



## Open Enrollment Guide

### Using **ease**

1. Access the Ease Open Enrollment portal by clicking [here](#) or logging into myOxy and using the link in the Ease Open Enrollment portal channel. We recommend using Chrome or Firefox as your browser.
2. Click **START ENROLLMENT** to begin your enrollment. Select **START** to begin enrollment. Click **CONTINUE** to proceed to the next section.
3. Verify that your personal information is correct and enter in any data that is missing or needs to be corrected. Click **CONTINUE** to proceed to the next section. .
4. If you have any dependents (e.g. spouse, domestic partner, children), add their information in the portal . Click **CONTINUE** to proceed to the next section.
5. If you or any of your dependents applying for coverage have Medicare Coverage, please add the information. Click **CONTINUE** to proceed to the next section..
6. **SPECIFY** your medical enrollment election by clicking on the check mark for **ENROLLED** or the "X" for **WAIVED**. Add dependent information and **SELECT** your medical carrier. Click **CONTINUE**.
7. Repeat Step #6 for dental, vision and FSA's. Once you have done this, you will be able to review and sign your forms using your mouse or mobile device. Click **SIGN FORMS**.
8. Before you review your forms type your name. THEN sign your signature and follow the prompts to finish.
9. If you have questions, reach out to the Human Resources Benefits Team at 323.259.2945.