

Enrolling for Benefits Online as a New Employee: **A step by step walkthrough**

Registering

1. Beginning at the PEBB Webpage (www.oregon.gov/DAS/PEBB/PDB) select **Log Into pebb.benefits**.
2. You should be directed to the **Welcome** screen
3. Select the **Register Here** button
4. Follow the on-screen instructions for creating your user name and password. As a Western Employee you will not be able to use a social security number as a form of identification. **Western employees must use their campus ID number, also known as the “V” number as identification.** You can get your V# by calling the Office of Human Resources at 503-838-8490 or by referencing your University ID Card. **If you have not yet filled out payroll paperwork through the Office of Human Resources you will not have a University ID.**
5. Select **Save and Continue**
6. The system will open your home page. Select **Enroll for benefits as a newly hired employee.**

At the next screen, check whether you want to enroll for benefits (including opting out of medical coverage if you are eligible) or whether you want to decline to participate. Select **Save and Continue**.

If you have chosen to participate, the next screen will list the six enrollment steps. Select continue.

Step 1: Checking your Personal Information

Please ensure your residence address is correct, as that address determines your eligibility to enroll for plans offered only in specific service areas. If you correct your residence address in this record, please notify the Office of Human Resources so your address can be updated throughout campus.

After you add or change an item, select **save** to save that addition and/or change. When your personal information is correct, select **save and continue**.

Step 2: Add Your Dependents

The next screen will ask if you have dependents you would like to add to your coverage.

If you select **no**, the system will open the Mandatory Benefits Section, **Step 3**.

If you select yes, the system will open a screen where you can enter your dependent information. Follow the instructions on the screen. When you are done, select **save and continue**.

Step 3: Enroll for Mandatory Benefits

Please read the information on the succeeding screen. Select **Continue** to move to the next screen.

The system will open the enrollment screen for mandatory benefits. These are:

- Medical Coverage (unless you choose to Opt Out)
- Dental Coverage (required for employee)

To opt out if you have other group medical coverage as defined by PEBB, select **OPT Out** next to the medical plan type. The system will require that you provide information about the other group medical coverage. You can also add information for other group prescription or dental coverage by selecting **Other Group Coverage**.

If you wish to enroll in Medical and Dental coverage follow the onscreen instructions to enroll.

Select **save and continue** when you have completed your selections.

The system will ask if you want to select optional benefits. If you select **cancel**, you will go to **step 5. Designate your beneficiaries** for required basic life insurance. If you select **ok** you will go to **step 4, Enroll for Optional Benefits**.

Step 4: Enroll for Optional Benefits

Here you can enroll for optional benefits. The system will walk you through the enrollment steps. Please make sure and read the directions carefully.

If you decide to elect for more than 20K, please print the Medical History Statement (available on the member module or from our website at www.wou.edu/hr/benefits.php) and return it to our office.

When you have completed selecting your optional benefits select **Save and Continue**. The system will then open your **Beneficiaries** screen.

Step 5: Designate your Beneficiaries

On the **Beneficiaries** screen, you may select Option 1, the **Standard Designation**, or you can select Option 2 to designate specific beneficiaries. When you are done select **Save and Continue**.

Step 6: Review, Agree, and Save Your Selections

After you have designated and saved your beneficiaries, the system will open your **benefit statement**. On your statement you have the ability to **edit** any of your previous selections prior to agreeing and saving. If you edit a benefit election, select **save and continue** then **back** to return to your benefit statement.

When you have reviewed your benefit selections and completed any edits read the **Confirm your Enrollment Selections** and the **Federal Notices** information.

If you agree with all of your enrollment selections, check the box next to **I Have Reviewed and Agree With all my Enrollment Selections and Federal Notices**, then select **Save**.

Print a copy of your benefit statement for your files. Then select **Close** to return to your home page in Pebb.Benefits or **Log Out** to exit the system.

Step 7: Confirming your Enrollment is Complete

To ensure that you have completed the enrollment process please contact either Alice (503-838-8139; spraguea@wou.edu) or Heather (503-838-8963; mcdanieh@wou.edu) and we will be glad to check your enrollments.

Enrolling on Paper

If you want to enroll using paper forms, print the forms from www.wou.edu/hr/benefits.php or the PEBB Web site. If you need assistance printing the forms, contact our office or PEBB.