Enrollments can be made from a non-city computer.

Employees may access Oracle Self-Service from a home computer or smart device.

Go to [http://www.stpete.org/Benefits](http://www.stpete.org/Benefits)

Click on Employee Self-Service Portal

Send documentation to: Monica Parrish
[monica.parrish@stpete.org](mailto:monica.parrish@stpete.org) at HR/Benefits-
MSC 4th floor P O Box 2842, St Petersburg, FL 33731
Phone: **727-893-7279**  Fax: **727-893-7712**

Trouble with your password:

**Call 727-893-7200**

Have a City email address? Request your password reset for Oracle.

This Guide will be made available in alternate formats for persons with disabilities upon request.
Employee Benefits Selection in Oracle Self-Service
Reference Guide & Instructions

Please use this guide for instructions on how to make your benefits selections.

**Step 1** — Begin by logging on to the Oracle E-Business Suite using your Username & Password.

You may access Oracle Self-Service as follows:

1. Visit the home page of the Intranet, click on the Oracle E-Business link on the left
2. Open Internet Explorer, type [http://zeus.stpete.org:8090](http://zeus.stpete.org:8090) in the address bar
3. Access link on City Internet at [http://www.stpete.org/Benefits](http://www.stpete.org/Benefits)

Remember: Your Oracle password should be 10 characters with at least one letter and one number and is case sensitive. Passwords should not be your user name nor contain consecutive repeating characters.
Step 2 — Click Menu, then click **CSP Employee Self-Service, City of St. Petersburg**

Step 3 — Click **Benefits**

Step 4 — “Dependents and Beneficiaries” screen is where you enter contacts.

Contacts are people who will be covered by one of the City’s benefit plans as dependents or designated as a beneficiary.

To add an additional contact, click on the **Add Another Person**.
Repeat the previous steps beginning with clicking **Add Another Person** for each contact until all contacts have been entered into the database. Click **APPLY** for each contact. Once saved, your contact(s) will appear in the Contact List under “Dependent and Beneficiaries”. Click **NEXT**.
ADD DEPENDENTS and BENEFICIARIES

Repeat the previous steps beginning with clicking **Add Another Person** for each contact until all contacts have been entered into the database. Click **APPLY** for each contact. Once saved, your contact(s) will appear in the Contact List under “Dependent and Beneficiaries”. Click **NEXT**.
Step 5 — Enroll in Benefits

Click in the circle in front of CSP Employee Benefits then click the NEXT button on the right side of the screen.

The default Benefit Selections will appear. Click the BENEFITS ENROLLMENT tab. To enroll in eligible benefit plans, click the UPDATE BENEFITS button on the right side of the screen.

TO SEE WHEN YOUR BENEFITS START – LOOK AT COVERAGE START DATE
On the Benefits Selection page you will see the plans and coverage levels which you are eligible to participate.

Please note, in order to complete your enrollments, you must complete all tasks.

Click in the box next to plans in which you would like to be enrolled. Each plan is listed in the order as seen below. For new hires, plans are set to “decline coverage” except for Basic Life and EAP by default.

<table>
<thead>
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<th>Option</th>
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<th>Pre-Tax</th>
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<td>Dental FFO</td>
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<tbody>
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<tr>
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</table>

After selections are made, click “NEXT” to advance to the next screen.
Select Supp Life, Spouse Supp Life, Dependent Life and AD&D

NOTE: When enrolling in Medical Spending & Dependent Care, enter the annual amount (in whole dollars) you would like to contribute to the plan/s. This amount will be divided by the number of pay periods (26) in the plan year.

After selections are made, click “NEXT” to advance to the next screen.
COVER DEPENDENTS

Step 6 — Choose individuals you wish to cover as dependents.

Click the box in the “Cover” column next to each person you wish to cover as a dependent for each plan.

Once selections are made, click NEXT.

Step 7 — Designate beneficiaries for Life insurance coverage(s).

When complete, click the NEXT button.

Do not appoint yourself (‘Self’) as the Beneficiary or leave Beneficiaries blank as your Will/Estate will not be registered as the primary beneficiary by default. Please refer to the ‘Group Life Insurance Certificate of Coverage’ for the order of beneficiaries if a beneficiary is not listed. Group Certificates can be found on the Intranet in the Benefits Section or you can get a copy from the Benefits office.

After selections are made, click “NEXT” to advance to the next screen.
Designate beneficiaries for Life insurance

**REMEMBER:** You cannot have the same person be both Primary and Contingent Beneficiary. To name an organization as a beneficiary, contact the Benefits Office, in writing to have that organization add to your record.

Dependent(s) allocation total must equal 100%.

After selections are made click, “NEXT” to advance to the next screen.
Step – 8

Selecting Primary Care Providers (PCP) for the Dental DHMO plan

If you are enrolling in the DHMO – HS195 for Dental coverage for the first time. You will need to enter the Provider ID and the Name of the Provider and Specialty.

If you do not enter a provider ID, your enrollment will go to the carrier however, you will not have an assigned provider. You will have to notify the carrier Member Services of your provider selection.

If you are currently enrolled in the Dental HMO you DO NOT need to re-enter your PCP information. Updates to existing providers must be done through Member Services or online at the carrier’s website.

After selections are made, click “NEXT” to advance to the next screen.
Confirmation Statement and Benefits Election Summary: Read carefully and print for your records.

Step 9 — Read, Confirm all information on the following pages.

If you need to submit Certifications (marriage certificate, birth certificate etc.) forward them to the Benefits Division in the MSC building, 4th Floor before the deadline.

For New Hires: Elections must be made in Oracle Self-Service and certifications received by the Benefits Division within your first 30 days of employment.

If you wish to print your confirmation page click the printable page button.

Click the FINISH button when you are satisfied with your selections.

Click Home in the upper right corner to be return to the Oracle Employee Self-Service homepage.

During Open Enrollment: If you receive a warning regarding certifications, please be aware that if you are continuing to cover a dependent that has previously been covered, no further action is necessary. When Oracle processes run at night, prior certifications will be connected to your record. If you are covering a dependent for the first time, you must submit documentation to the Benefits Office by the deadline. On your Oracle Confirmation Statement, Interim refers to your current enrollments) and Suspended refers to the coverage selected to take effect in the new plan year.