UPDATING BENEFICIARIES DURING OPEN ENROLLMENT

If you are making changes to your medical benefit plans, you can follow the listed instructions on the benefits webpage or the newsletter that was mailed to your home. The below is for beneficiary updates.

Updating beneficiaries only: Log into Oracle Fusion: Can also be accessed through www.BaltimoreCitySchools.org; Employee Self Service

1. Me, Benefits
2. Click Enroll Now.
3. Express
4. Verify people you would like to cover. To add contacts you wish to add as a beneficiary designation of life insurance. (Names reflected may not necessarily be currently on your medical 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.
5. Save contact. Submit. Continue
6. Click edit to change.
7. Review and accept legal disclaimer to move forward with changes.
8. 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.
9. Continue. Submit. Enrollment is now submitted. Continue.