# Benefits Enrollment Process |US
Quick Reference Guide – New Hires

Oracle Cloud Access:

- From your Powell computer: Navigate to Intersect and click on **MyLinks** and select **Oracle Cloud**

- From your home computer: Enter in **www.PowellBenefits.com** in your internet browser **(works best in Edge)** which will take you to the Oracle Cloud login screen.

Login credentials:

- If you have a Powell email address, use *Company Single Sign-On* button   `Company Single Sign-On`
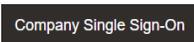
- If you do NOT have a Powell email address, log in with:
    - User ID: Powell Employee Number (ex: 11111)
    - Enter your Password: Use your password that you created when you received your Welcome/Onboarding email prior to your new hire date.

- If you request to reset your password after your new hire date with Human Resources:
    - Enter your Password:
        - First and Last initial (CAPITALIZED)
        - Employee Number
        - Last four number of your National Identifier/Social Security Number
        - Example:
            - John Smith
            - EE# 11111
            - National Identifier# 123-45-6789
            - **Password = JS111116789**

    You cannot change your password; you will always use this password.

If you add dependents, you will be required to submit Dependent Verification documentation within 30 days of the new hire date for each dependent (birth certificate, marriage license, etc.). You have an opportunity to upload your supporting dependent verification documents as you go through the benefits enrollment process under the **Post Enrollment** or **Pending Actions** sections on the Benefits home page after you **Submit** your benefit elections. Enrollment elections for dependent coverage won't take effect until the supporting documents have been submitted before the 30-day deadline and approved by the Benefits Department.

To enroll in Benefits:

Go to Me > Employee Benefits Self Service

Go to 'Before You Enroll'. In this section, you will add new dependent information as well as anyone you want to name as a beneficiary of your life insurance.

Click on the (+) button to add. You will be required to provide Name, Date of Birth, Gender and Social Security/Tax ID Number for all covered dependents. For the Relationship start date, use your hire date or rehired date.

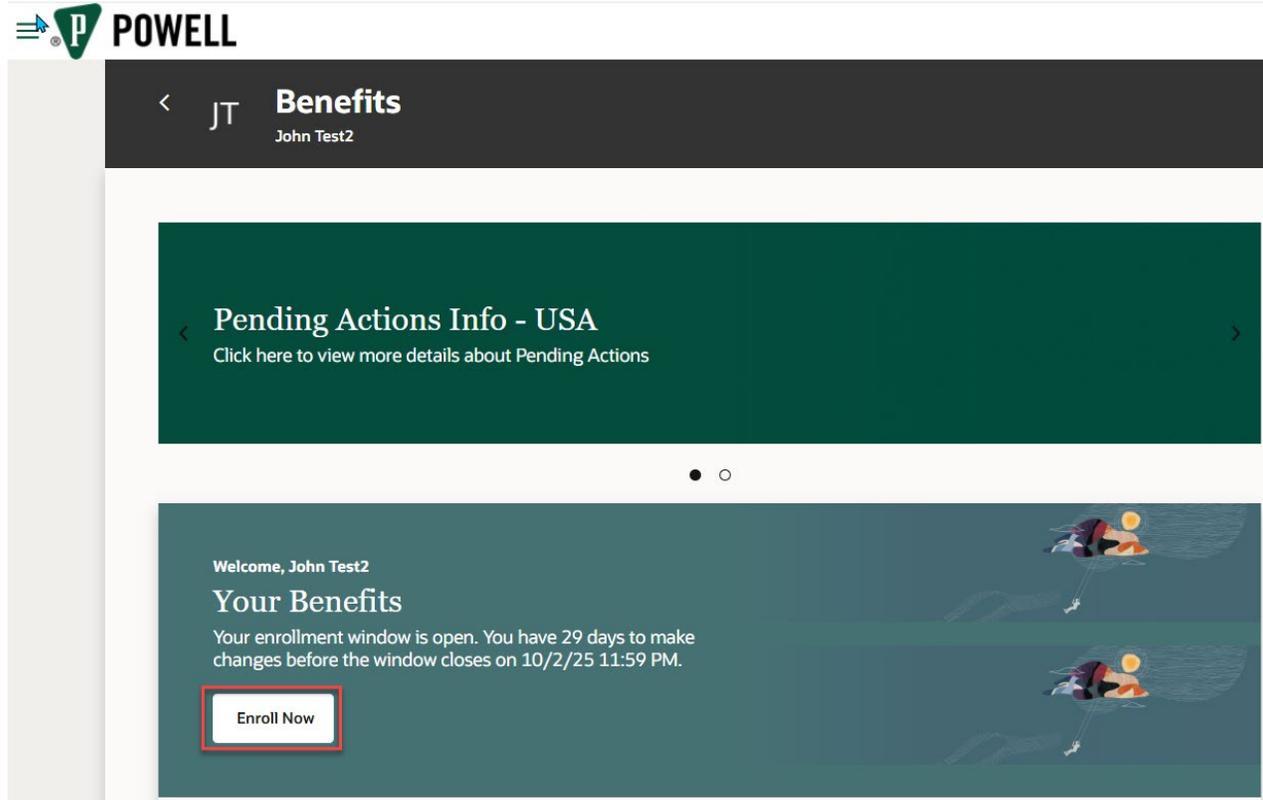**Once you add Dependents and Beneficiaries go back to previous page.**
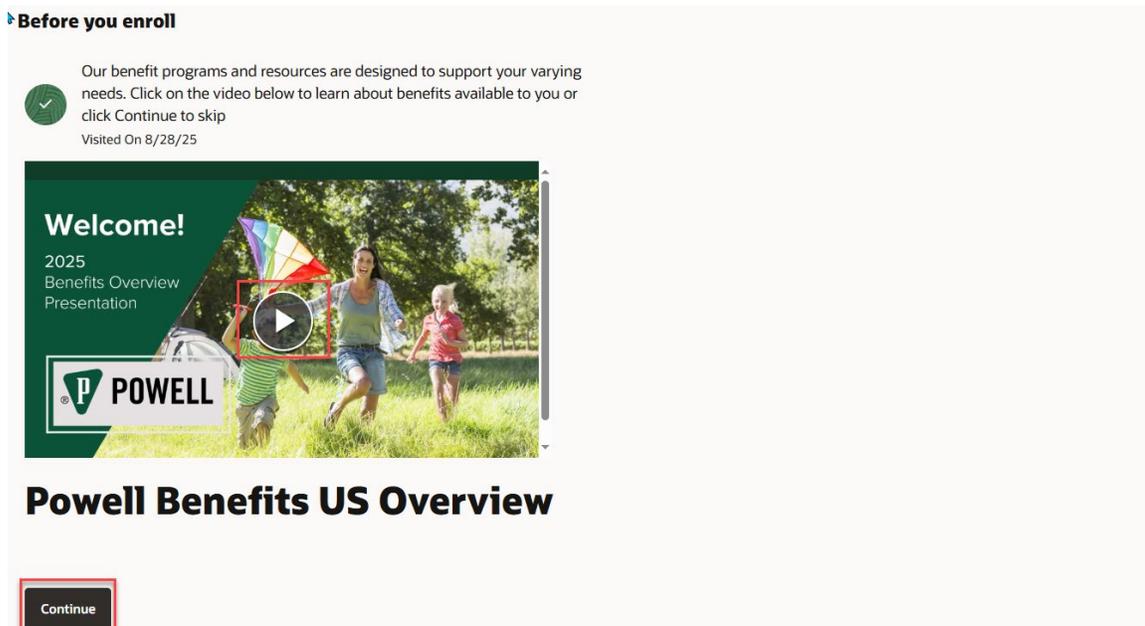
To begin enrolling in Powell Benefits > Click "Enroll Now"

Self-Service Benefits Enrollment Page

Go through each section of the enrollment process:

1. **For an overview of all Powell benefit offerings, we recommend watching the Powell Benefits Overview video. Click the play button to start the video. Click Continue to go to the next section.**

2. **Under "Choose how you want to enroll", Select Express or Discovery path.**

- **Express**: This is an expedited path for enrollment, and it enables you to quickly review what you're currently enrolled in and submit as is or make changes.

- **Discovery (Recommended):** This is a detailed path for enrollment, and it enables you to thoroughly analyze all the available benefits and select the ones you need for enrollment.

Select a plan, then click to **Continue** to the next section.

3. **Verify the people you would like to cover as dependents and/or beneficiaries.**

a. You should see your dependents you previously added "**Before you Enroll**" step. You can also add someone you want to name as a beneficiary for your life insurance if they are not already listed as a dependent. Click **Continue.**

4. **Under "Enroll in benefits that matter to you", click on "Edit" button to begin making your benefit elections.**

5. **On the right-hand side panel, you will see all your benefit options. Click on Medical to start your enrollment. You will have the ability to select dependents you want to cover by clicking the checkboxes. Once you have made your elections, click Continue to go to the next benefit offering. To review plan information, click on "View Details". You may toggle between benefits. You can also click on the edit pencil to make selections.**

JT   Medical

Medical Insurance

Powell offers Medical Insurance for employees and their families.

Click on View Details under Plan Names for more plan rules and information.

$125.77 | $129.92
Total Cost per Pay Period by Benefit | All Benefits Total

Click here to view details, choose covered dependents and fill in benefit amounts.

Medical Insurance

Medical PPO Plan
$69.23
Employee Only

[Enroll] View Details

Enrolled   Medical PPO Plan
$125.77
Employee & Spouse
Self
⚠ You haven't designated any dependents yet.

[Unenroll] [View Details] [✏]

Click the pencil icon to add covered dependents. Then mark off the checkbox next to the dependent name.

Medical PPO Plan
Employee & Spouse

Employee
$125.77

Annually
$6,540.00

Employer Per Pay-Period
$260.30

See More Info
Medical PPO Plan

The PPO Plan offers comprehensive coverage, direct access to s primary care approval, and includes copayments, coinsurance, a deductibles. Prescription drugs benefits are the same across all plans. Click here for more information on the PPO Plan.

[Enroll] View Details

Medical PPO Plan
Employee & Spouse

Show coverage and rates

Who do you want to cover?

[Select All]

☑ Wife TEST2 (Spouse)

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Disability Insurance

Medical

Dental

Vision

Voluntary Accident and Critical Illness Insurance

Flexible Spending Accounts

Life and Accidental Death & Dismemberment

Identity Theft Protection & Pre-Paid Legal Insurance

Review and Submit ⊘

6. **After you have made all your elections, it will take you to the Review and Submit screen. Review your selections carefully. Once you're ready, click on Submit.**

US Powell Employee Benefits

GG   **Review and Submit**

Total Cost per Pay Period by Benefit | All Benefits Total	$4.15
Pretax	$0.00
After Tax	$4.15
Annual Cost	$215.70

Disability Insurance ✏

Short Term Disability
Short Term Disability
Enrolled
$2.11
Employee

Coverage
$408.00

Annually
$109.62

Employer Per Pay-Period
$2.11

Long Term Disability
Long Term Disability
$2.04
Employee

Last updated 2 minutes ago   Cancel   [Submit]

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Disability Insurance

Medical

Dental

Vision

Voluntary Accident and Critical Illness Insurance

Flexible Spending Accounts

Life and Accidental Death & Dismemberment

Identity Theft Protection & Pre-Paid Legal Insurance

Review and Submit ⊘

7. From your Self-Service Enrollment page, you can review your current enrollments. Click on "View Enrollments" button. You will see an online summary report and have the ability to print a Benefits Statement. You will also see any Post-Enrollment items that require your attention such as Dependent Verification or Evidence of Insurability requirements.

Self-Service Enrollment
Your enrollment window is open. You have 24 days to make changes before the window closes on 10/2/25 11:59 PM.

Before you enroll

✓ Our benefit programs and resources are designed to support your varying needs. Click on the video below to learn about benefits available to you or click Continue to skip
Visited On 9/4/25

✓ Choose how you want to enroll
Visited On 9/8/25

✓ Verify the people you would like to cover as dependents and/or beneficiaries
Visited On 9/8/25

✓ Enroll in benefits that matter to you
Visited On 9/8/25

Click here to view and print enrollment statement

Visited and submitted   Enrollment period ends o
US Powell Employee Benefits
US Powell Employee Benefits

Edit   View Enrollments

Continue

Review your Post Enrollment Pending Actions that are currently on 'Suspended Status'

Post-enrollment

✓ Complete pending actions
Visited On 9/8/25

Medical Insurance
Birth certificate and SSN Card, CHILD TEST2 (Child)
Medical Basic CDHP, Employee & Family

Medical Insurance
Marriage certificate and SSN Card, Wife TEST2 (Spouse)
Medical Basic CDHP, Employee & Family

Basic AD&D Insurance
Designate Beneficiary
Basic Employee AD&D Insurance, Enrolled

Done

Post-enrollment

✓ Complete pending actions
Visited On 9/8/25

Need Help? Contact Us