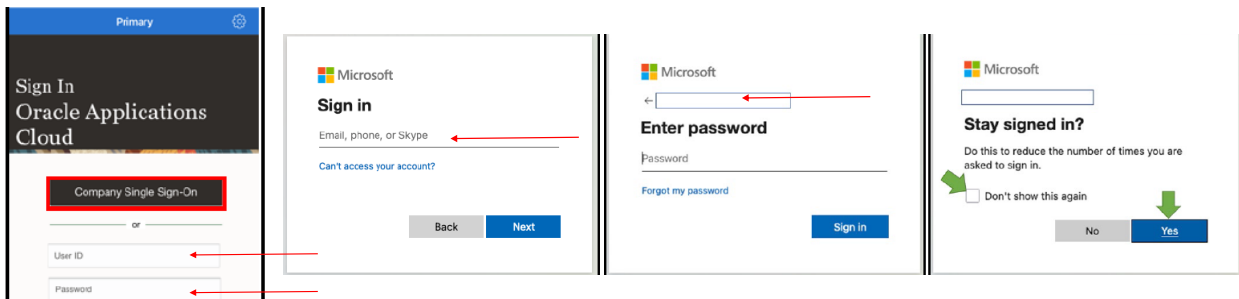


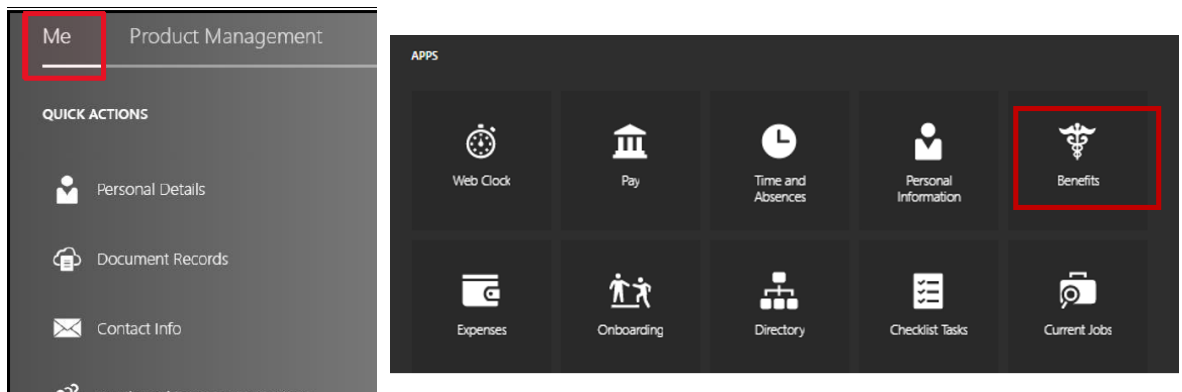
This guide contains step-by-step instructions explaining how to use Oracle to complete your life event benefits enrollment as a Liberty employee. We recommend that you have this guide available as an aid as you go through the benefit enrollment system.

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

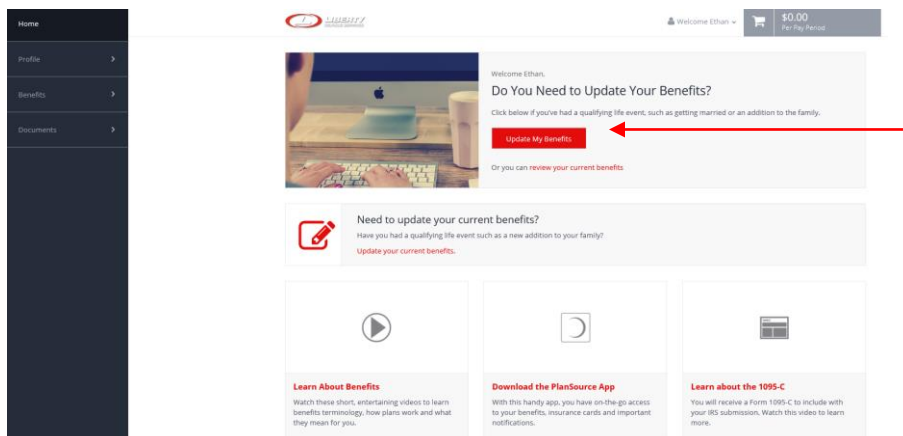
Enter your user name and password. If you need to be reset please contact hr@libertyenergy.com.



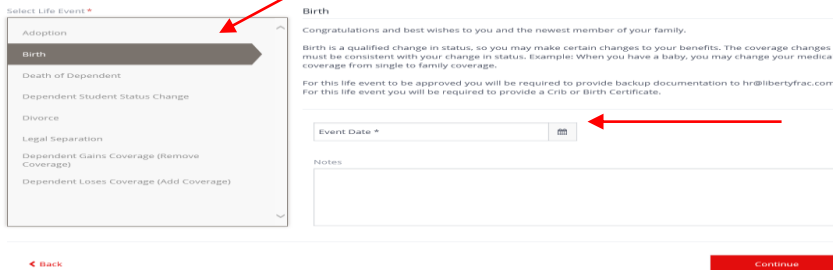
Step 2: Click on **"Me"** located on the top left hand corner. Select **"Benefits"** tile



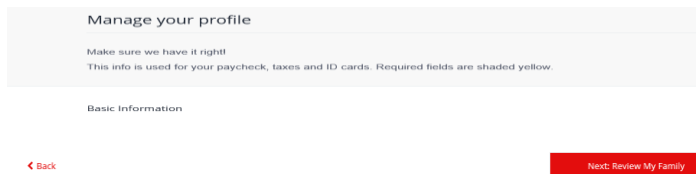
Step 3: Click on **"Update My Benefits"** to start your life event process.



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

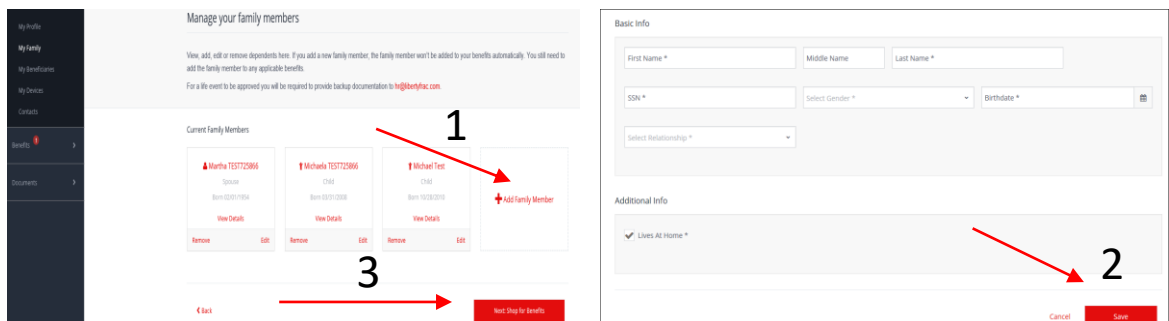


Step 5: You are taken to your profile page. Please review your information to ensure that all information listed about yourself and family is correct. For any changes, please email payroll@libertyenergy.com. Then click "**Next: Review My Family.**"



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 benefits@libertyenergy.com as soon as the card arrives so the providers can be updated.



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 **MUST** do this for **EACH** benefit you want to add or remove your dependents from; as changing one plan **DOES NOT** change it for another plan. (i.e. Medical, Dental, Vision, Voluntary Life.)



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 from those plans as well.

The screenshot shows the 'Select a Plan' page on the Anthem Blue Cross of Michigan website. At the top, there is a navigation bar with the user's name 'Myself' and two other users, 'Michaela Test' and 'Michael Test'. A red arrow points to the 'Myself' user icon. Below the navigation bar, the 'Select a Plan' section displays three plan options:

- BluePreferred Medical - High Plan**: Monthly premium of \$220.21. Per Pay Period.
- BlueClassic Medical - Mid Plan**: Monthly premium of \$161.54. Per Pay Period.
- Health Savings Account Compatible**: Monthly premium of \$92.18. Per Pay Period.

Each plan option includes a 'View Plan' button. A red arrow points to the 'View Plan' button for the BlueClassic Medical - Mid Plan.

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.)

Medical: BluePreferred Medical - High Plan - 196140M018

< TO AVAILABLE PLANS

Family Covered

☒ Yourself
 ☒ Michaela Test
 ☒ Michael Test
 ☒ Mickey Test

	Employee Only	\$70.92 Per Pay Period
	Employee + Spouse	\$156.25 Per Pay Period
	Employee + Children	\$127.78 Per Pay Period
	Employee + Family	\$220.21 Per Pay Period

+ ADD FAMILY MEMBER

BluePreferred Medical - High Plan - 196140M018

\$220.21
Per Pay Period

Update Cart

Decline Coverage

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!

Current Benefits Plan Year Effective from 01/01/2023 to 12/31/2023			
Medical			
	Anthem Health. Join Us. 	BluePreferred Medical - High Plan - 196140M018	\$220.21 Per Pay Period
View or Change			
	Pending Approval		
Dental			
	 DELTA DENTAL	Dental High Plan	\$17.20 Per Pay Period
View or Change			
	Pending Approval		
Vision			
	Anthem Health. Join Us. 	Blue View Vision - 196140Z001	\$5.28 Per Pay Period
View or Change			
	Pending Approval		
Flexible Spending Account			

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

Checkout

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

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? [Send by Email](#)

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 List ¹

0 of 1 Complete

☐ Upload the required document for Mickey Test by March 23 2023

Open

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

Required Documents

Birth/Crib Certificate
Mickey Test

Drag document here
or click to browse

Files must not exceed 5MB in size. For optimal performance please select files of 3MB or less.

The document(s) requested in this section must be submitted by 12 AM EST on 03/23/2023 or else the following elected benefits will be subject to termination: Dental, Medical, Vision

Required Documents

Birth/Crib Certificate
Mickey Test

Back Up Document-birth cert.pdf

Submit

CANCEL

Backup documents REQUIRED for approval - MUST be within the last 30 days after event:

Birth – Birth certificate OR Crib Certificate - must include baby's name, DOB, gender, and parent's names) SSN is NOT required in first 90 days.

Marriage – Marriage Certificate with court seal.

Adoption – Final adoption paperwork signed and sealed by court/legal.

Common Law Marriage (only if your resident state allows it)–Affidavit that is notarized, stamped, and sealed from the County Courthouse.

Divorce – Final Divorce Decree that is sealed and signed by the court.

Loss of Coverage – Letter from HR Department that states when spouse or child (under 26) terminated or showing child or spouse lost coverage from government agency or aging off parents insurance.

Changing coverage due to dependent getting a new job – Offer letter from HR department with hire date and benefits effective date.

Benefit rates listed in the images are for website reference only. They are not an accurate representation of the current benefit rates.