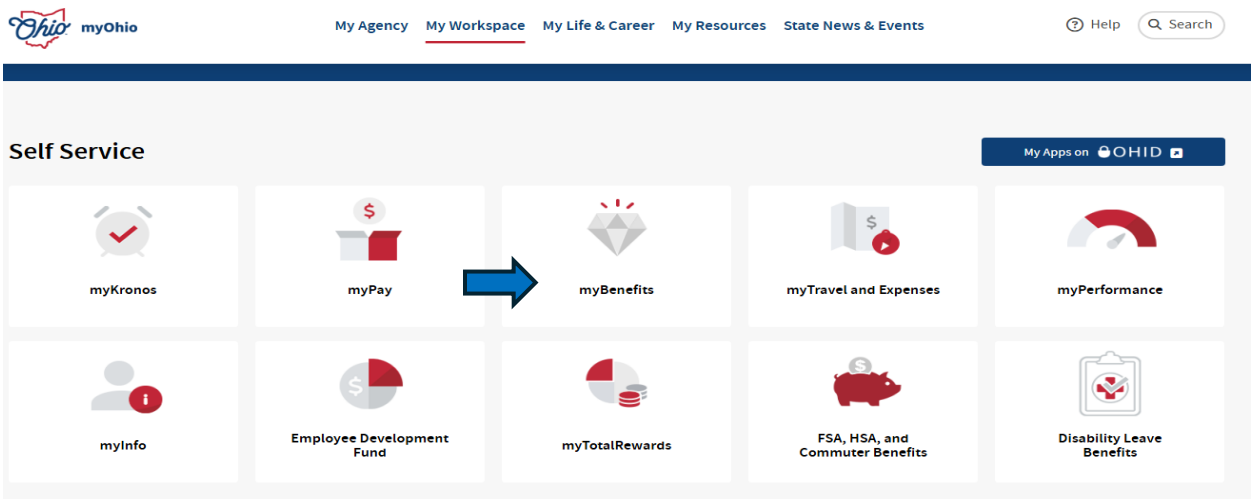
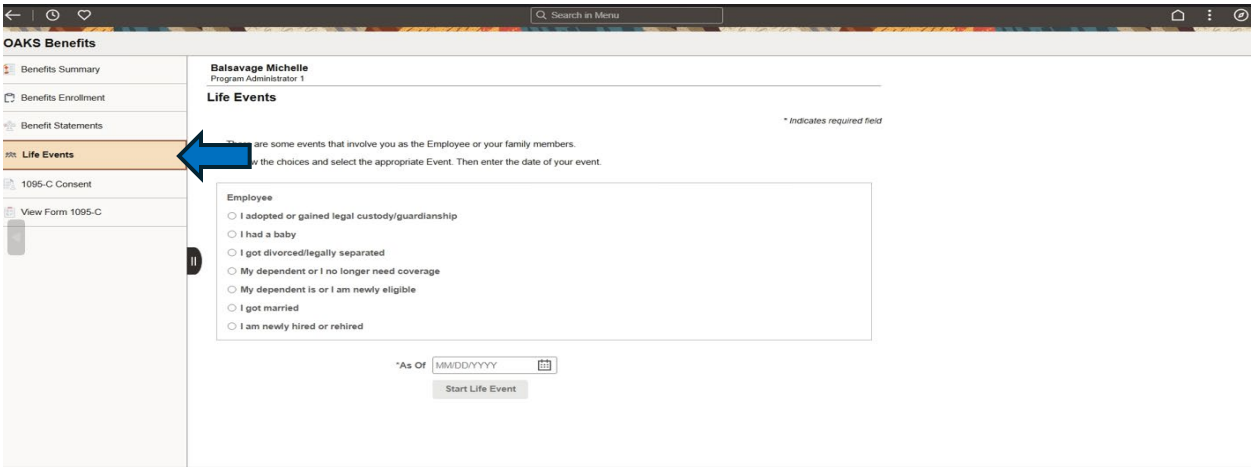
New Hire Enrollment – No Dependents

Step 1: Click **My Workspace** in the top navigation.

Step 2 – Click the **MyBenefits** tile.



Step 3 – Click the **Life Events** from the options on the left side of the screen.



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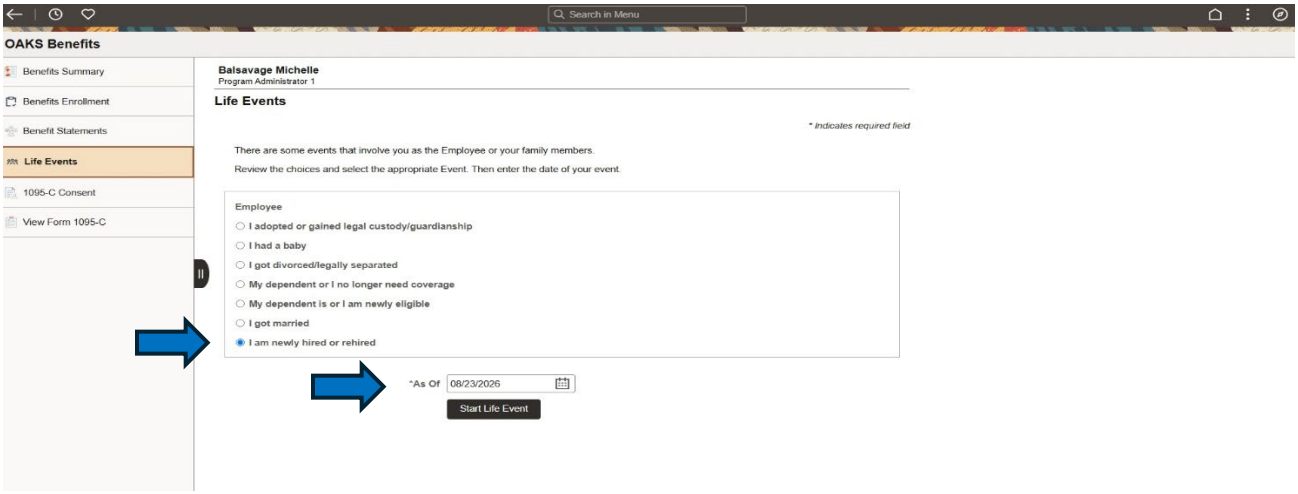
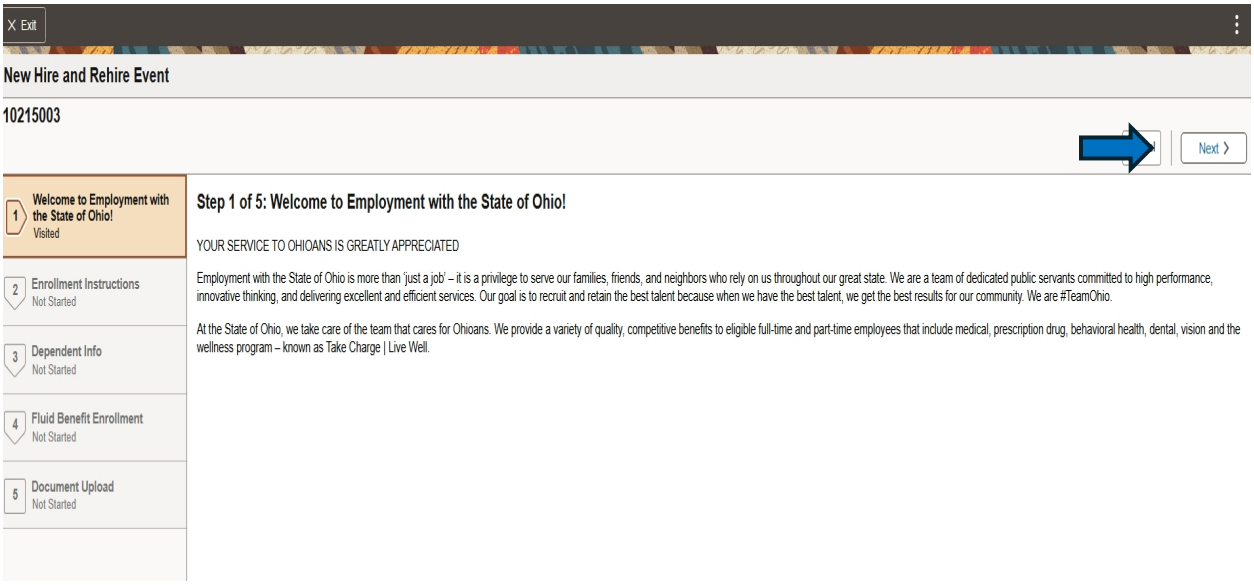
Step 4 – Click **“I am newly hired or rehired”** from the event options in the box and enter the date of hire/rehire.



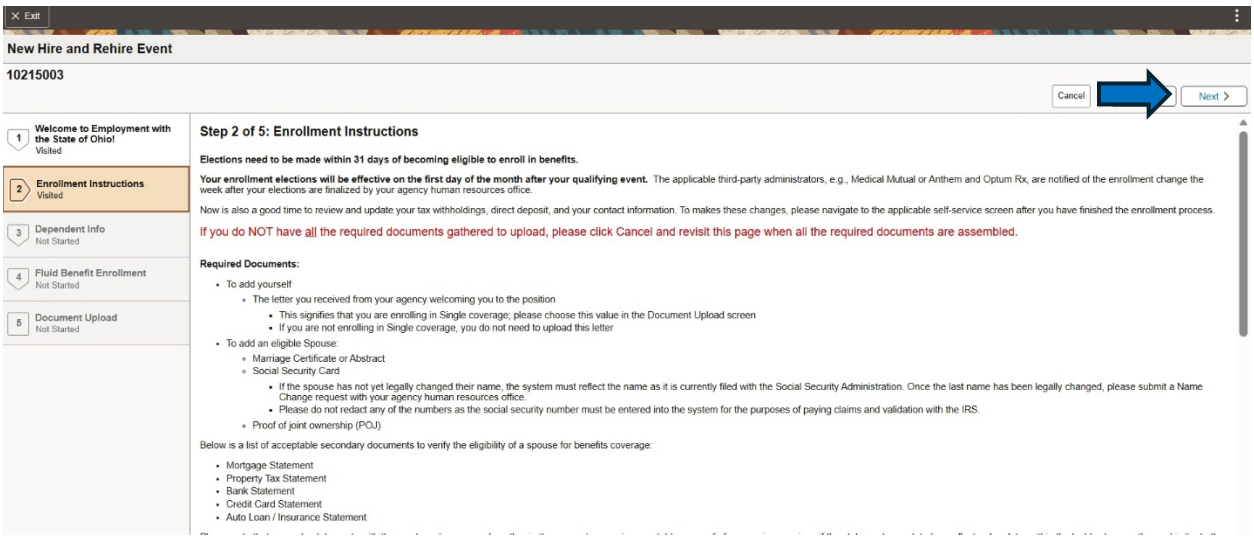
You will be brought to a Welcome screen.

Step 5 – After reading the message, click the **Next** button in the upper right corner of the screen.



You are now at the **Enrollment** section.

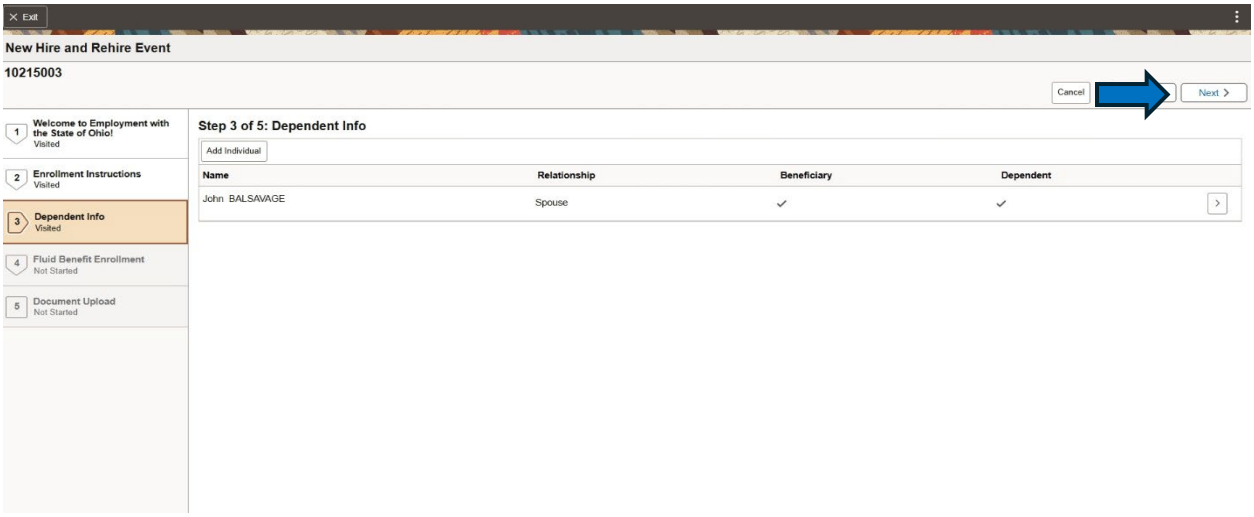
Step 6 – After reading the **Enrollment Instructions**, click the **Next** button in the upper right corner of the screen.



You are now at the **Dependent Info** section. This is where you will add your dependent(s).

*Note: You cannot remove dependents from this screen, you are only able to update current dependents or add individuals to your profile. This will not add them to your coverage and you will still need to make your elections on the next step.

Step 7 – **Dependent Info** page displays. As no dependents are being added, proceed to the next step. Click the **Next** button.



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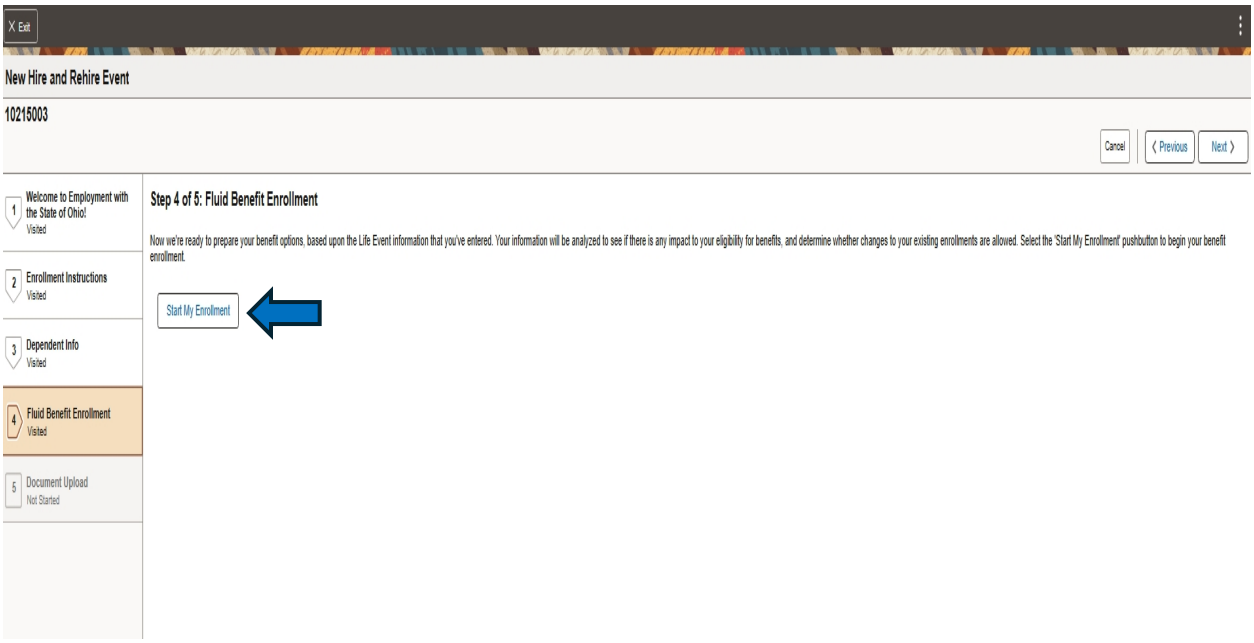
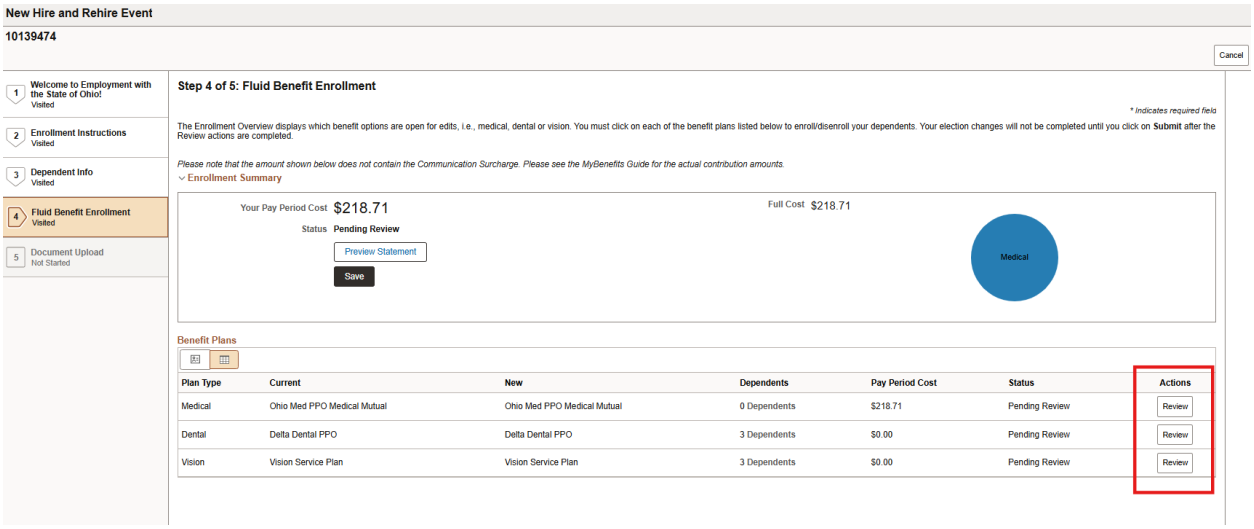
You are now at the **Benefit Option** section.

Step 8 – Click the **Start My Enrollment** button.



Step 9: To make your elections, click the **Review** button to the right of each benefit (Medical, Dental, Vision).

Note: If you are a bargaining unit employee, and you do not have 1 year of continuous service, you will not have the option to elect Dental & Vision coverage as you are not eligible.



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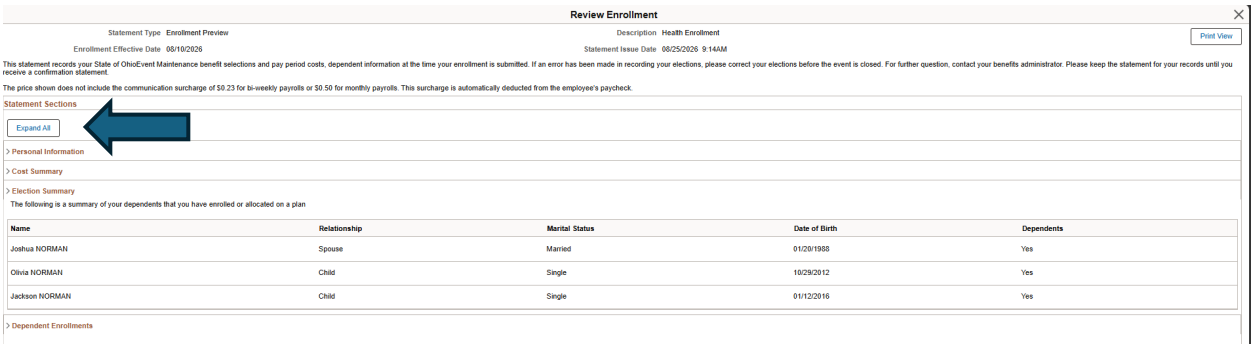
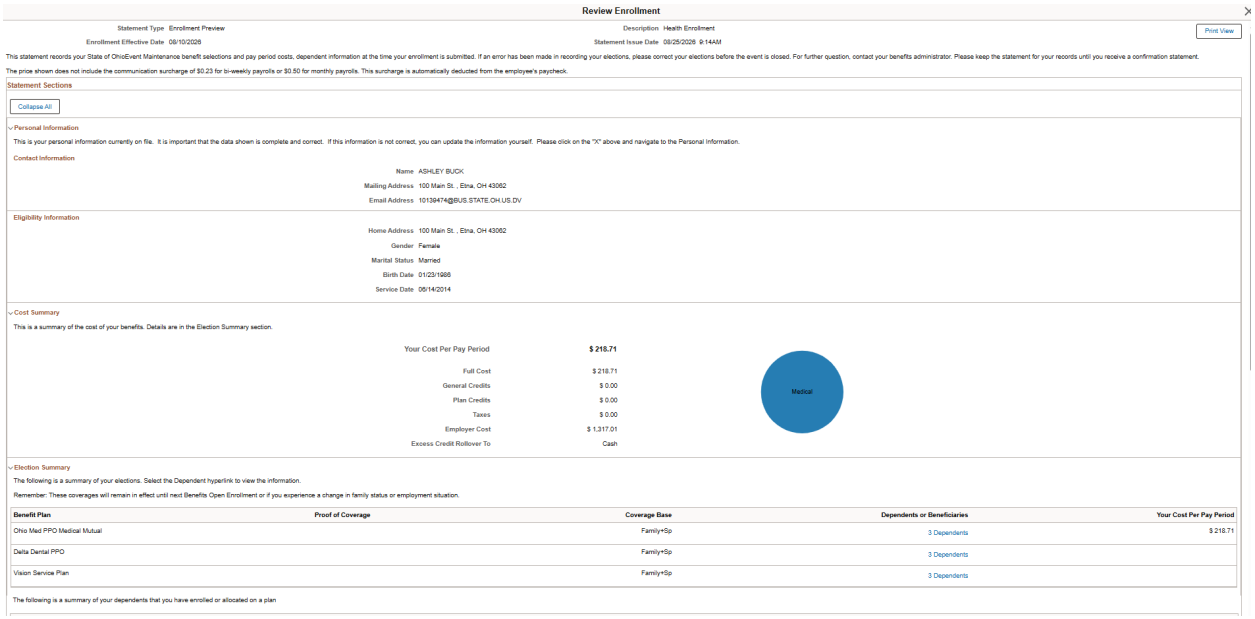
Step 10: Select the Medical plan you want (PPO, Select, HDHP). Then, click Done. Do the same for Dental and Vision.

Step 11: Once your elections have been made, click the **Preview Statement** button and **Expand All** to download to save for your records.





Step 12: Exit out of the Preview Statement page and click **Save** and the Done in the pop-up**,** to go to the document upload step.

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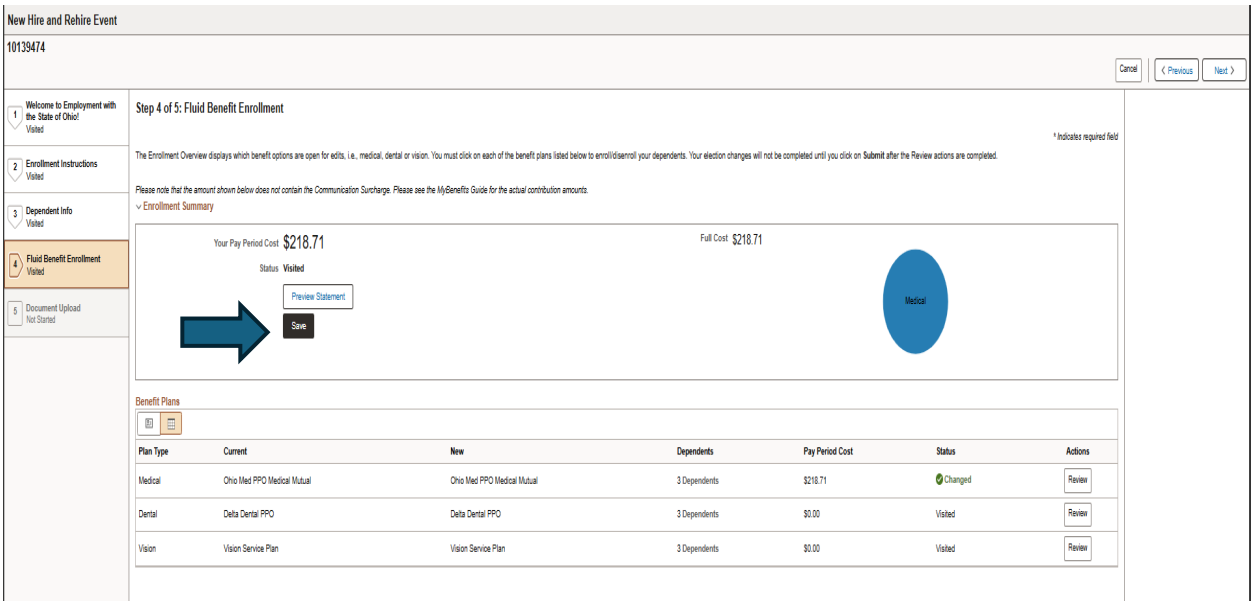
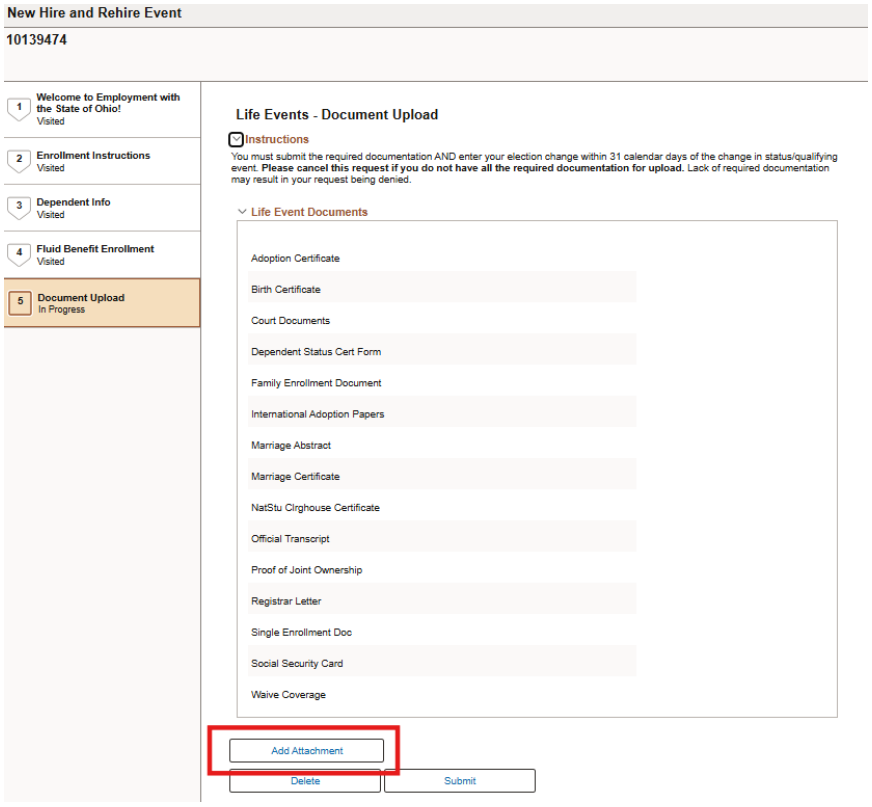


Step 13: This step is where you will add your required documents. Select **Add Attachment** and in the **Description** drop down, select the most fitting document description.



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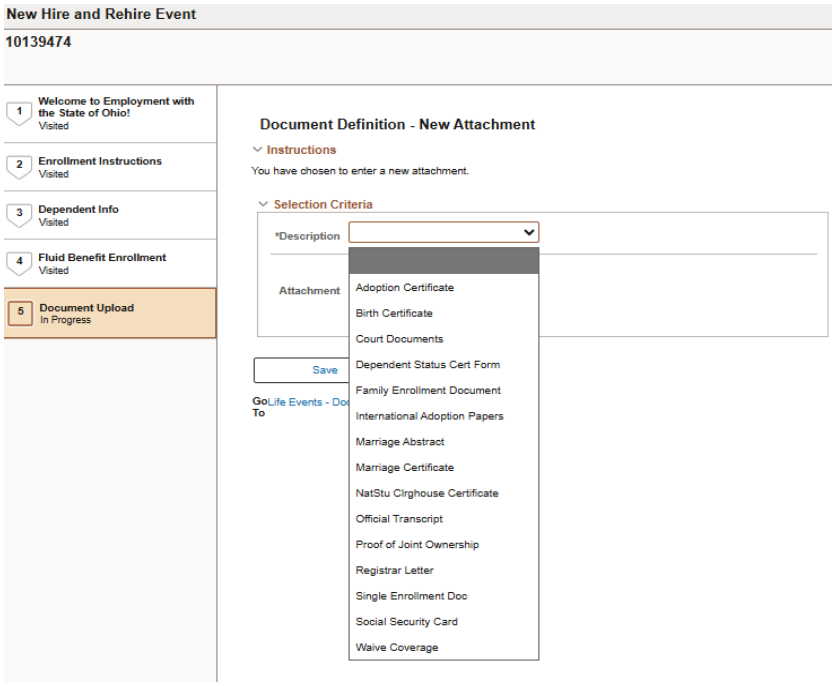
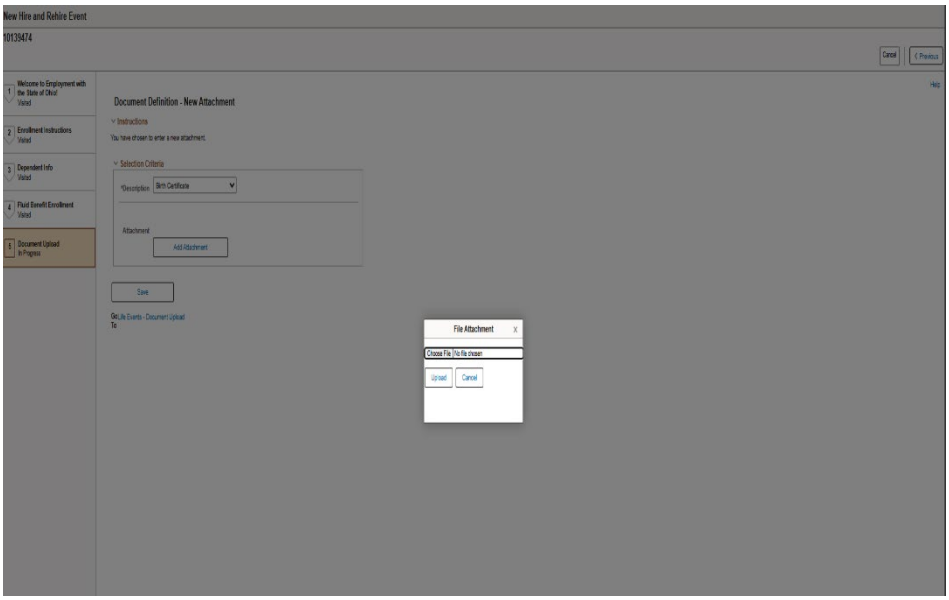


Step 14: Select **Add Attachment** and Choose a file to upload.



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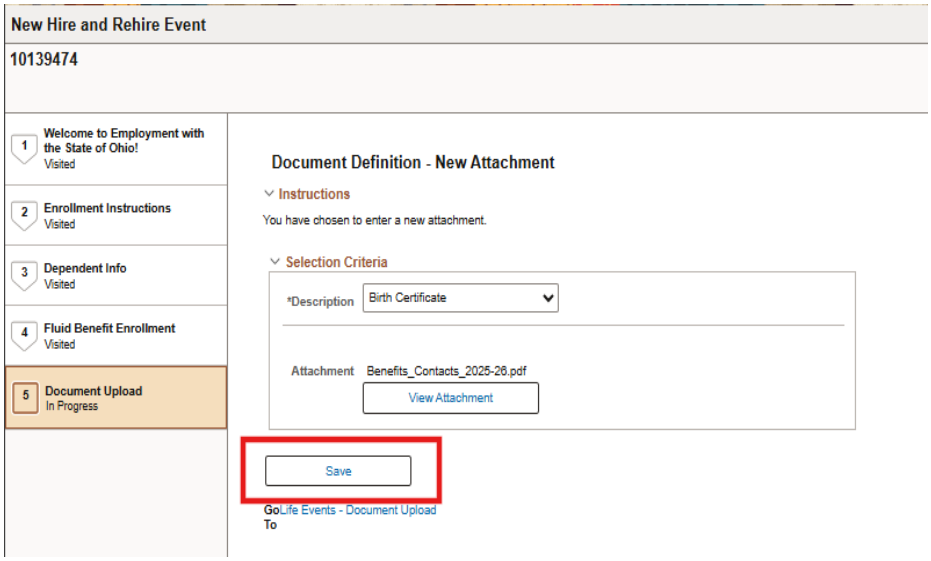
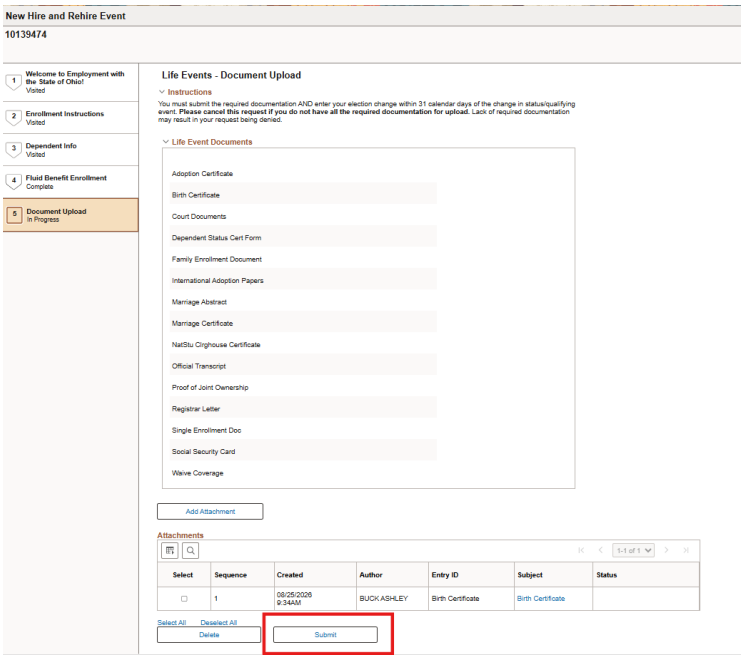
Step 15: Once the file is uploaded, select **Save.**



Step 16: Continue adding the required documents and when that is complete, select the **Submit** button.

Note: You will receive an email for each document you've uploaded and another email when they've been approved and/or denied.



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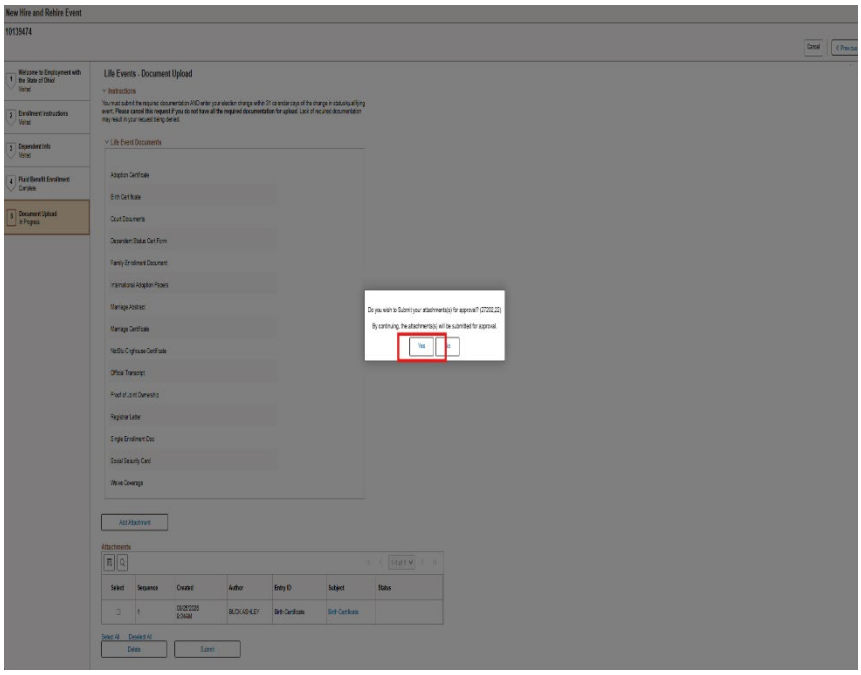
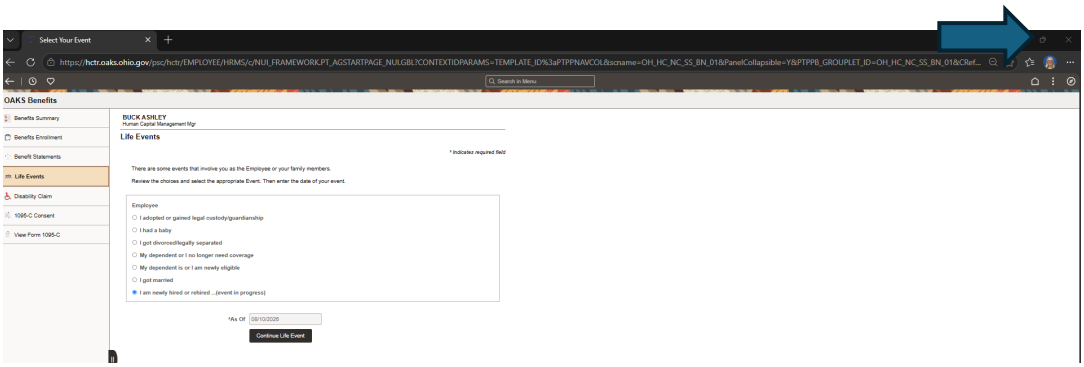
Step 19: Send your attachments for approval by clicking **Yes** in the pop-up.



You will receive another pop-up stating that your documents need approved before your election change will be complete. You can select the Close button as this is only an informational message.

You are now done with your enrollment elections and can Exit out of the screen to wait for your approval.



If you have any questions or need further assistance, please reach out to your agency's HR department or email DAS Benefits at mybenefits@das.ohio.gov.

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