Your Online Enrollment

Oklahoma City Public Schools Benefits Enrollment
10/1/2017-10/31/2017

How to Login

1. To access the online enrollment site, go to **OKCPS Online Enrollment**

2. At the login screen, you will enter the site using the following information:

   - **Type in your user ID:**
     Your Social Security Number (SSN)

   - **Type in your PIN:**
     The last four digits of your SSN and last two of your birth year. (For example, for SSN 123-45-6789 and birth year 1974, you would type in 678974).

3. Click the **'Log On'** button.

Helpful Tips

- **Log Out:** If you leave the site in the middle of the process, click the 'Log Out' button to save your selections.

- **Print Confirmation:** Be sure to print your confirmation. Once you confirm your enrollment, you may click on the confirmation link at the bottom of the 'Sign/Submit Complete' to print your confirmation statement.

- **Re-Enter/Make Changes:** You may re-enter the enrollment site (including to 'View Only' your original selections) to make changes at any time during your enrollment period. Please note: Before you exit the system, you must re-confirm with your PIN or your enrollment will not be valid.

- **Opting Out:** If you choose not to select benefits, you must enter each product module and make that choice.

- **Required:** Social Security Numbers and Dates of Birth are required for all employees and their dependents.

- **Adding Dependent:** If you are adding a dependent as a beneficiary, their Social Security Number is required.

- **PIN:** Your PIN is your electronic signature. You will use your PIN to confirm applications and your enrollment confirmation.

Preparation Is Key

You have a busy schedule, and we know your time is important. That's why we offer several ways to educate you on the benefit options for you and your family.

Important Items to Consider

- Review your beneficiaries/dependents.

- Review all available benefit options, including portable insurance plans that you may keep, even if you change jobs.

What You Need

- Spouse and children's dates of birth and Social Security Numbers

- Beneficiary information (and, if a trust, the full name and date of trust)

Dependents Verification Review

In order to enroll dependents, you will need to verify eligibility. Below we have listed documents you can use for all dependents.

- Most current federal income tax return or

- Marriage license, if covering your spouse

- Birth certificate for all children,

- A marriage license and birth certificate for step-children

- Legal documentation for adopted children

If you wish to cover a dependent child over the age of 26, you'll need to provide your most current federal income tax return naming the child as a claimed dependent. You'll also need proof of total and permanent disability which existed before the child turned 26 or while the child was a full-time student.

If you have questions or need help at any time during the online enrollment process, contact HR Benefits.