Oracle Fusion Benefits Self-Service (Quick Reference Guide)

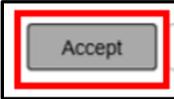| #	Instruction	Image
1	Log into the Oracle Fusion system website using **memphistn.gov/Fusion**	
2	If you are a **New Employee or An Employee New to Oracle Fusion**→ Enter in your User Name→Click on "Forgot Password"→Click on **Submit**→ *All existing employees will be able to log in using their current credentials and passwords → go to step 4→	
3	After hitting submit you will see this screen. Check your primary email on file for further instructions. Make sure to check your spam folders if is a personal email. After creating a new password→ Click on **Sign In**→	
4	Enter in your User name →Tab down and enter in your password→ Click on **Sign In**→	
5	You will see the home screen of Oracle Fusion	
6	Click on the **"Me"** icon→	
7	Click on **Benefits**→	
8	Click on the **Start Enrollment** or **Make Changes** button if you are not adding any new dependents and proceed to # 11→	
9	To add a new dependent or beneficiary→ Scroll down and click on the **People to Cover** section→ **"Add"** button→ enter in the all mandatory information. *Name, Relationship, Gender, SSN (located under National Identifiers) and Date of Birth are all mandatory!	
10	Click on the **Submit** button→Repeat for multiple dependents→ Click on **Save** after entering all updates →	
11	Click on **Continue**→	
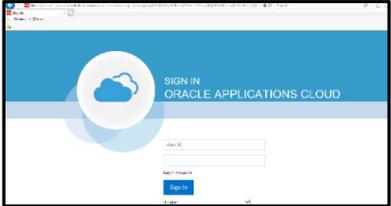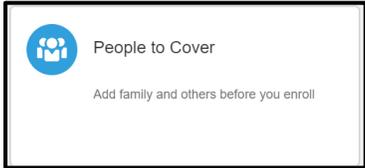
12	**The Authorization and Disclaimer page will display→** Please read this page carefully. The Authorization and Disclaimer page has vital information regarding your enrollment(s) guidelines for various Life Events, as well as, confirms that you are the employee using the self-service portal.	
13	After reading the entire form, click on the **Accept** button to proceed→	
14	To enroll in a plan, select the **Edit** button of the plan(s) you are enrolling in →	
15	Tier and Plan Options for enrollment will depend on your coverage eligibility→ Select the desired options→	
16	The designation window will open for you to select who will be covered on your coverage for all tier options → Select your eligible dependents→Click on **OK**→	
17	Scroll up and select **Continue**→ *Notice that the total cost after all selections has increased*	
18	Select any other plan(s) and repeat the enrollment process→ When you have completed your selections → **Submit**→	
19	You will see a confirmation of benefits elections enrollment screen and detailed list of dependent designations. Verify that everything is correct.	
20	Click on the **Print** button to print off your confirmation page→ NOTE: All pending actions <u>must</u> be completed before your requested changes will be approved and become effective!	
21	To **Exit**→ Click on the back arrow on the upper left side of the confirmation page.	
*****	**Congratulations! You have completed your request for plan changes.**	
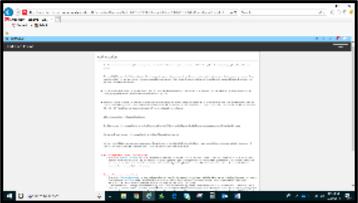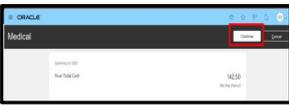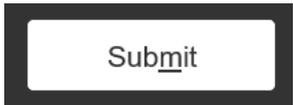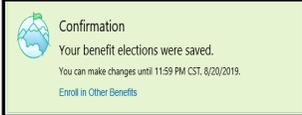
REMEMBER: If you are adding dependents, all documentation must be submitted within the timeframe allowed for the enrollment change to become effective. Otherwise, changes to coverage will not occur!