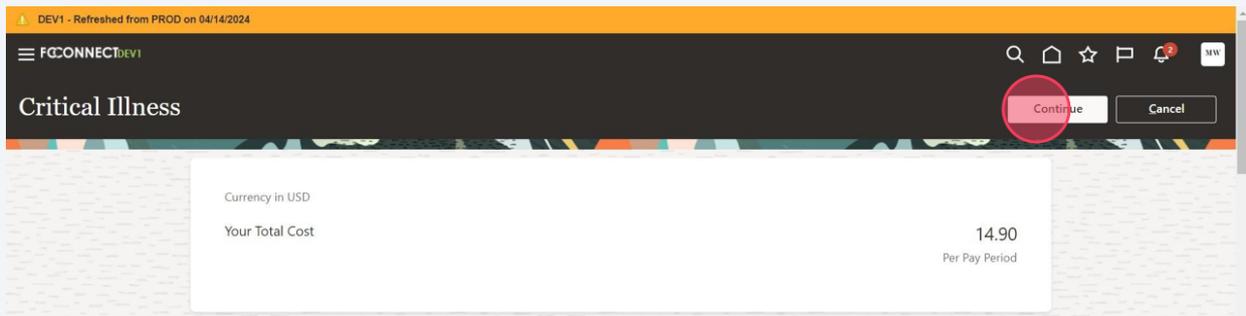
- Critical Illness with Cancer** (Employee + Spouse Non-Smoker) with a rate of 14.90. It includes a 'Coverage' dropdown set to 5000 and an 'Annual Amount' of 357.60. Under the heading 'Who do you want to cover?', the option 'Thomas Wayne (Spouse)' is selected with a radio button.
- Employee Only Smoker** (376.20 Annually) with a rate of 15.68. It includes a 'Coverage Amount' of 5,000.00.
- Employee + Spouse Smoker** (752.40 Annually) with a rate of 31.35.

A red circle highlights the 'OK' button at the top right of the form.

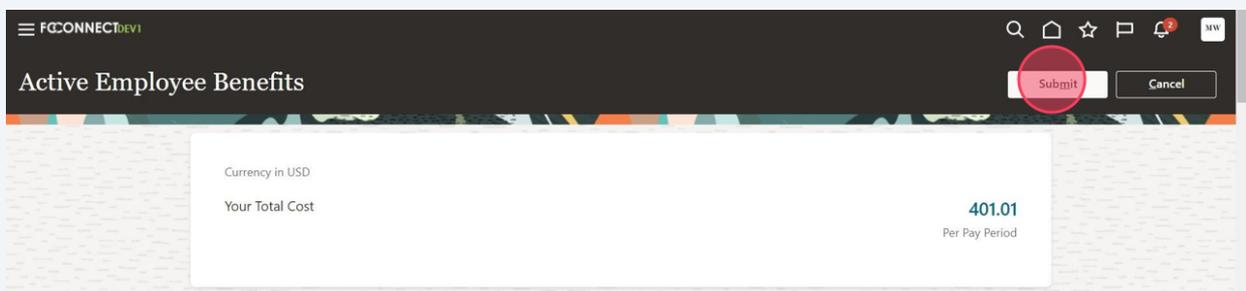
66 Click "OK"

This screenshot shows the same benefits selection interface as above. In this version, the 'OK' button at the top right is highlighted with a red circle. The 'Thomas Wayne (Spouse)' option under 'Who do you want to cover?' is now checked with a blue checkmark.

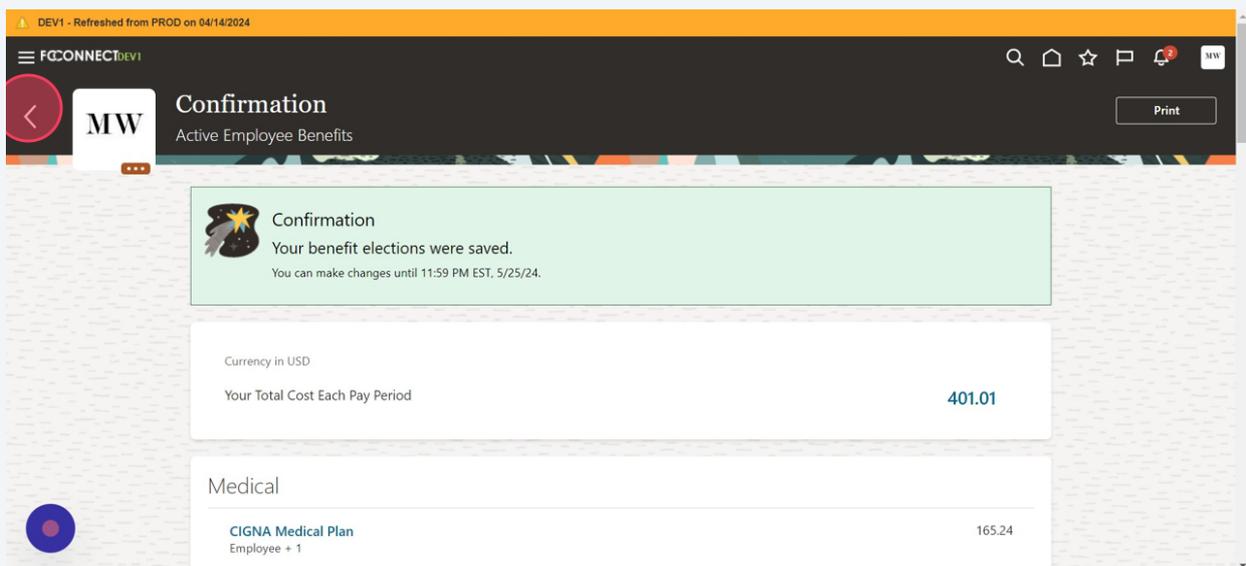
67 Click "Continue"



68 Click "Submit"



69 Click the back arrow



70 To see your benefit elections Click "**Your Benefits**"

The screenshot shows a benefits portal dashboard. At the top, there is a dark teal header with a white button labeled "Make Changes". Below the header, the dashboard is divided into two main sections. The left section displays "Time Remaining" as "14 Days". The right section displays "Make Changes Until" as "5/24/24 11:59 PM EST". The main content area features six white cards with teal icons and text. The "Your Benefits" card is highlighted with a red circle. The other cards are: "Pending Actions" (Address your open items to complete enrollment), "Report a Life Event" (Record a life event for enrollment opportunities), "Before You Enroll", "Change Beneficiaries", and "Document Records".

71 Click "**Active Employee Benefits**"

The screenshot shows a "Select a Benefit" dialog box. At the top, it says "Select a Benefit". Below that, there is a dropdown menu labeled "See Benefits as of Date or Event" with "Open enrollment" selected. The main content area features a blue camera icon and the text "Active Employee Benefits", which is highlighted with a red circle.

72 After reviewing, click "Home" icon

