2027 OPEN ENROLLMENT and LIFE INSURANCE BENEFICIARY UPDATE STEP by STEP

1. Log into Oracle Fusion: Can also be accessed through www.BaltimoreCitySchools.org; Employee Self Service
2. Me, Benefits
3. Click Enroll Now.
4. Express
5. Verify and/or add dependents you wish to enroll or for beneficiary designation of life insurance. Names reflected may not necessarily be currently on your coverage and only reflect due to past coverage. To add a dependent, click the plus (+) sign. Add demographic information (name, date relationship started {date of birth or marriage date}, date of birth and **National ID Type = social security number**, address, country). Continue.
6. Edit to change.
7. Review and accept legal disclaimer to move forward with changes.
8. Description and rates of available plans. Click continue after elections, if changes were made.
9. Click the pencil icon to the right to edit any plan or level of coverage. Click enroll for the applicable plan of choice.
10. When changing a plan's level of coverage, a box will appear to the right to select the dependents you want covered for next year. Click applicable contacts and save.
11. For Flexible Spending Account (FSA), click enroll, enter the yearly amount (ex: $3200, tab and the bikweekly rate will appear). Save.
12. Under Basic Life, click the pencil to designate your beneficiaries and choose the percentage for each designee. Primary receives the elected percentage. Contingent only receives if the primary is no longer alive. Click save. Repeat for optional life coverage, if applicable.
13. Continue. Submit. Enrollment is now submitted. Continue.
14. Post-enrollment actions will show any pending actions due such as submission of birth certificate, marriage certificate and proof of same address for your spouse or proof of good health/evidence of insurability (EOI) requirement for The Hartford life insurance options.
15. Click the pencil to the right to upload required documentation (birth certificate, marriage certificate and proof of same address for your spouse, etc.) Save
16. EOI will be mailed directly from Hartford to your home address for completion. Lack of submission will result in denial of optional life elections.
17. Click Done. Open enrollment is complete. Employees have until 11:59 pm on 11/06/2026 to make any changes. Interim reflects your current plan year coverage.

Suspended is for the changes for plan year 2027 that require an action on the employee's part and benefits to update and approve once received.

18. To print or save a confirmation page (advisable), Click view all enrollments.
19. In the upper right corner, print all benefits.
20. A new window opens with the personal enrollment summary- Benefits Confirmation and Summary. Print or save.

Please reach out to **Benefits@bcps.k12.md.us** or call **410-396-8885** for assistance with enrollment. **Do not wait until the last day to update your coverage.**