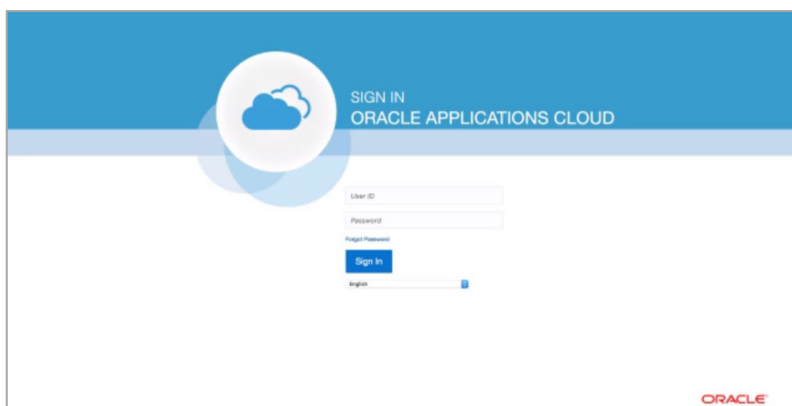


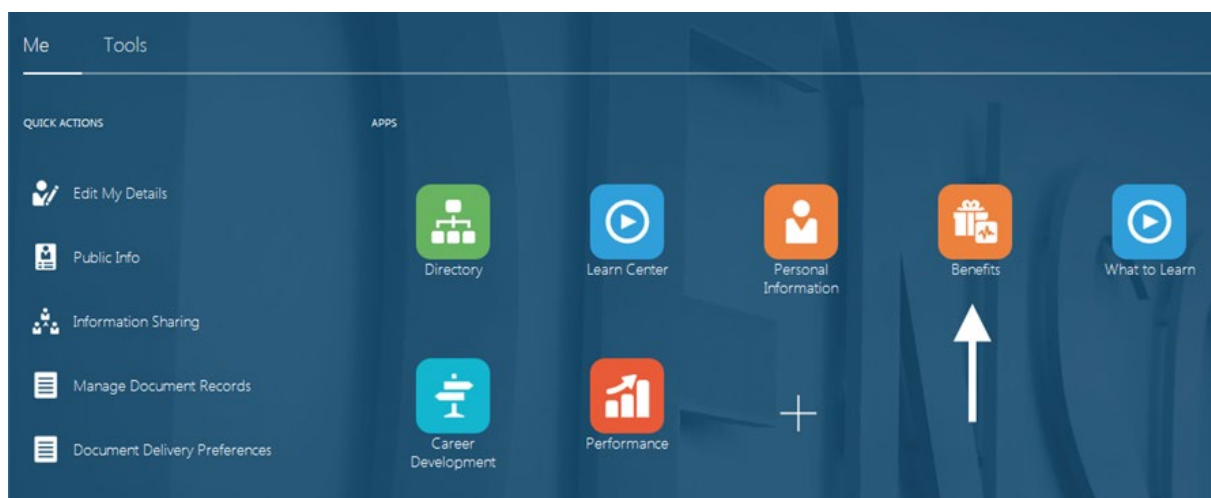
# Oracle Fusion Instructions for 2022 Open Enrollment

1. Access Oracle Fusion by clicking on the link at [DENSObenefits.com](https://DENSObenefits.com).
  - **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.

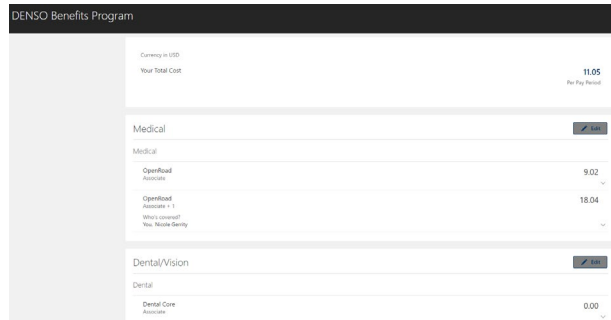



3. Click on **Complete Enrollment**.

Click 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.)

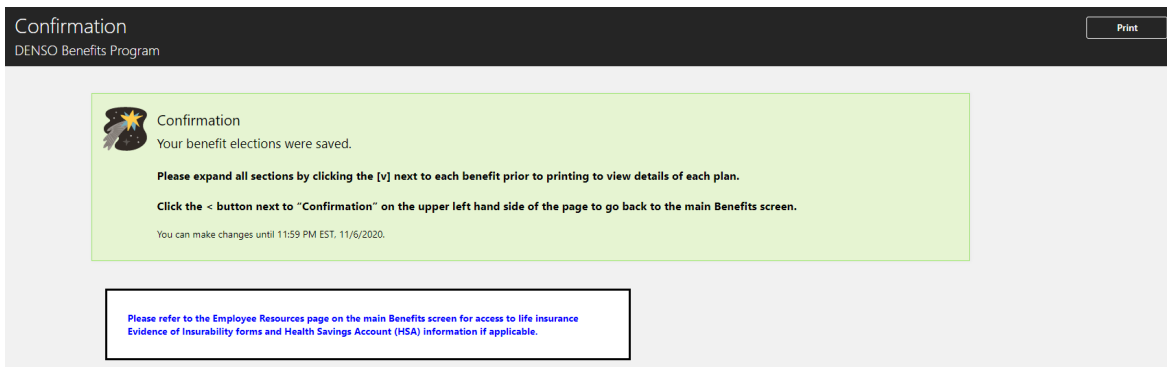
Complete Enrollment

- You will need to  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.
- Your current benefit elections will be shown on this page.

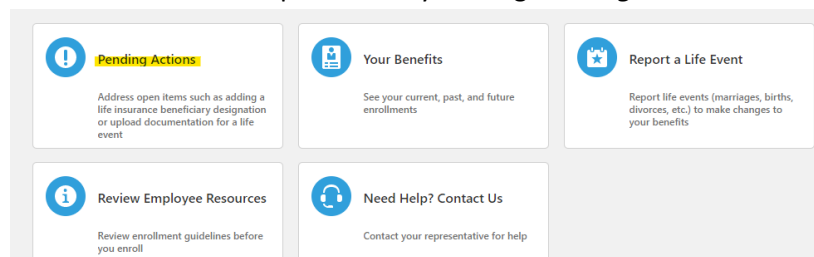


This is where you can make changes or leave as the previous selection. Click  for each section you want to make changes. Make sure the correct dependents are selected for each section. As you are editing the sections, you will need to click **Continue** to get back to the current election page.

- 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).

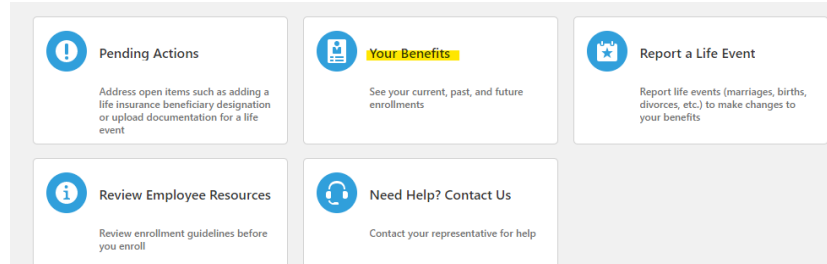


- You can view more details and address open items by clicking **Pending Actions** on the main Benefits page.

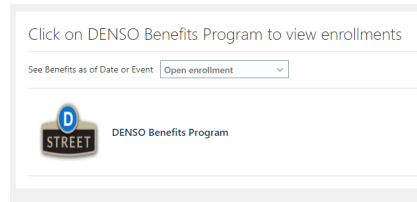


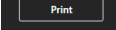
9. **Print the Open Enrollment Confirmation Page for your records.**

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



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



- 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**.

