

## Online Enrollment Made Easy

The **Benefits Administration System (BAS) ONLINE** is an award winning benefits enrollment system brought to you by the Oklahoma State Employees Benefits Council. Through online enrollment access during the Option Period from October 1-29, 2004 you can:

- ✓ **SELECT** your benefit choices for 2005
- ✓ **COMPARE** last year's coverage
- ✓ **PRINT** forms needed to complete changes and Provider Lists

**BAS is a secured site available 24 hours a day, 7 days a week. EBC personnel are available to assist you Monday-Friday, 8AM-5PM.**

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>



## Online Enrollment with BAS Getting Started

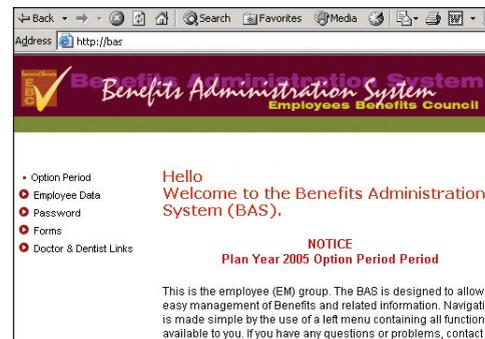
Choosing your benefits has never been easier, using BAS Online Enrollment. Simply follow the BAS ONLINE screens and complete your enrollment in as few as five minutes. Follow these steps to get started:

- ✓ Log onto BAS at <http://www.ebc.state.ok.us>
- ✓ Enter User ID (your social security number, no dashes)
- ✓ Enter Temporary Password\*
- ✓ Choose a personal password.

\*A temporary password has been provided with your enrollment material. Check with your Benefits Coordinator if you did not receive your temporary password.

## BAS Hello Screen

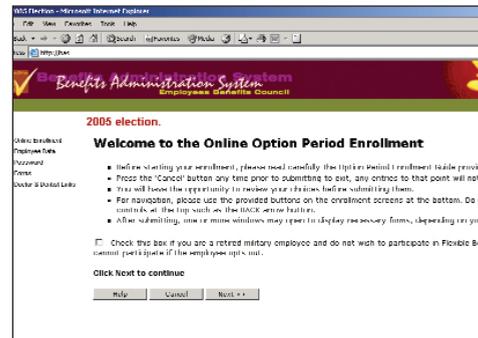
To enter the enrollment wizard, choose Option Period in the upper left corner.



To access a list of doctors and dentists available with each health care and dental plan, choose the Doctor and Dentist List.

## BAS Welcome Screen

You're now welcomed into the enrollment wizard. Read the instructions carefully. If you are retired military you may be



allowed to opt out of coverage. If you check the Military Opt Out box, the Online process will automatically stop and you will be required to complete a paper enrollment instead.

**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.

## Step 1: Premium Conversion

Premium Conversion provides you with added tax savings, so think it through and consider checking "yes". You can compare last year's choices by reviewing the shaded area for plan year 2004.



## Step 2 : Health Plan

Select your Health Plan from the choices on this screen. Your current coverage will also be displayed. Choose wisely. Your choice will be effective for the full calendar year 2005.



(continue to Step 3 on back)

## New for 2005 Open Enrollment

A User ID (Your Social Security number) and Password will be mailed to each Oklahoma state employee. To enroll on-line logon to BAS at:

<http://www.ebc.state.ok.us>

BAS requires that you change the temporary password the first time you log on using 6 to 20 characters of letters or numbers. No special characters may be used. BAS will then prompt you to form a question that can be offered as a query should you forget your password in the future. If you ask for password help, the question you have supplied will be required in the identification process before your password will be revealed to you.



*this information has been provided by*  
**"Your Benefits Office"**  
the **EMPLOYEES BENEFITS COUNCIL**  
200 N Harvey, Suite 1200  
Oklahoma City, OK 73102  
(405) 232.1190 (800) 219.8115

### Step 3 : Dental Plan

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



### Step 4 : Vision Plan

This is optional insurance. Remember vision must be selected each year. Current participants wishing to continue participation must re-enroll.



### Step 5 : Supplemental Life Insurance

Supplemental Life Insurance may be purchased on this screen. Read carefully and remember additional purchases must be approved by the State Insurance Board.



### Step 6 : Dependent Life Insurance

Life Insurance for your dependents can be selected here. Choose between the High Option or Low Option Coverage.



### Step 7 : Reimbursement Accounts.

Reimbursement Account participation is an excellent benefit offered to state employees. Flexible Spending Reimbursement Accounts (Healthcare & Dependent Care) offer tax savings by lowering your taxable income.



### Step 8 : Dependent Options

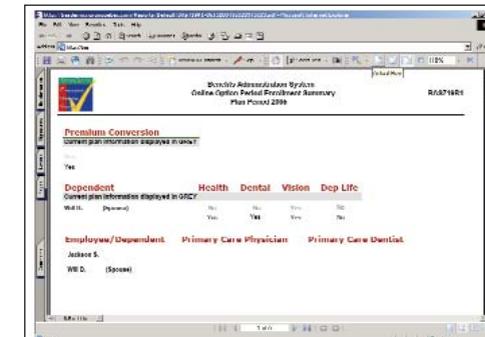
Select benefits for your dependents using this screen. Always read carefully before selecting options.



### Step 9 : Confirm Your Choices



Here you can view the options you have selected, see the costs and what will be covered by your state Employee Benefits 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. Options can be changed until midnight, October 29, 2004.



# BAS ONLINE ENROLLMENT Option Period October 1—29, 2004

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