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. You will then be prompted to provide any missing data. 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 323.259.2613.