



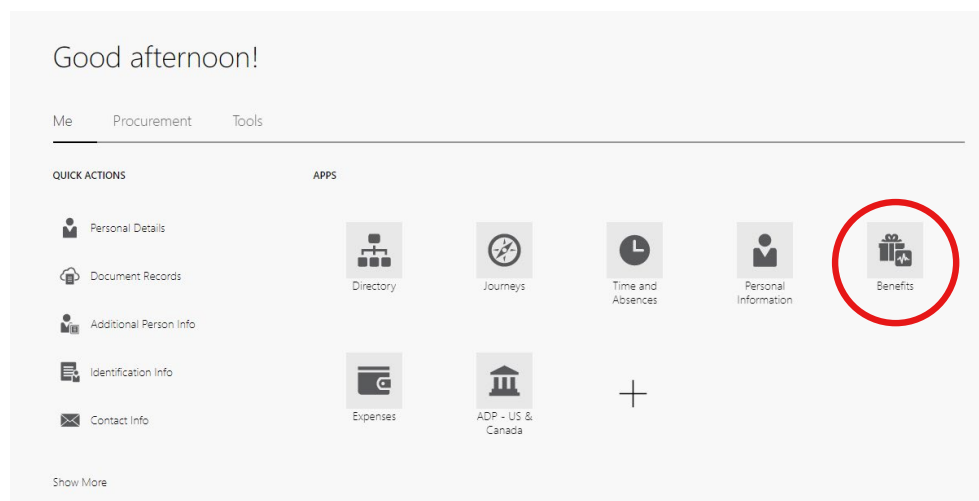
New Hire Benefits Enrollment

Using Oracle Cloud

Important things to know before starting your enrollment

- Check out the [Alex tool](#) to learn about and compare your benefit options
- Decide whom you will enroll for coverage
- Know your enrollment deadlines! You have 30 days from your hire date to make your elections. Otherwise, you will be defaulted into waived coverage.

1. Visit [Oracle Cloud](#)
2. Under Apps, click on **Benefits**



3. Click **Start Enrollment** underneath your name
4. Click **Add** to add the members of your family to be covered by benefits

Note: You will need to provide proof of the relationship or effective date before your election takes effect. Make sure you comply with any requests for documentation in a timely manner.

5. Enter each family member's name, personal, and relationship information and click **Submit** at the top of the page
 - o **Note:** If your family member does not have a Social Security Number, please use their Taxpayer Identification Number (TIN)

6. Once all family members have been added, click **Continue** at the top of the page
7. Select the benefit plan you want to enroll in:

Perficient Benefit Program	Enroll in your medical, dental, vision, life, and voluntary benefits (accident, critical illness, etc.) coverage options
Perficient Gives	Enroll in an optional program for U.S. colleagues to make charitable donations via bi-monthly payroll deductions that are matched by Perficient
Perficient ID and Legal Shield Program	Enroll in an optional program for colleagues to access attorney and identity theft services for a monthly fee

8. Click on **Edit** to enroll in a specific benefit category
9. Select the appropriate benefit option, and the family members to be covered
 - o Use the [Alex tool](#) to learn and compare your benefit options.
 - o Click on **Continue** at the top of the page
10. Repeat steps 8-9 for each of the categories you want to enroll in. Here are a few key things you should note when enrolling:
 - o If you select a Health Savings Plan (HSA), you can also use a Limited Use Flexible Spending Account (FSA) that is used exclusively for vision and dental
 - o FSA and Limited FSA amounts cannot be changed after the election period unless you have a qualified life event (marriage, divorce, birth of child, etc.)
 - o Your FSA and Limited FSA options end each calendar year unless you re-elect those plans during Open Enrollment
 - o FSA and Limited FSA balances must be used by and submitted for reimbursement by strict deadlines, and unused amounts do not roll over to the next year
 - o Colleague HSA contribution elections can be changed any time during the year
 - o Dependent Care Flexible Spending Accounts are for the eligible child/adult care expenses
 - o You must select supplemental life coverage for yourself if you intend to elect life coverage for your dependent(s)
11. As you make your selections, you will see “Your Total Cost” update to reflect your elections
12. Review your elections and click **Submit** once they reflect your intentions
13. You will be taken to a confirmation screen with an option to print a copy of your selections for your personal records
14. Please review your enrollment for any pending action items such as required dependent documentation and evidence of insurability
 - o Some elections may suspend until pending action items are resolved