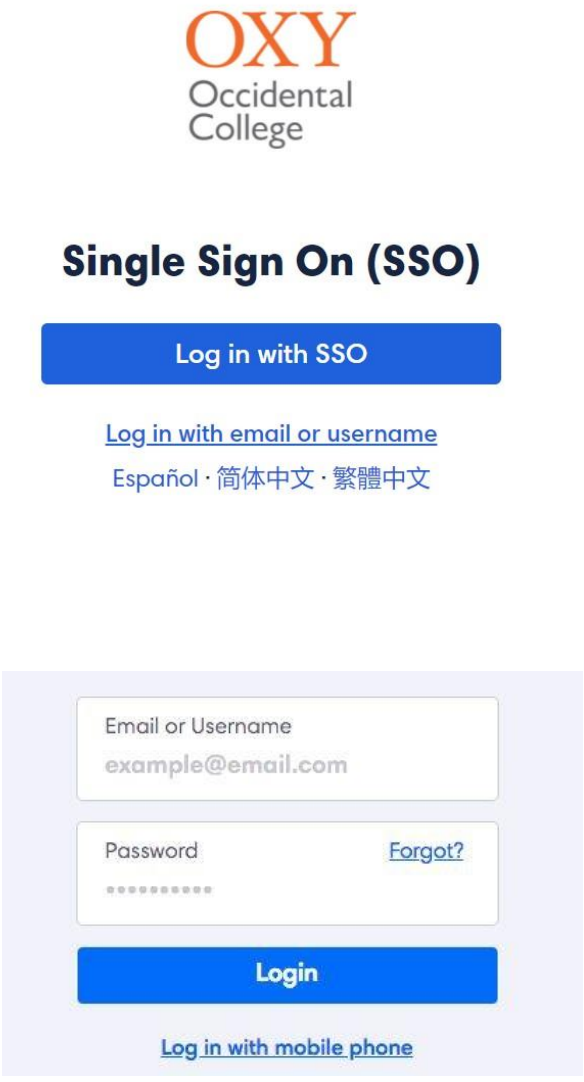
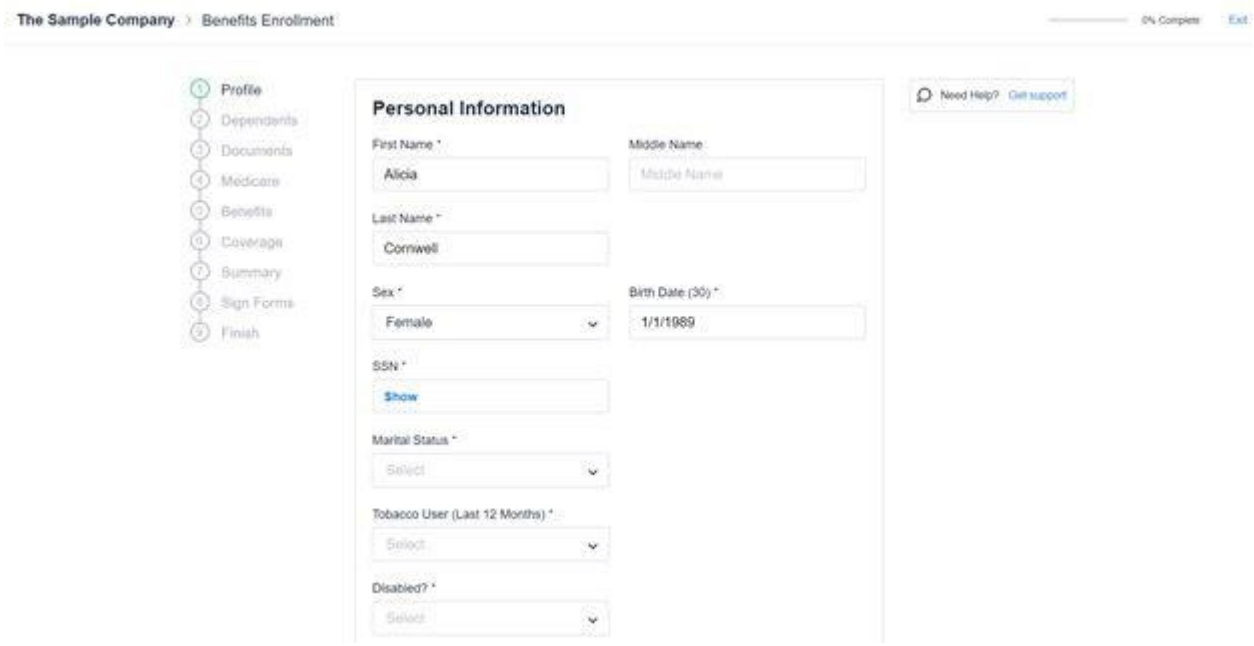
Welcome to Oxy's 2024 annual Open Enrollment! The Open Enrollment period is from 10/23/23 to 11/3/23. **The Flexible Spending Account (FSA) plans require an active enrollment and you must enroll/re-enroll in order to participate in the FSA in 2024.**

## Employee Enrollment Experience

1. To enroll and/or make changes to your Oxy benefit plans logon to: http://oxy.ease.com. Select the SSO button and type in your email address and email password

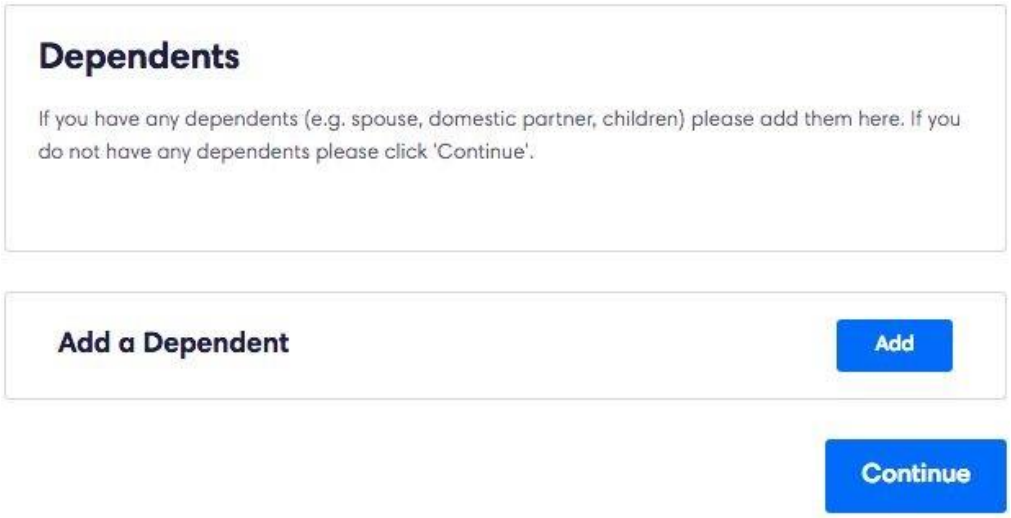


2. Review your personal information and provide any missing information, if needed. All fields marked with an * are required.

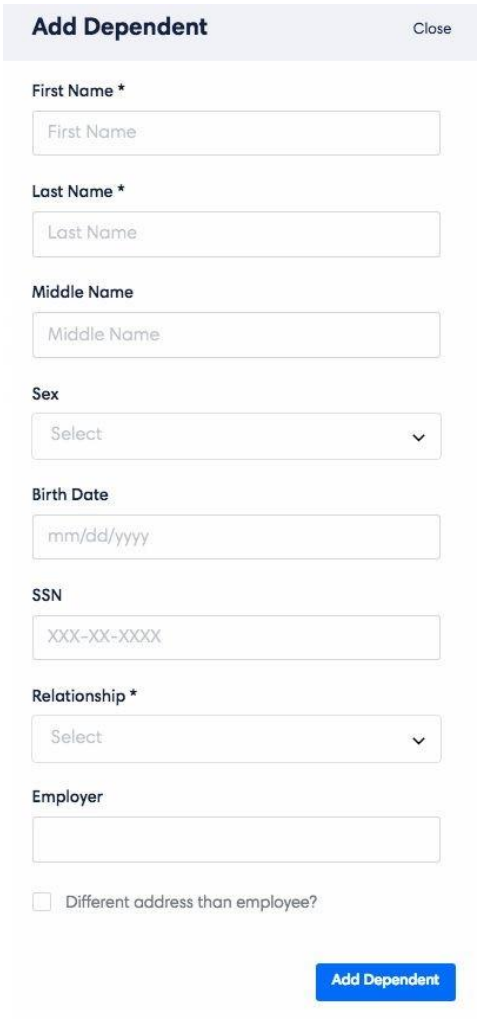



3. Click **Continue**

4. Add any eligible dependents that you will be enrolling in coverage by clicking “Add.”

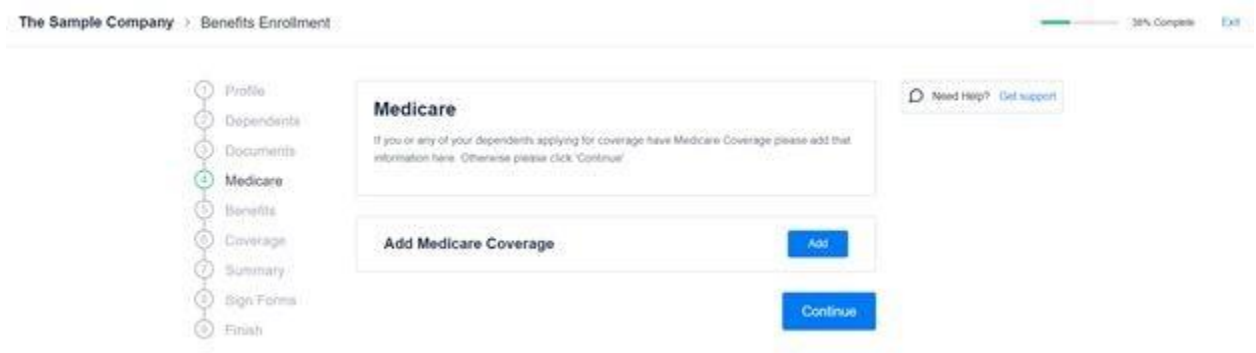


5. Provide information for each eligible dependent as prompted. Click **"Add Dependent."**

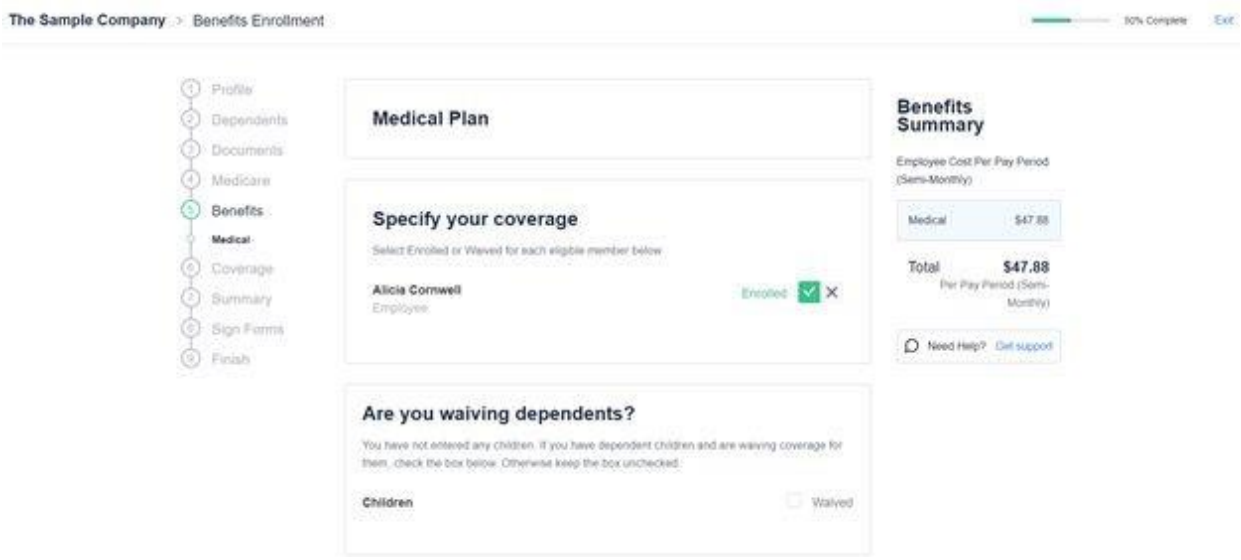


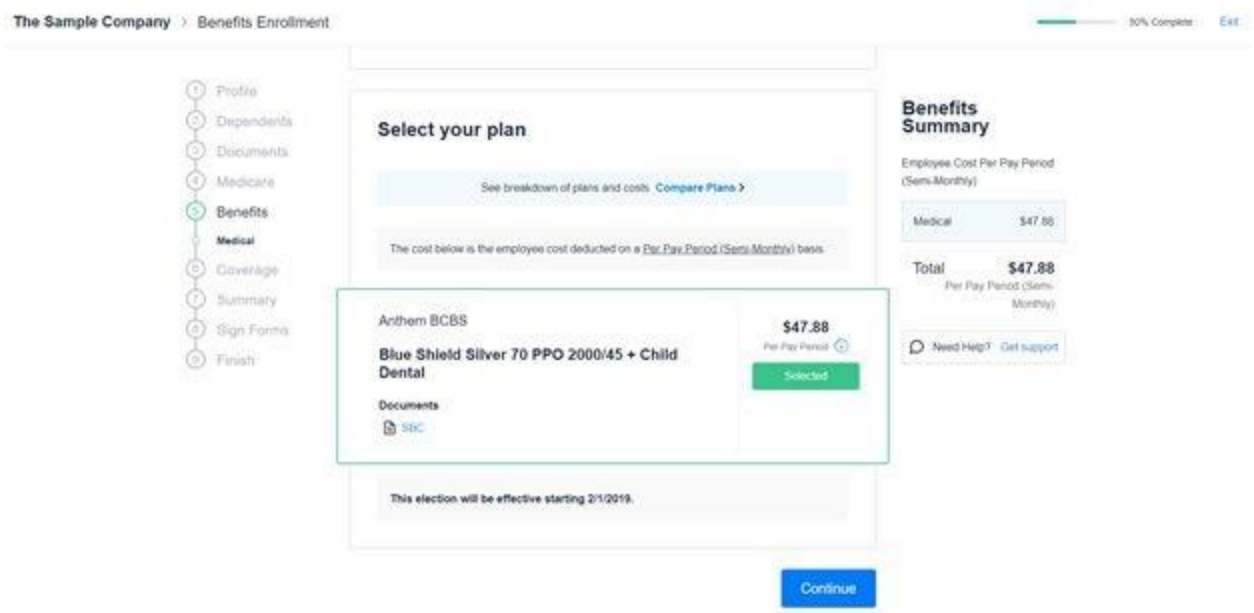

6. Click **Continue**.

7. If you or any of your dependents applying for coverage have Medicare Coverage please add that information. Otherwise, click **Continue**.




8. You will be guided through your benefit options. To Enroll click the checkmark; to Waive click the "X." Choose the plan you would like by clicking **"Select."**

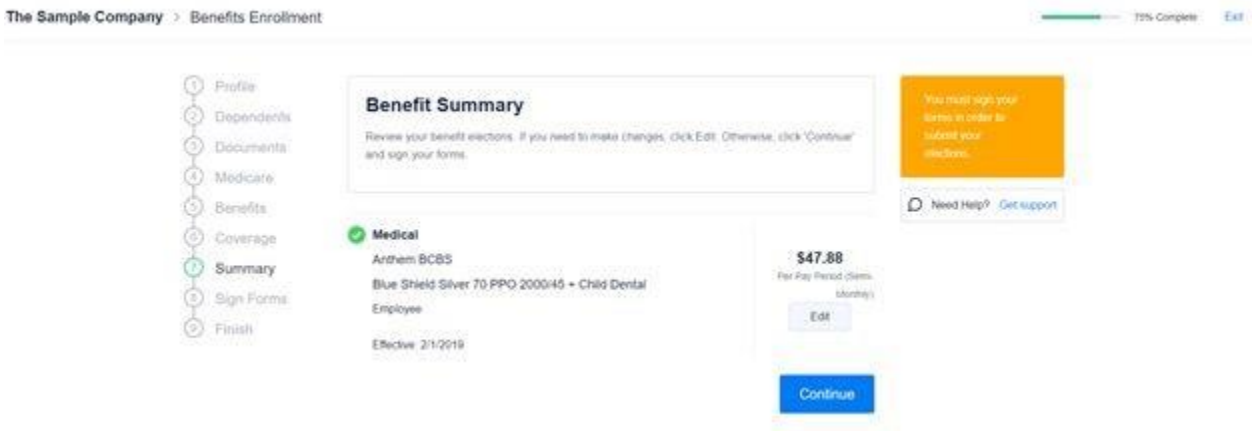




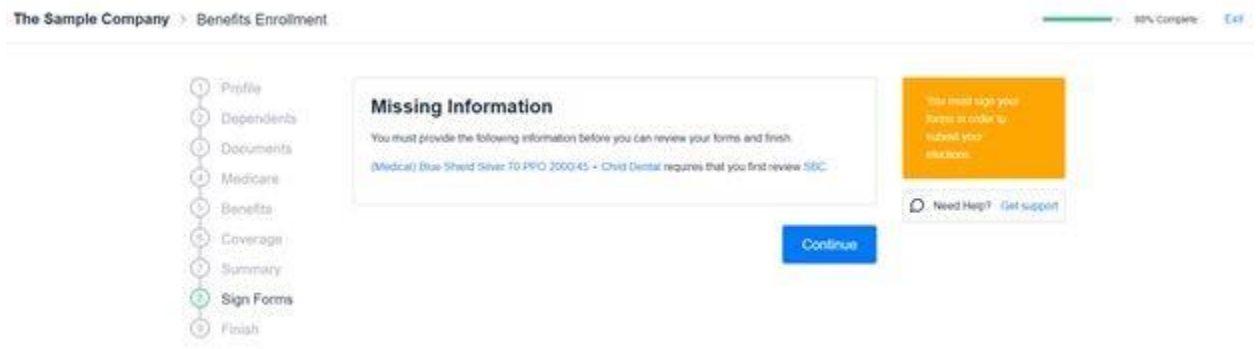

9. If electing the Blue Shield of CA TRIO or Access+ plan, enter the Primary Care Physician Name (PCP) and PCP ID or select "Auto Assign."

10. Select **Continue.**

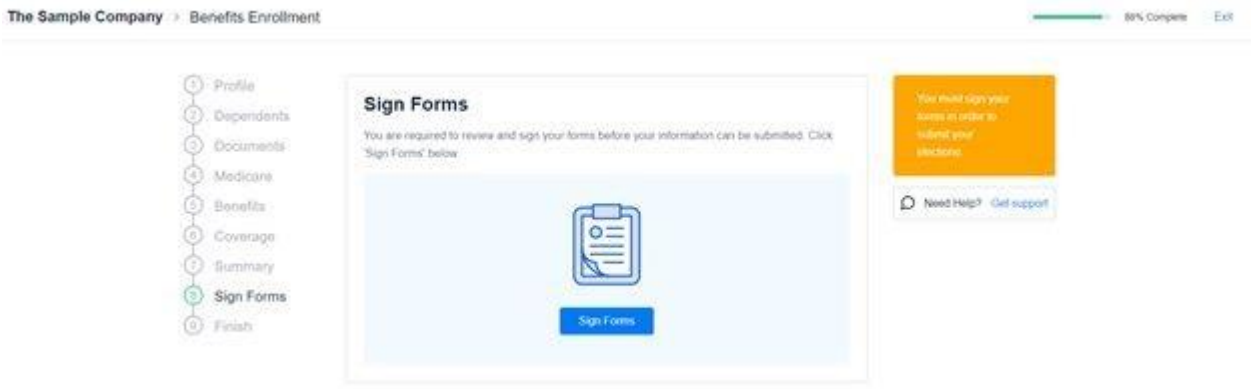
11. You can review your Benefit Summary under the **Summary** tab. If you need to edit your benefit elections prior to submission, select the corresponding benefit tab found on the left side of your screen and make the necessary changes.

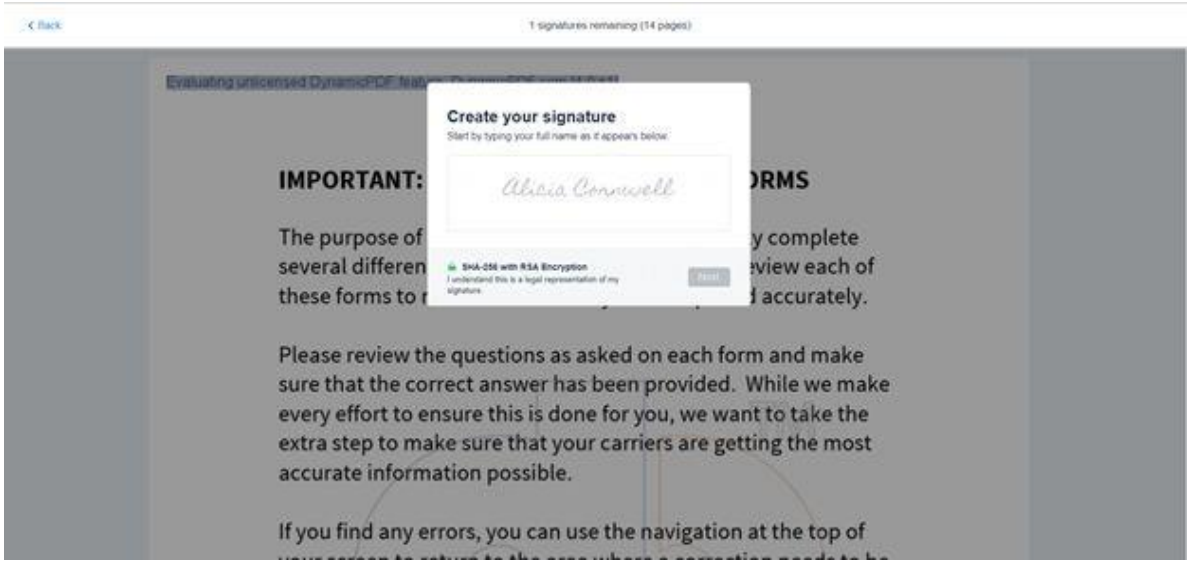


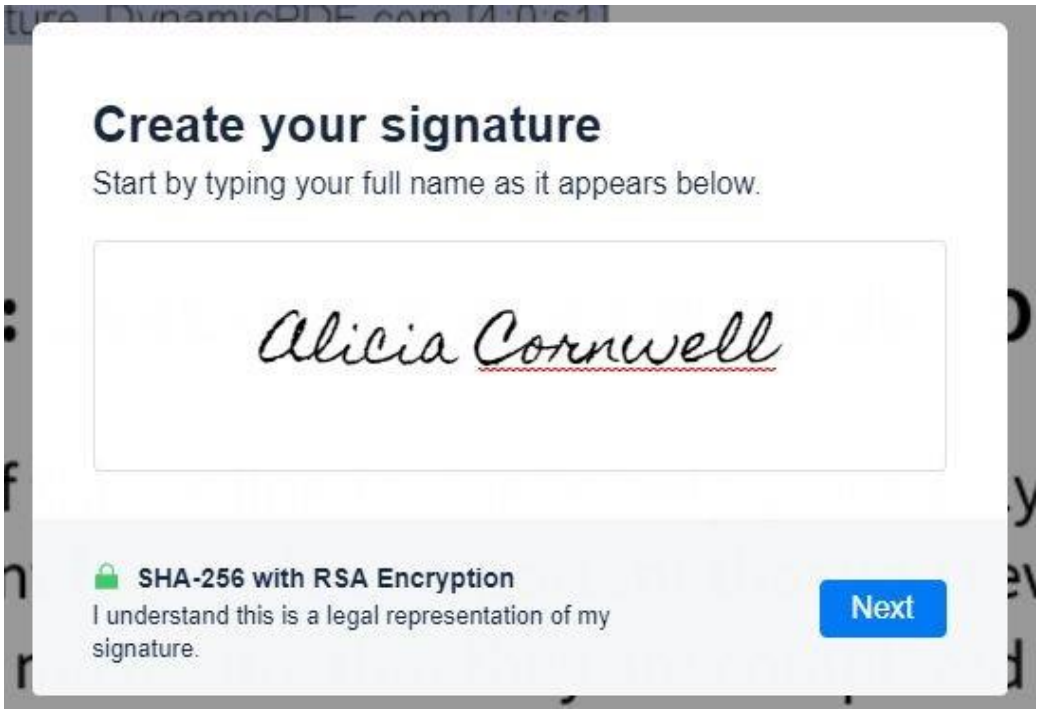
12. If you are missing required information or need to review certain documents, you can select the blue highlighted text to be brought back to the page or document. After completing the required information, you can proceed to review and sign your forms.



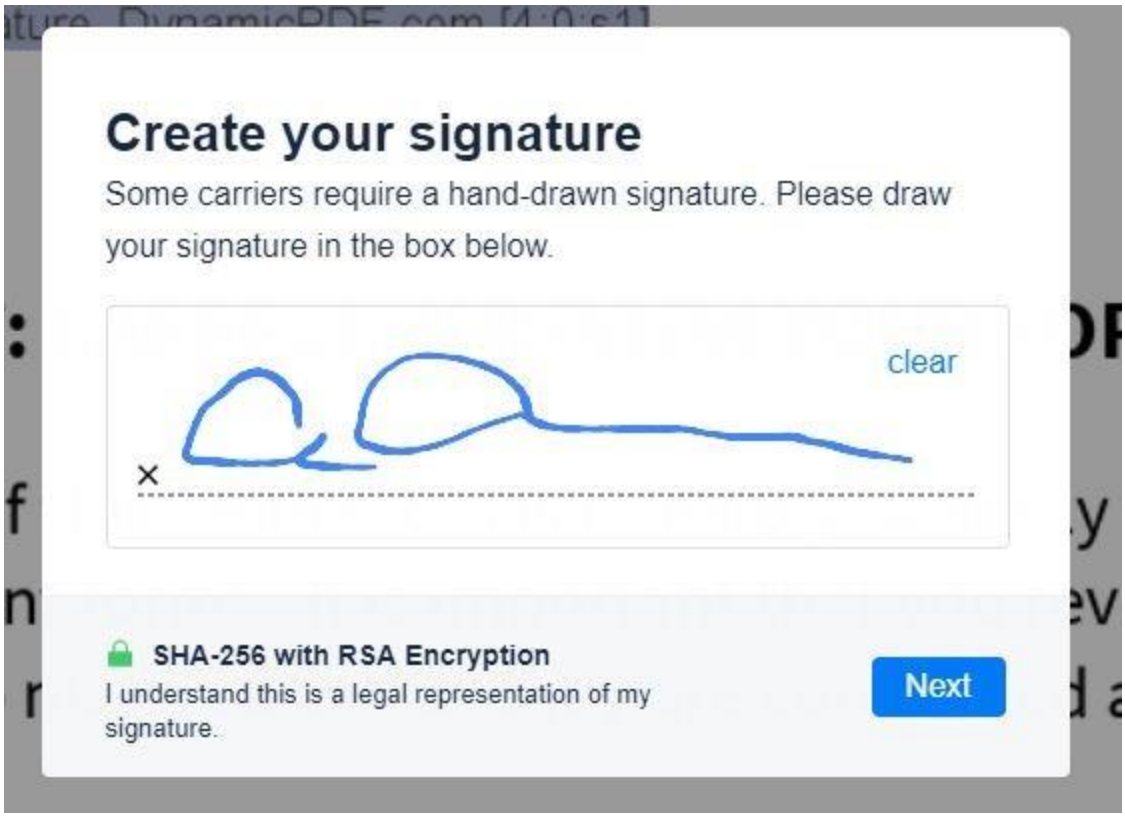

13. After clicking **"Sign Forms,"** you will be prompted to type your signature as well as electronically sign with your mouse.






14. Once forms are generated, type your full name as it appears in **"Create your signature."**

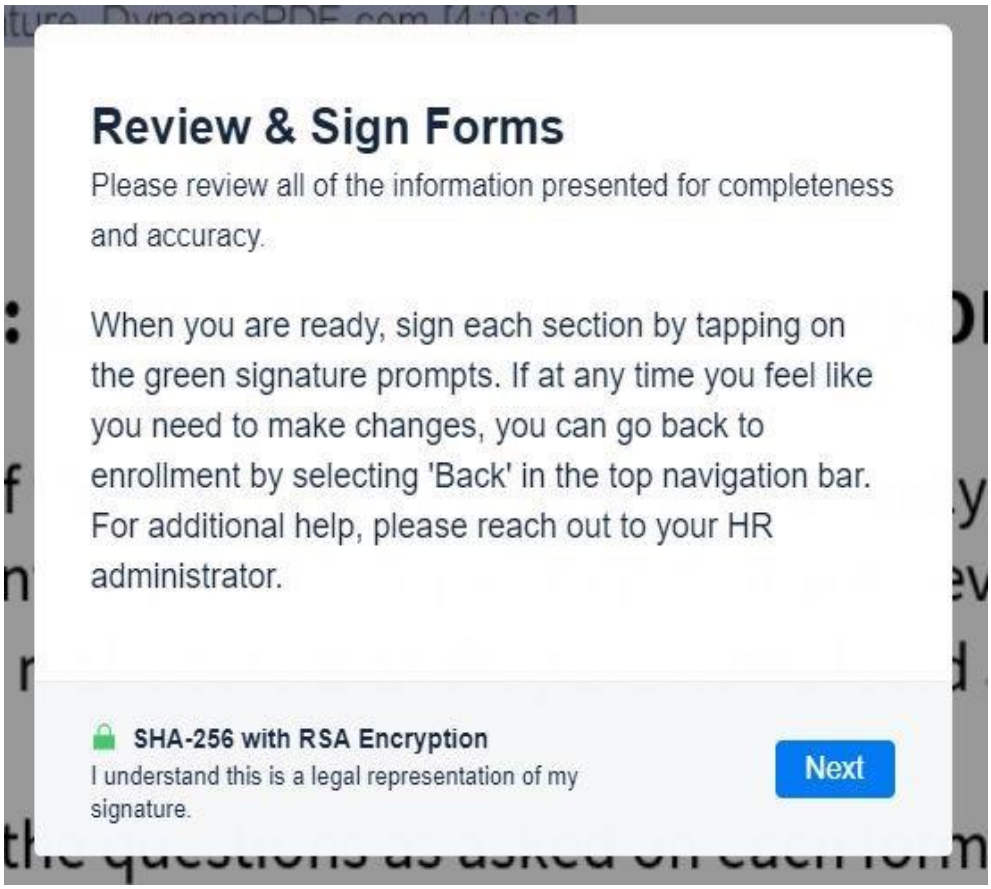



15. Using mouse or touch screen, add a hand-drawn signature.

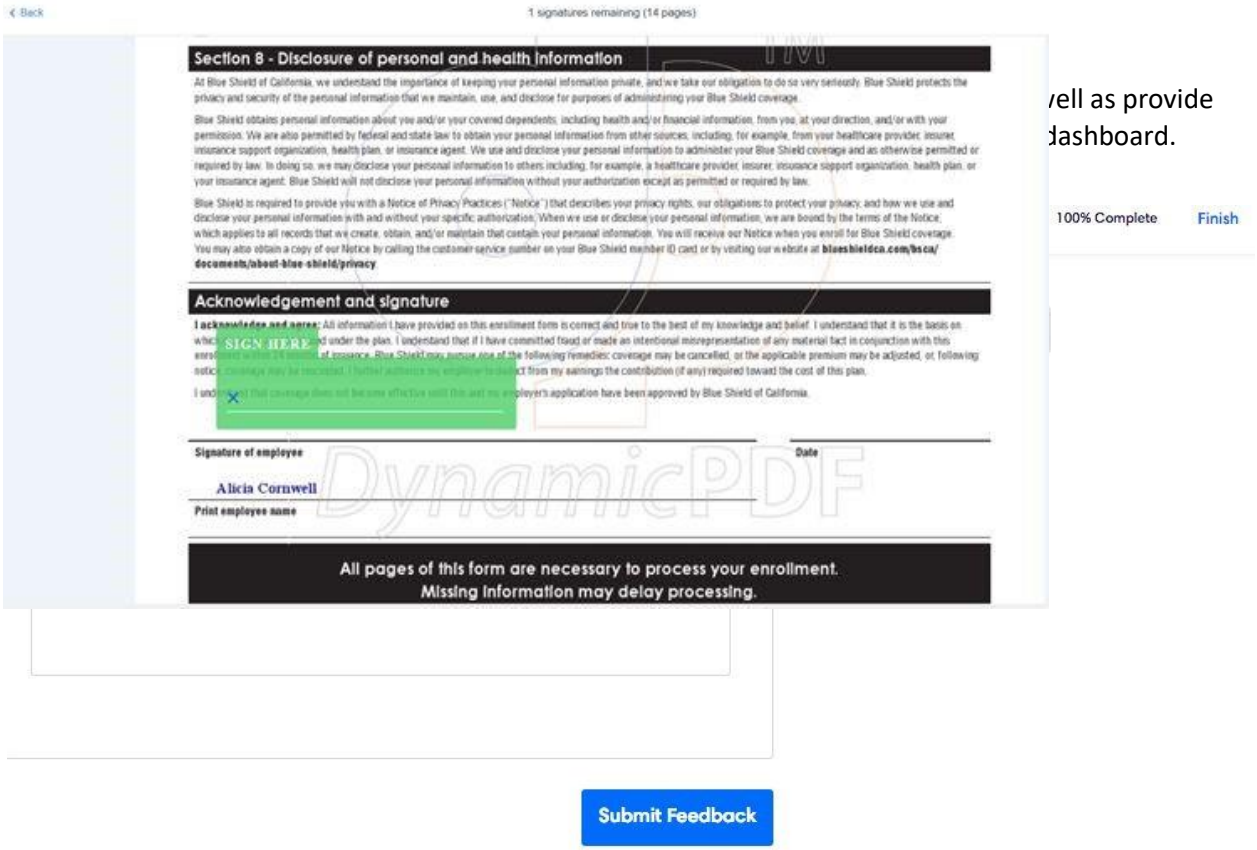
16. Click **Next.**

17. Review forms for completeness and accuracy.

18. Click **Next.**



19. Tap each green signature prompt as they appear.




**IMPORTANT: CAREFULLY REVIEW YOUR FORMS**

The purpose of this online system is to help you easily complete several different forms. It is important that you review each form to make sure that they are completed

20. Once complete, click **Finish Signing**.

21. Optional add star rating and comments, then click **Submit Feedback**.