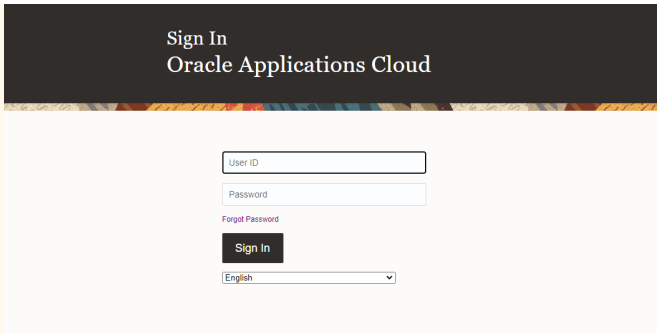
CITY OF MEMPHIS

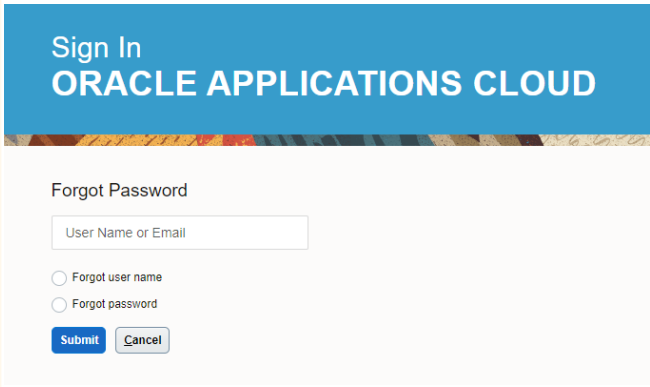
DIVISION OF HUMAN RESOURCES

Oracle Fusion Self-Service Enrollment (Quick Reference Guide)

1. Log into the Oracle Fusion website with memphistn.gov/fusion.

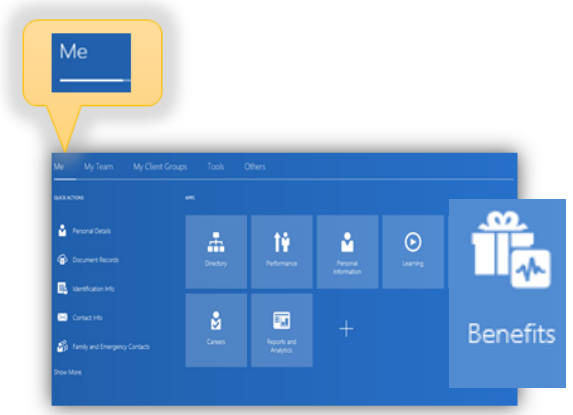


- If you are a first-time user or new employee, click on the 'Forgot Password' link.
  a. Enter your email address and check the **Forgot password** radio button.
  b. Click the **Submit** button. An email will be sent to your primary email on file with further instructions. Make sure to check your spam folders.



2. After a successful login, you will see the Oracle Fusion screen. If not already highlighted, select the **Me** tab.

3. Click on **Benefits**.



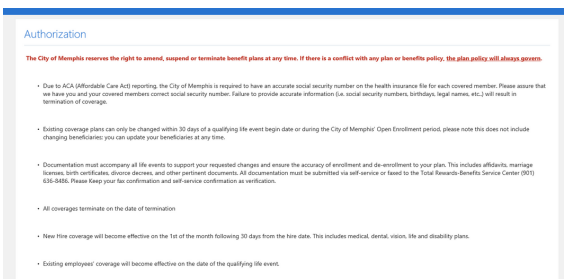
4. Click on the **Make Changes** button on the "Benefits" page.

5. To add a new dependent or beneficiary, click on the **+Add** button in the 'People to Cover' section.
Make sure to complete all mandatory fields (Name, Relationship, Marital Status, Gender, National Identifiers (SSN) and Date of Birth).

6. Click the **Submit** button. For multiple dependents, repeat the step above.

7. Click the **Continue** button.

8. The Authorization and Disclaimer page will display. After reading the entire form, click on the **Accept** button to proceed. 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.



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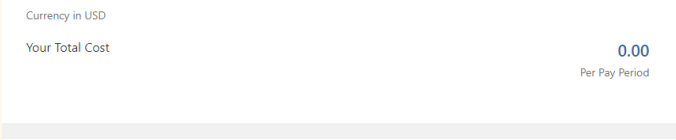
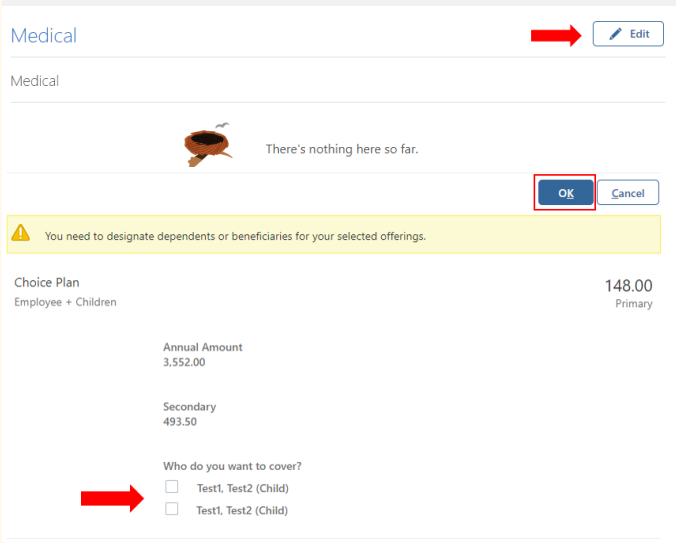
9. To enroll in a plan, select the **Edit** button next to the desired plan(s) you are enrolling. ***Note:*** *If you do not select a plan, you will see 'Decline' for that plan.*



10. Tier and Plan Options for enrollment will depend on your coverage eligibility, select the desired plans.

- Medical
- Flexible Spending Account (FSA)
- Dental & Vision
- Life Insurance
- Disability
- Others (Legal Insurance/ARAG & Sick Leave Bank)

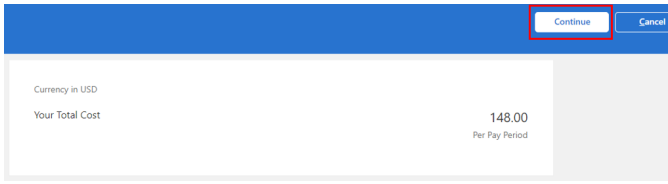
The designation window will open for you to select who will be covered on your coverage for all tier options, except for "Employee Only". Select your eligible dependents, click on **OK**.



Note: *If you see either alert message below, make sure to check the box next to your desired dependent(s).*

- *"You need to designate dependents or beneficiaries for your selected offerings."*
- *"You haven't picked any dependents yet."*

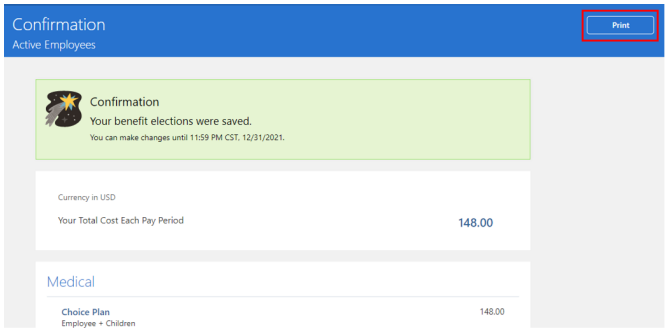
11. Scroll up and select **Continue**. *Notice that the total cost after all selections has increased.



12. Select any other plan(s) and repeat the enrollment process. When you have completed your selections, click on **Submit**.

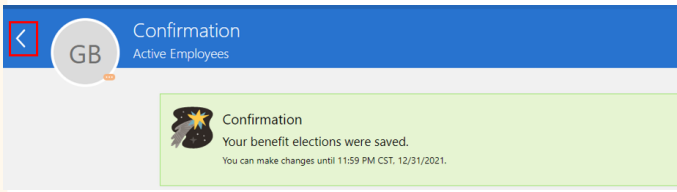
13. You will see a confirmation of benefit elections screen and detailed list of dependent designations. Verify that everything is correct.

14. Click on the **Print** button to print off your confirmation.



Note: *All pending actions must be completed before your requested changes will be approved and become effective!*

15. 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, your coverage will remain the same.