

OKLAHOMA BEAUTIFUL



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Option Period October 6 - November 3, 2008

**BAS Online Enrollment**  
*Benefits Administration System*

**EMPLOYEES**  
Benefits Council



2009 New

## Online Enrollment Made Easy

The **Benefits Administration System (BAS)** is an award winning benefits enrollment system brought to you by your benefits office, the Oklahoma State Employees Benefits Council (EBC). Through online enrollment access during the Option Period from October 6 – November 3, 2008 you can:

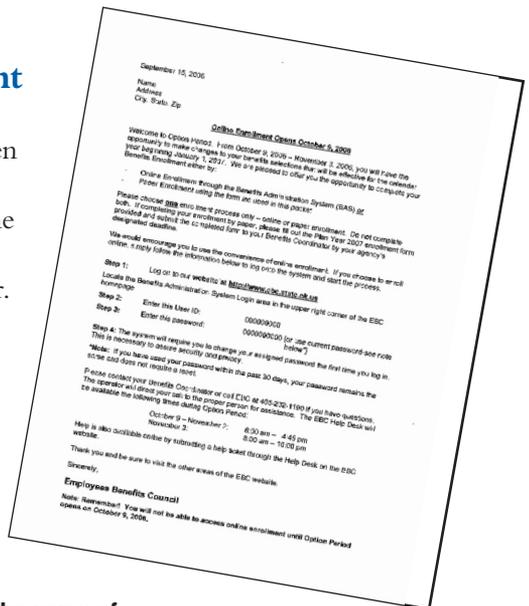
- *Select* your benefit choices for 2009
- *Compare* last year's coverage
- *Print forms* needed to complete changes

**BAS is a secured site available 24 hours a day, 7 days a week. EBC personnel are available to assist you Monday-Friday, 8am - 4pm.**

For assistance with BAS Online contact EBC at: (405) 232-1190 or submit a help desk ticket through the help desk online at <http://www.ebc.state.ok.us>

## New for 2009 Enrollment

A User ID (your Employee I.D. number) and Password will be given to each Oklahoma State employee. Look for your password letter in the enrollment materials provided by your agency's Benefits Coordinator. To enroll online, log on to BAS at: <http://www.ebc.state.ok.us>



**TIP: Review the HMO and Dental Provider links before you start the enrollment process. Write down the name of the physician you want to choose as your Primary Care Physician or Dentist. Having this information ready when you reach the Health Plan and Dental Plan screens will make your enrollment process even easier. This is not necessary if enrolled with the HealthChoice plans.**

### Online Enrollment with BAS

#### Getting Started

Choosing your benefits has never been easier, using BAS Online Enrollment. Simply follow the BAS ONLINE screens and complete your enrollment in as few as five minutes. Follow these steps to get started:

Log onto BAS at <http://www.ebc.state.ok.us>

Enter User ID (your Employee I.D. number)

Enter Temporary Password\*

Choose a personal password (use letters or numbers only)

\* A temporary password has been provided in the password letter included with your enrollment material. Check with your Benefits Coordinator if you did not receive your temporary password. Enter your user ID (employee number) and temporary password in the upper right corner of the BAS screen (see highlight above).

### BAS Welcome Screen

You're now welcomed into the enrollment wizard. Read the instructions carefully.

### Step OK Health: OK Health

The OK Health Mentoring program provides you with the right tools to make the right choices about your health. This program is free with several incentives built in. Its confidential and totally individualized for you. Select “Yes” to learn more.

The screenshot shows the 'Benefits Administration System' for Jerry J. Jones. The user is logged in as Jerry J. Jones, Agency: 815-000, Plan Period: 2009. The 'Online Enrollment' section is active, showing 'Step OK Health' as the selected step. The main content area is titled 'OK Health Mentoring Program' and contains the following text: 'Is your overall health important to you? If yes, then why not get involved in your health by joining the OK Health Wellness Mentoring Program! OK Health is designed to provide you with an interactive learning experience and skills vital to making the right choice every day. Whether you are looking to eat healthier, lose weight, reduce stress or even quit smoking, the OK Health Mentoring program is tailored to fit your individualized needs. If you are interested in OK Health and would like to enroll in the program, select YES to the question below. Enrollment in OK Health is FREE.' Below this text is a bullet point: 'If you select YES, at the Congratulations Page at the end of the enrollment, you will be able to select a link to enroll in the OK Health program online.' There is a section titled 'Participate and Receive OK Health Information' with a dropdown menu set to 'I am interested in participating' and a 'NEXT' button. A sidebar on the left lists navigation options: Step 1 (selected), Step 2, Step 3, Step 4, Step 5, Step 6, Step 7, Step 8, Step 9, Step 10, Thank You, Messaging, Employee Data, Flexible Spending, Reports, Forms, Plans/ Doctors, Dentists and Other Information, and Change Your Profile and Password. The top right has a 'Logout' link and navigation links for Home, EBC Main Site, and EBC Help Desk. A 'TOP' link is at the bottom right.

### Step 1: Retired Military

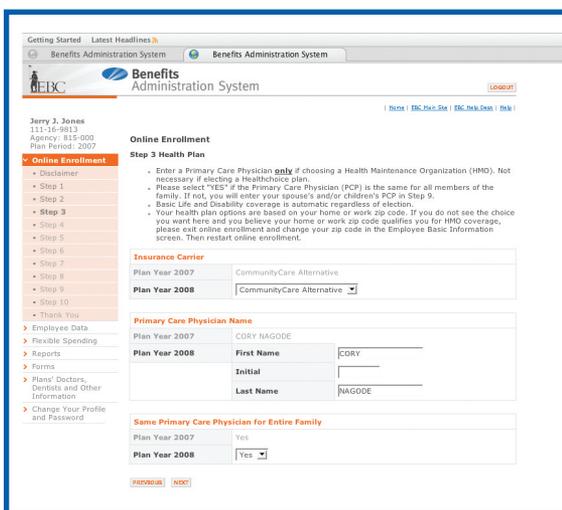
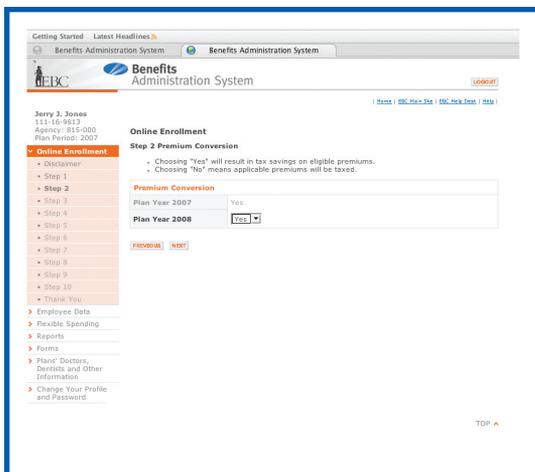
If you are retired military you may be allowed to opt out of coverage.

If you select “Yes” on the Military Opt Out box, the Online Process will proceed to the Congratulations Page and you will need to select the Opt out Election form link, fill out the form and turn it in to your coordinator with a paper enrollment.

The screenshot shows the 'Benefits Administration System' for Jerry J. Jones. The user is logged in as Jerry J. Jones, Agency: 815-000, Plan Period: 2009. The 'Online Enrollment' section is active, showing 'Step 1 Retired Military Employee' as the selected step. The main content area is titled 'Step 1 Retired Military Employee' and contains the following text: 'This step only applies to current State employees who are retired from military service. If you are not a military retiree, select the "Next" button at the bottom of this page and continue with your enrollment.' Below this text is a bullet point: 'To get out of core benefits completely, select the "YES" button below. You will need to contact your Benefits Coordinator to complete your enrollment.' There is a section titled 'Retired Military Opt-Out' with a dropdown menu set to 'Plan Year 2009' and a 'NO' button. There are 'PREVIOUS' and 'NEXT' buttons. A sidebar on the left lists navigation options: Step OK Health, Step 1 (selected), Step 2, Step 3, Step 4, Step 5, Step 6, Step 7, Step 8, Step 9, Step 10, Thank You, Messaging, Employee Data, Flexible Spending, Reports, Forms, Plans/ Doctors, Dentists and Other Information, and Change Your Profile and Password. The top right has a 'Logout' link and navigation links for Home, EBC Main Site, EBC Help Desk, and Help. A 'TOP' link is at the bottom right.

### Step 2: Premium Conversion

Premium Conversion provides you with added tax savings allowing qualified premiums to be paid with pre-tax dollars. You can compare last year's choices by reviewing the shaded area for plan year 2008.



### Step 3: Health Plan

Select your Health Plan from the choices on this screen. Your current coverage will also be displayed. Your choice will be effective for the full calendar year 2009. If choosing an HMO, be sure to name a Primary Care Physician for you and your dependents.

## Steps 4 - 6

### Step 4: Dental Plan

Select a dental plan. If you are choosing a Dental Maintenance Organization (DMO), don't forget to name a participating dentist.

The screenshot shows the 'Step 4 Dental Plan' enrollment screen. The user is Jerry J. Jones, Agency: 815-000, Plan Period: 2007. The 'Online Enrollment' section is active, showing a list of steps from 1 to 10, with Step 4 selected. The 'Insurance Carrier' section shows 'HealthChoice Dental' selected for both Plan Year 2007 and Plan Year 2008. A 'Note' indicates that this insurance carrier election does not require a Primary Care Dentist to be entered. Navigation buttons for 'PREVIOUS' and 'NEXT' are visible.

### Step 5: Vision Plan

This is optional insurance. Select a carrier or choose "none" if you do not want vision coverage.

The screenshot shows the 'Step 5 Vision Plan' enrollment screen. The user is Jerry J. Jones, Agency: 815-000, Plan Period: 2007. The 'Online Enrollment' section is active, showing a list of steps from 1 to 10, with Step 5 selected. The 'Insurance Carrier' section shows 'VSP' selected for both Plan Year 2007 and Plan Year 2008. A note indicates that selecting 'None' is optional and coverage is voluntary. Navigation buttons for 'PREVIOUS' and 'NEXT' are visible.

### Step 6: Supplemental Life Insurance

Supplemental Life Insurance may be elected on this screen.\* Read carefully and remember additional purchases must be approved by the Group Insurance Board.

The screenshot shows the 'Step 6 Supplemental Life Insurance' enrollment screen. The user is Jerry J. Jones, Agency: 815-000, Plan Period: 2007. The 'Online Enrollment' section is active, showing a list of steps from 1 to 10, with Step 6 selected. The 'Insurance Carrier' section shows 'Supplemental Life' selected for both Plan Year 2007 and Plan Year 2008. The 'Coverage Amount' section shows '\$100,000.00' selected for both Plan Year 2007 and Plan Year 2008. A note indicates that new elections and increases must be approved by the State Group Insurance Board. Navigation buttons for 'PREVIOUS' and 'NEXT' are visible.

\* Supplemental life increases are subject to approval

### Step 7: Dependent Life Insurance

Life Insurance for your dependents can be selected here. Choose between the Premier, Standard or Low Option coverage.

The screenshot shows the 'Benefits Administration System' interface. At the top, it displays the user's name 'Jerry J. Jones', agency '815-000', and plan period '2007'. A navigation menu on the left includes 'Online Enrollment' (highlighted), 'Employee Data', 'Flexible Spending', 'Reports', 'Forms', and 'Change Your Profile and Password'. The main content area is titled 'Step 7 Dependent Life Insurance' and contains the following information:

- Online Enrollment:** A list of steps from Step 1 to Step 10, with Step 7 selected.
- Insurance Carrier:** A table showing 'Plan Year 2007' as 'Dependent Life Premier' and 'Plan Year 2008' as 'Select One'.
- Additional dependent life insurance coverage options are available for Plan Year 2007.** A new Premier Option has been added and the High Option has been renamed and is now called the Standard Option. Coverage levels for each option are shown below and in the Drop Down Menu.
  - Low Option: \$6,000 Spouse/\$3,000 per child/\$1,000 for newborns to 6 months
  - Standard Option: \$10,000 Spouse/\$5,000 per child/\$1,000 for newborns to 6 months
  - Premier Option: \$20,000 Spouse/\$10,000 per child/\$1,000 for newborns to 6 months
- No evidence of insurability or additional application form is required.**
  - Select "None" if you do not wish to enroll in Dependent Life Insurance. Coverage is voluntary.
  - Select "No Change" if you wish to keep what you have.
  - Select "Drop All" if you wish to drop all Dependent Life Insurance.
  - You may elect Dependent Life Insurance only if you have eligible dependents.
  - Dependents can be added in Step 9. You may then come back to Step 7 using the "Previous" button.

Buttons for 'PREVIOUS' and 'NEXT' are located at the bottom of the main content area.

### Step 8: Flexible Spending Accounts

Flexible Spending Accounts (Health Care, Day Care and new for 2009 Mass Trans) offer tax savings by allowing you to set aside money on a pre-tax basis to help pay annual health, daycare or mass trans expenses. For added convenience select "YES" to the free debit card for use with the Flexible Spending Accounts.

The screenshot shows the 'Benefits Administration System' interface for Step 8: Flexible Spending Accounts. At the top, it displays the user's name 'Jerry J. Jones', agency '815-000', and plan period '2008'. A navigation menu on the left includes 'Online Enrollment' (highlighted), 'Employee Data', 'Flexible Spending', 'Reports', 'Forms', and 'Change Your Profile and Password'. The main content area is titled 'Step 8 Flexible Spending Accounts' and contains the following information:

- Online Enrollment:** A list of steps from Step 1 to Step 10, with Step 8 selected.
- Health Care Account:** A table showing 'Plan Year 2008' as '\$240.00' and 'Plan Year 2009' as '0.00'.
- Day Care Account:** A table showing 'Plan Year 2008' as '\$0.00' and 'Plan Year 2009' as '0.00'.
- Mass Trans Account:** A table showing 'Plan Year 2008' as '\$0.00' and 'Plan Year 2009' as '0.00'.
- Debit Card:** A section titled 'Use Debit Card' with a table showing 'Plan Year 2009' as 'Yes'.

Buttons for 'PREVIOUS' and 'NEXT' are located at the bottom of the main content area.

## Step 9

### Step 9: Dependent Options

Select benefits for your dependents using this screen. Remember eligible dependents include:

- Spouse
- Unmarried children to age 25
- Pre-approved incapacitated children

Getting Started Latest Headlines >

Benefits Administration System Benefits Administration System

**Jerry J. Jones**  
111-15-9813  
Agency: 815-000  
Plan Period: 2007

**Online Enrollment**

- Disclaimer
- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8
- Step 9
- Step 10

Employee Data  
Flexible Spending  
Reports  
Forms  
Plans' Doctors, Dentists and Other Information  
Change Your Profile and Password

**Online Enrollment**

**Step 9 Dependents Options**

- If you wish to exclude your spouse from the Health and/or Dental plan, select "Yes" for Spousal Exclusion. Please complete the form and return it to your Benefits Coordinator.
- Select "Yes" in the box(es) for coverage(s) that you WANT for the new plan year. Select "No" in the box(es) for coverage(s) that you DO NOT WANT for the new plan year.
- If Primary Care Physicians and/or Primary Care Dentists are different for each family member, please enter them below.
- If you elected vision coverage in Step 5 and wish to cover family members, select appropriate box for each dependent listed.
- The Working Families Tax Relief Act of 2004 changed the definition of dependent for federal income tax purposes. The IRS indicates that the change is not intended to affect the coverage of dependents under employer-sponsored medical plans. However, if you cover dependents, EBC suggests you obtain professional tax advice when completing your income tax return(s).

**BRENDA B JONES** (Spouse) SSN: 810/061048

**Spousal Exclusion**

Plan Year 2007  No  
Plan Year 2008  No

**Options**

	Health	Dental	Vision	Dependent Life
Plan Year 2007	Yes	Yes	Yes	Yes
Plan Year 2008	<input type="checkbox"/> Yes <input type="checkbox"/> No			

**Primary Care Physician Name**

Plan Year 2007 CORY NAGODE  
Plan Year 2008  First Name  CORY

Getting Started Latest Headlines >

Benefits Administration System Benefits Administration System

**Jerry J. Jones**  
111-15-9813  
Agency: 815-000  
Plan Period: 2007

**Online Enrollment**

- Disclaimer
- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8
- Step 9
- **Step 10**
- Thank You

Employee Data  
Flexible Spending  
Reports  
Forms  
Plans' Doctors, Dentists and Other Information  
Change Your Profile and Password

**Online Enrollment**

**Step 10 Confirm your Choices**

- Please review this summary of costs and coverage.

**Retired Military Opt Out**

Plan Year 2007  No  
Plan Year 2008  No

**Premium Conversion**

Plan Year 2007  Yes  
Plan Year 2008  Yes

	Option	Coverage	Pre-tax	Post-tax
<b>Health</b>				
Plan Year 2007	CommunityCare Alternative	Employee and spouse	\$824.84	\$0.00
Plan Year 2008	CommunityCare Alternative	Employee and spouse	\$824.84	\$0.00
<b>Dental</b>				
Plan Year 2007	HealthChoice Dental	Employee and spouse	\$53.60	\$0.00
Plan Year 2008	HealthChoice Dental	Employee and spouse	\$53.60	\$0.00
<b>Vision</b>				
Plan Year 2007	VSP	Employee and spouse	\$14.96	\$0.00
Plan Year 2008	VSP	Employee and spouse	\$14.96	\$0.00
<b>Basic Life</b>				
Plan Year 2007			\$20,000.00	\$3.90
Plan Year 2008			\$20,000.00	\$3.90

Timeout: 19 minutes

## Confirm Your Choices

Here you can view the options you have selected, see the costs and what will be covered by your state employee benefit allowance. Changes can be made by choosing the “previous” button. If you are finished, choose the “submit” button. After you “submit” a copy of your selections will be available to print along with any forms needed. Remember to save your copy to compare to your final Confirmation of Benefits. Remember to access early. Enrollment choices can be changed until midnight, November 3, 2008.

Dependent Coverage				
	Health	Dental	Vision	Dependent Life
» <b>BRENDA B JONES</b> ( <a href="#">Spouse</a> ) SSN: <a href="#">BtA: 01/09/1948</a>				
Plan Year 2007	Yes	Yes	Yes	Yes
Plan Year 2008	Yes	Yes	Yes	Yes

Employee / Dependent Physician and Dentist		
	Primary Care Physician	Primary Care Dentist
» <b>Jerry J Jones</b>		
Plan Year 2007	CORY NAGODE	
Plan Year 2008	CORY NAGODE	
» <b>BRENDA B JONES</b> ( <a href="#">Spouse</a> ) SSN: <a href="#">BtA: 01/09/1948</a>		
Plan Year 2007	CORY NAGODE	
Plan Year 2008	CORY NAGODE	

[PREVIOUS](#) [SUBMIT](#)

Getting Started Latest Headlines

Benefits Administration System

**Benefits Administration System** [Logout](#)

[Home](#) | [BSC Main Site](#) | [BSC Help Desk](#)

**Jerry J. Jones**  
111-18-9013  
Agency: 815-000  
Plan Period: 2007

**Online Enrollment**

- Welcome
- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8
- Step 9
- Step 10
- Thank You

» Employee Data  
» Flexible Spending  
» Reports  
» Forms  
» Plans: Doctors, Dentists and Other Information  
» Change Your Profile and Password

**Online Enrollment**

**✓ Congratulations!**  
Your process was successful. (BAS0000901)

Thank you. Your new elections will take effect on 01/01/2008. If you have any questions, please contact your Benefits Coordinator.

Open the [Enrollment Report](#) to print a copy of your elections.

**Note!**

- Save for your dreams with a little help from the State and SoonerSave.

908 4

### Congratulations

This page is verification that you have completed your enrollment successfully. You can select the Enrollment Report for a copy of your election. In addition, there are three options to elect.

**OK Health** – If you selected “YES” in Step OK Health you can enroll in the OK Health program. If you selected “NO” than you can select the OK Health link to learn more about the program.

**SoonerSave** – Increase your contribution or enroll in the SoonerSave program.

**Survey** – Complete a survey and comment on the online enrollment.

The screenshot displays the 'Benefits Administration System' interface. At the top left is the EBC logo. The main header includes 'Benefits Administration System' and a 'LOGOUT' button. A navigation bar contains links for 'Home', 'EBC Main Site', and 'EBC Help Desk'. The user's agency is listed as '815-000' and the plan period as '2008'. A left-hand menu is expanded to 'Online Enrollment', showing steps from 1 to 10, with 'Thank You' selected. The main content area is titled 'Online Enrollment' and features a green box with a checkmark and the text 'Congratulations! Your process was successful. (BAS0000901)'. Below this, a message states: 'Thank you. Your new elections will take effect on 01/01/2009. If you have any questions, please contact your Benefits Coordinator.' A link to 'Open the Enrollment Report' is provided. A 'Note!' box contains three bullet points: 'Select here to participate in the enrollment survey', 'Save for your dreams with a little help from the State and SoonerSave.', and 'You said YES to enroll in the OK Health Mentoring Program. Please enroll by selecting the following link: Intervent.'. The bottom right corner has a 'TOP' link with an upward arrow.

### SoonerSave

The employees who have an existing SoonerSave Account will have the ability to increase their contribution to the program. All increases will be effective January 1, 2009.

[| EBC Main Site](#) | [| EBC Help Desk](#)

### Benefits Administration System

**SoonerSave**

You are currently one of over 26,000 state employees who are saving for their future with SoonerSave, the State of Oklahoma's tax deferred savings plan. You've already made one decision to help prepare yourself for retirement by enrolling in SoonerSave.

Now, take the next step and increase your contributions through the Benefits Open Enrollment system. Increasing your contributions to SoonerSave by even a small amount could make a big difference in your long-term retirement savings plan. The chart below illustrates the impact an increased contribution could have on your account balance and the benefit you receive from your account when you retire.

Employee Contribution Amount	Employer Contribution Amount	Total Contribution Amount	SoonerSave Balance After 20 Years*	Monthly Benefit for 20 Years* (Before Tax Withholding)*
\$50/month	\$25/month	\$75/month	\$44,177	\$279.48
\$100/month	\$25/month	\$125/month	\$73,628	\$465.81
\$150/month	\$25/month	\$175/month	\$103,079	\$652.13
\$200/month	\$25/month	\$225/month	\$132,530	\$838.45

\*FOR ILLUSTRATIVE PURPOSES ONLY. This hypothetical illustration does not represent the performance of any investment options. The accumulation stage assumes an 8% rate of return, reinvestment of earnings and no withdrawals. The payout stage assumes 12 monthly payments per year with a 4.5% rate of return. Withdrawals of tax-deferred accumulation are subject to ordinary income tax. This illustration does not reflect any charges, expenses or fees that may be associated with your Plan. The tax-deferred accumulation shown above would be reduced if these fees had been deducted.

You may also change your contribution, or select a dollar amount that is not listed on the pull-down menu, by logging on to [www.soonersave.com](http://www.soonersave.com) or by calling KeyTalk at (877) 538-3457.

**Sooner Save**

Plan Year 2008

Plan Year 2009

**Note!**

- If you make no selection, your current contribution will continue unchanged. Select "Submit" to accept this change and continue or select "Clear" to continue.
- You may also change your contribution, or select a dollar amount that is not listed on the pull-down menu, by logging on to [www.soonersave.com](http://www.soonersave.com) or by calling KeyTalk at (877) 538-3457.

### OK Health

Welcome to the OK Health Mentoring program. This is the first step in taking charge of your health. This page will guide you to getting started.

## OK Health

State of Oklahoma  
Employees Benefits Council

Text Size:

**Welcome to the OK Health Mentoring Program Portal**

OK Health Enrollment Process Started

Oklahoma State Employee Status Verified

Health Risk Assessment (HRA) Started

HRA Completed Packet B/D Card Generation

Primary Care Physician Visit/Lab Work

Completed Packet B not Sent to EBC

Completed Packet B not Received by EBC

1

2

3

4

5

6

7

Welcome to the OK Health Mentoring Program!

We are glad that you decided to take the first step to a healthier lifestyle. The OK Health Mentoring Program was designed to provide you with an interactive learning experience and the skills vital to making the right choices everyday. Whether you are looking to eat healthier, lose weight, reduce stress or even quit smoking, the OK Health Mentoring Program is tailored to fit you. The program includes a personalized Health Risk Assessment that you take online in total privacy. Based on the results of the assessment, you will receive one-on-one health mentoring, plus access to a variety of on-target lifestyle modules, including: physical activity, weight management, nutrition, stress management, tobacco cessation and diabetes management. Simply, complete your personalized online Health Risk Assessment and you will have access to a diverse library of information relating to your health risks, preventive strategies and information to help you improve your health. Whatever your goal, the OK Health Mentoring Program is the right partnership to achieving a healthier you.

Best of Health!

Your OK Health Team

TO START HRA

ALREADY STARTED/  
RETURN PARTICIPANT

2009 BAS

## EMPLOYEES Benefits Council

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This information has been provided by

### Your Benefits Office

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[www.ebc.state.ok.us](http://www.ebc.state.ok.us)

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