

A Guide to Open Enrollment

{Medical Benefits Roadmap}

Enrolling In Your Medical Benefits

All employees eligible for medical benefits must take a ride through our Online Medical Benefits Center this year to enroll in their medical benefits for the 2022 plan year. To simplify your journey, we've given you some easy-to-follow directions. Enjoy the ride!



Stop and Look Both Ways

To avoid making pit stops along the way, you'll need to have some key information ready before you log in to www.octamedicalenroll.com. You will need the following for you, and your dependents:

- > A **Social Security Number (SSN)**, and
- > A **Date of Birth**



Start Your Enrollment Engines

Visit www.octamedicalenroll.com and enter **your full SSN** as the **Login ID**. Then, enter the **last 6 digits of your SSN** as your temporary **Password**. After accepting the "TERMS OF USE", you will be prompted to change your password. The next time you log in, you will be required to enter your new password to access the site.



Dependent Checkpoint

You will now be prompted to add your dependent information. It is important to keep your dependent information accurate and up-to-date.



Proceed in the Right Direction

Use the "PROCEED" button to navigate through your medical benefits. On each screen you can enroll or waive your medical benefit elections. When selecting your medical plan coverage level/tier, make sure it matches up with the types of dependents you add to the plan. No worries if it does not – the system will notify you of such and require you to change either your coverage level/tier or your dependent makeup before allowing you to proceed.



Carefully Review Your Route

You are nearing the end of your journey through www.octamedicalenroll.com. At the "REVIEW AND CONFIRM YOUR ELECTIONS" screen, carefully review your medical benefit selections.



The Journey's End

To complete the medical benefits enrollment process, click on "SUBMIT THESE ELECTIONS". **Your medical benefit elections will not be saved if you fail to click "SUBMIT THESE ELECTIONS"**. Be sure to save and/or print your confirmation and keep it in a safe place for your records.

Medical Benefits Roadmap Key Information

Need Assistance? Call 1-800-307-0230, Monday - Friday 8:30am - 5:30pm ET

Website

www.octamedicalenroll.com

Login ID

Your full SSN

Password

Last 6 digits of your SSN
(temporary password)