

This guide contains step-by-step instructions explaining how to use Oracle to complete your life event benefits enrollment as a Liberty employee. We recommend that you have this guide available as an aid as your go through the benefit enrollment system.

Step 1: Navigate to **Oracle HCM Cloud App.** Select "**Company Single Sign On**". Enter your Liberty email credentials to login.

Enter your user name and password. If you need to be reset please contact hr@libertyenergy.com.



Step 2: Click on "Me" located on the top left hand corner. Select "Benefits" tile

Me Product Management	APPS				
QUICK ACTIONS	Ċ	血	G	•	*
Personal Details	Web Clock	Pay	Time and Absences	Personal Information	Benefits
Document Records		άż			
Contact Info	Expenses	Onboarding	Directory	Checklist Tasks	Current Jobs



BEST DAMN BENEFITS

Step 4: You are taken to the life event page. Please select the event that applies to your situation, for example "Birth" if you are adding your newborn and enter the date of the birth. Then click "**Continue**."

	/	
Select Life Event*		Birth
Adoption	\sim	Congratulations and best wishes to you and the newest member of your family.
Birth		Birth is a qualified change in status, so you may make certain changes to your benefits. The coverage changes must be consistent with your change in status. Example: When you have a baby, you may change your medical coverage from single to family coverage.
Death of Dependent		Particle tife events to be appreciated on contribution to appreciate backing descenariostetics to be with astronomy
Dependent Student Status Change		For this life event you will be required to provide a Crib or Birth Certificate.
Divorce		
Legal Separation		Event Date *
Dependent Gains Coverage (Remove Coverage)		Notes
Dependent Loses Coverage (Add Coverage)		
	\sim	
< Back		Continue

Step 5: You are taken to your profile page. Please review your information to ensure that all information listed about yourself and family is correct. For any changes, please email payroll@libertyfrac.com. Then click "**Next: Review My Family**."

Step 6: If adding for a birth, adoption, marriage, or a dependent that is gaining coverage, click "**Add Family Member."** Any field marked with an ***** is a required field. Once you have added your dependent information click "**Save**." Then click "**Next: Shop for Benefits**." *Important:* A social security number is **NOT** required to add a newborn, as most will not have one yet. There is a limited window for newborns to be enrolled without one. Please send a copy of the new card to <u>benefits@libertyfrac.com</u> as soon as the card arrives so the providers can be updated.

Ny Profile	Manage your family members		Basic Info		
Ny Fanity Ny Benéficianes Ny Devices	View, add, edit or remove dependents here. If you add a new family mem add the family member to any applicable benefits. For a life event to be approved you will be required to provide backup do	ter, the family member wor't be added to your bonellis automatically. You still need to amentation to hightertyfuc com .	First Name * Midd	die Name *	
Cantacts Beselfs ⁽¹⁾	Current Family Wembers	1	SSN * Select Relationship * •	kt Gender * ✓ Birt	hdate * 🖷
Documents >	AMerina TEST725866 Spoura Crid Exercise Exercise Known (2011) 1954 Exercise Known (2011) 1954 Known (2011) 1954 Known (2011)	Michael Feet Child Biom 10 200010 Add Samily Member Yee Deale	Additional Info		
	Famore Edit	t Aenoe Edt	✓ Lives At Home *	~	2
	Cast	Not: Step for Eenths			Cancel Save

Step 7: You will choose the benefits you wish to add or remove your dependent to or from here. Click "**Change Plan**" next to the benefit you want to update. You <u>MUST</u> do this for <u>EACH</u> benefit you want to add or remove your dependents from; as changing one plan <u>DOES NOT</u> change it for another plan. (i.e. Medical, Dental, Vision, Voluntary Life.)

< Ba

Change Plan

\$172.12



Step 8: Once you click "Change Plan" will be brought to the to the plan details and you will see who is currently covered. Click the check box of the dependent you are adding or removing. Then, click "**View Plan**" for the option you want to enroll in.

You must repeat this step for Dental, Vision, Spouse/Child VTL, if you want to add or remove

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elect a Pan Mathem Se BluePrefered Medical - High Plan \$220.21 Per Pay Perod		Anthem & New York - New Park - 196 BlueClassic Medical - Midi Plan - 196 \$161.54 Per Pay Period			Anthem Neet Markan Health Savings Account Compatible \$92.18 Per Pay Period			
Office Visit f	Office Visit f	Annual Ded	Office Visit f	office visit f	Coinsurance	Office Visit f	Office Visit f	Coinsurance

Step 9: Once you click "**View Plan**," you will be brought to the plan details. Click "**Update Cart**" to make your changes effective. (Confirm that all dependents are checked who you want on your coverage, or unchecked for those you are removing.)

TO AVAILABLE PLA	NS					
mily Covered					+ ADD FAMILY MEMBE	R
Vourself	 Image: A set of the set of the	Michaela Test	💄 Michae	Test	Mickey Test	Anthem.
۵	Employee O	nly	\$70.92 Per	Pay Peri	bd	BluePreferred Medical
& + &	Employee +	Spouse	\$156.25 Pe	Pay Per	iod	High Plan - 196140M01
4+¥+¥	Employee +	Children	\$127.78 Pe	Pay Per	iod	\$220.21
A + A + Y + Y	Employee +	amily	\$220.21 Pe	Pay Per	iod	Per Pay Period
an Details						Update Cart
Descript	ion	In Networ	¢		Out of Network	
Office Visit for Prim	ary Doctor	\$20/visit + 10% coinst	irance af	30% c	oinsurance after deducti	Decline Coverage
		5 40 Link - 4007		2004 -		

Step 10: You will have one last chance to review your benefit elections and before you submit your new elections. Click "**Review and Check Out**" and you will be brought the last page to checkout. Once you are comfortable with your elections, click "**Checkout**." You will then get a confirmation page and the option to email your confirmation. You are finished!

Curre	ent Benefits Plan Y	'ear Effective from 01/01/2023 to 12/31/2023		
Medical	i.			
0	Anthem.	BluePreferred Medical - High Plan - 196140M018	\$220.21 Per Pay Period	View or Change
▲	Pending Approval			
Dental				
0		L Dental High Plan	\$17.20 Per Pay Period	View or Change
▲	Pending Approval			
Vision				
0	Anthem.	Blue View Vision - 196140Z001	\$5.28 Per Pay Period	View or Change
▲	Pending Approval			
Flexible	Spending Account			
			You must select or decline all cover	ages before moving on Review and Checkout



Enrollment Aid

Step 11: Once you are comfortable with your elections, click "**Checkout**." You will then get a confirmation page and the option to email your confirmation.

	Your Cost Per Pay Period	\$242.69
< BACK	Check	out

Step 12: You will then get a confirmation page and the option to email your confirmation and print for your records. <u>Before it can be approved you will need to upload your backup documentation.</u> <u>Any questions on backup documents can be direct to megan.hardwick@libertyenergy.com. You only have 31 days to get us the backup documentation or your request will be denied.</u>

Current Benefit Elections
Life Event Changes Complete!
You have completed the life event changes to your benefits.
Need a copy of your benefits confirmation statement?
Review Profile Shop Benefits Checkout
Enrollment Complete!
The coverage details listed below are the current active elections on file for you and your dependents.
If you believe there is an error in your statement, please contact your Benefits Administrator, If you need to make changes due to a qualifying life event, please click on the Life Event link.
PLEASE TAKE A MOMENT TO PRINT OUT A COPY OF YOUR CONFIRMATION STATEMENT TO KEEP FOR YOUR RECORDS
Your To-Do Line 0 of 1 converte
Upload the required document for Mickey Test by March 23 2023

Step 13: Once you click "Open" you will attach your required backup document and then click "**Submit**." You are finished!

