Oracle Fusion Instructions for 2022 Open Enrollment

- 1. Access Oracle Fusion by clicking on the link at <u>DENSOBenefits.com</u>.
 - Your Oracle Fusion User Name is your DSC-ID. The DSC-ID is your company code (refer to chart below). It is a unique 10 or 11-digit identifying number assigned to all associates when they join the company. Your DSC-ID is made up of two sets of numbers: (1) Your affiliate's 5-digit company code and (2) your 5- or 6-digit associate number. Example: 200035555.
 - Logging in for the first time? If you have a DENSO email address, click on the "Forgot Password" link for the steps to reset your password. If you do not have a DENSO email address, contact HR/Benefits for your password information.
 - Logged in previously? Your Password should be what you used the last time you logged in to Oracle Fusion.
 - Password Reset: Contact your local HR/Benefits if you need assistance with your DSC-ID or password.



| Affiliate | Company Code | | |
|-----------|-----------------|--|--|
| DIAM | 20003 | | |
| DMAR | 20039 | | |
| DMAT | 20037 | | |
| DMMI | 20005 | | |
| DMNC | 20017 | | |
| DMTN | 20007 | | |
| DPAM | 20001 | | |

2. Once logged in, click *Me -> Benefits* to begin the open enrollment process.



3. Click on Complete Enrollment.

| lick on Complete Enrollment to elect New Hire benefits, complete Open Enrollment, or make mid-year changes due to a qualifying life event (marriage, birth, divorce, etc.) |
|--|
| Complete Enrollment |
| |

- 4. You will need to + Add any dependents or beneficiaries you plan to cover if you do not see them listed on the *People to Cover* page. Don't forget to read all the details under the *For Dependents* section. Click *Continue* when you are ready to proceed.
- 5. Your current benefit elections will be shown on this page.

| Currency in USD | |
|---|-------------------------|
| Vour Total Cost | 11.05 Per Pay Period |
| Medical | × 14 |
| Medical | |
| OpenRoad Autocune | 9.02 |
| OpenRoad Associate 1 Work Connect? Vice, Nocké Genty | 18.04 |
| Dental/Vision | × 10 |
| Dental | |
| Dental Core Associate | 0.00 |

This is where you can make changes or leave as the previous selection. Click **Continue** for each section you want to make changes. Make sure the correct dependents are selected for each section. As you are editing the sections, you will need to click **Continue** to get back to the current election page.

- 6. After you have carefully reviewed each section and made necessary changes, click *Submit* to finalize your elections.
- Review the confirmation page to ensure any benefit changes you entered have been saved and submitted. You
 may see pending action items if you added new dependents to your insurance, have missing beneficiaries for
 your life insurance, or increased your Optional/Spouse Life Insurance and need to submit an Evidence of
 Insurability (EOI).

| Confirma DENSO Benel | | m | Print |
|-------------------------|------------|---|-------|
| | <i>***</i> | Confirmation Your benefit elections were saved. Please expand all sections by clicking the [v] next to each benefit prior to printing to view details of each plan. Click the < button next to "Confirmation" on the upper left hand side of the page to go back to the main Benefits screen. You can make changes until 11:59 PM EST. 11/6/2020. | |
| | | se refer to the Employee Resources page on the main Benefits screen for access to life insurance ence of Insurability forms and Health Savings Account (HSA) information if applicable. | |

8. You can view more details and address open items by clicking *Pending Actions* on the main Benefits page.



9. Print the Open Enrollment Confirmation Page for your records.

a. Click on **Your Benefits** from the main Benefits page.

| 0 | Pending Actions | | Your Benefits | Report a Life Event |
|---|--|---|--|--|
| | Address open items such as adding a life insurance beneficiary designation or upload documentation for a life event | | See your current, past, and future enrollments | Report life events (marriages, birth: divorces, etc.) to make changes to your benefits |
| 1 | Review Employee Resources | 6 | Need Help? Contact Us | |
| | Review enrollment guidelines before you enroll | | Contact your representative for help | |

b. From the drop-down box, select **Open Enrollment**.

| Click on DENSO Benefits Program to view enrollments |
|---|
| See Benefits as of Date or Event Open enrollment ~ |
| DENSO Benefits Program |

- c. Click from the right side of the screen. Do not click on anything else.
- d. A separate tab will open and your Benefits Confirmation and Summary page will display. From there click on the Print icon to the top right. Select the proper destination and click print at the bottom of the screen.
- 10. If you need to complete any additional forms (Evidence of Insurability, open an Optum HSA account, or complete a 2022 HSA Eligibility Form), click on *Review Employee Resources*.

| Pending Actions Address open items such as adding a life insurance beneficiary designation or upload documentation for a life event | Your Benefits See your current, past enrollments | and future Report II for events (marr divorces, etc.) to make a your benefits | riages, births, Add people you plan to cover on yo |
|--|--|---|--|
| (i) Review Employee Resources Review enrollment guidelines before you enroll | Need Help? Con Contact your represen | | |