

Log in to myOKSTATE, click on the Employee tab (you might have to choose the campus location for Stillwater first), click on Benefits: Enroll, Verify...

The screenshot shows the myOKSTATE website interface. At the top, there is a navigation bar with the OSU logo on the left and the text "MYOKSTATE - STILLWATER/TULSA" on the right. Below this, a secondary navigation bar contains the links "Home", "Finance", "Employee", and "Logout". The "Employee" link is circled in red. Below the navigation bar, the main content area is titled "Employee" and contains a box labeled "Employee Links". This box lists various services, with "Benefits: Enroll, Verify, Qualifying Event" highlighted by a red arrow pointing from the right. At the bottom of the page, there is an orange banner with the text "OKLAHOMA STATE UNIVERSITY".

MYOKSTATE - STILLWATER/TULSA

Home Finance **Employee** Logout

Employee

Employee Links

- Banner Administrative (Banner 9)
- Cognos
- Banner HR Information and Quick Reference
- HR Website
- Benefits: Enroll, Verify, Qualifying Event
- Employee Self Service
- Pay Stub
- Leave Balances
- Direct Deposit Change Form
- ePrint
- Online EPAFs
- OK Corral
- OSU Stillwater/Tulsa Bursar Account
- OSU-OKC Bursar Account
- OSU-CHS Bursar Account
- Banner Access Request
- Talent Management System
- Manage Expertise Information

OKLAHOMA STATE UNIVERSITY

On the benefit Portal, scroll down and click Life Change Events. Click next to go through any system update notifications.

Welcome to the OSU | A&M Benefits Portal

HOME OSU HEALTH BENEFITS INFORMATION VIDEOS

- QuickLinks**
- BCBS
 - BCBS Pharmacy Benefit
 - Chard Snyder
 - BenefitWallet
 - Liberty Mutual
 - Delta Dental of Oklahoma
 - VSP
 - Benefit Forms

Welcome, Lynne!

Welcome to your OSU | A&M Benefits portal. This site gives you easy access to information about OSU | A&M and your employee benefits. For additional information, please review the menu above, or visit benefits.okstate.edu. For questions, please contact OSU-Benefits@okstate.edu, or call 405.744.5449.

(click below to view the 2021 Annual Benefits Enrollment At-a-Glance video)



Benefitfocus Mobile App

BENEFITFOCUS®
Mobile Application

Access your benefits anywhere with the Benefitfocus app.

Use this code on your first login:
OSUAM

GET IT ON Google play AVAILABLE ON THE App Store

A smartphone is shown displaying the Benefitfocus mobile app interface. The screen shows a list of menu items including "Home", "Active Benefits", "Medical", "HSA", "Critical Illness", "Term Life", "Long Term Disability", "Inactive Benefits", "Special Term Life", and "Voluntary Loans".

2021 Annual Enrollment

Click here to Enroll in Your 2021 Benefits

New Hire Enrollment

Click here to get started

Review Your Current Benefits

Click here to get started

Life Event Changes

Click here to get started

HSA Contribution

Click here to edit

From this page, you can click on Life change in the menu bar on the left, click on Edit your benefits, or click Change current benefits.

The screenshot shows the Benefitfocus user interface. On the left is a navigation menu with the following items: Home, Profile, Benefits, Dependents, 2021 OSU Tobacco Usage Survey, Manage Account, Login Information, Life Change (highlighted with a red arrow), My Documents, Document Center, Employee Summary Report, Employee Detail Report, Quick Links, Learning Center, and Enable high contrast mode. The main content area features a header with the text: "Have you experienced a life change that requires you to edit your benefits? Whether you have recently had a baby or experienced another event that requires you to edit your benefits, we are here to help. Let us through any changes in order to ensure that your coverage best fits your needs." Below this text is a button labeled "Edit your benefits >" which is circled in red. The main content area also displays "Your benefits at a glance" with five benefit cards: Medical 2021 BlueOptions (\$55.00/twice per month), Dental 2021 Platinum Plan (\$34.62/twice per month), Vision 2021 Basic Vision (\$2.99/twice per month), Life 2021 Basic Life & AD&D OSU (\$0.00/twice per month), and Supplemental Life 2021 Supplemental... (\$8.00/twice per month). Below these cards is a "Show all benefits" link and a "Change current benefits" button, which is also circled in red.

All three of these options will take you to this page:

The screenshot shows the "Select reason for changing your benefits" form. The form title is "Select reason for changing your benefits" and the subtitle is "You are making a change to benefit elections. Why are you making this change?". The main question is "What is the reason for changing coverage? *". There are two radio button options: "I do not have any life or family change events" (with a sub-option "New life event") and "Life or family change (ex. Marriage, birth, death, loss of other coverage, etc.)". At the bottom of the form are two buttons: "Next" and "Cancel".

Click on Life or family change, select the reason, and enter the date of the change (the Event must be reported within 30 days of the occurrence). Click Next.

Select reason for changing your benefits

You are making a change to benefit elections. Why are you making this change?

What is the reason for changing coverage? *

I do not have any life or family change events

New life event

Life or family change (ex. Marriage, birth, death, loss of other coverage, etc.)

Select reason for change *

--- please select ---

- please select ---
- Adoption
- Birth
- Day care change
- Death of dependent
- Divorce (Employee)
- Now eligible for other coverage
- Guardianship or legal custody of a child
- Loss of other coverage
- Loss of dependent child status
- Marriage
- Requested Cancellation
- Retirement
- Request to Change Life and/or LTD Benefits

For reason, if you are adding a spouse or dependent to your coverage, select loss of other coverage. If you are removing a spouse or dependent, select now eligible for other coverage. For a child that reaches 26 years of age, the reason for removal would be Loss of dependent child status.

The next page lists your dependents. Add dependent if they are not on this page. Click **Next** if they are already listed.

Take a moment to review your family

Below is a summary of everyone that you have entered as a member of your family. Take a moment to review. If anyone is missing, you may create them in the system. Keeping an accurate record of your family is important, because it allows us to better suggest benefits and plans that may be right for you

Name	Relationship	Date of Birth	Gender	Actions
[Redacted]	Child	[Redacted]	Male	Actions ▾
[Redacted]	Child	[Redacted]	Male	Actions ▾
[Redacted]	Spouse/ Domestic Partner	[Redacted]	Male	Edit

[Add Dependent](#)

[Next](#) [Previous](#)

Click on the link Next dependent (#/#) until you see the name of the dependent you would like to remove.

Select benefits to update

Now that you've entered your life change information, it's time to update your benefits.



[Redacted]
Child

[Next dependent\(3/4\)](#)

Manage ~~George's~~ coverage.

Medical Dental Vision

Uncheck coverage for Medical, click Yes, remove on the pop up window, and then uncheck Dental and Vision coverage.

The screenshot shows the Benefitfocus user interface. At the top left is the logo "Benefitfocus". A user profile is visible at the top right. The main content area is titled "Select benefits to update" and includes a sub-header "Now that you've entered your life change information". Below this, a dependent is listed as "Child" with a redacted name and "Next dependent(3/4)". A modal dialog box is open in the center, asking: "Are you sure you want to remove [redacted] from 2021 BlueEdge High Deductible (HSA) coverage?". It provides a warning: "If you remove, [redacted] may be without 2021 BlueEdge High Deductible (HSA) coverage." and an option to "Do not show this warning again". At the bottom of the dialog are two buttons: "Yes, remove" (circled in red) and "Cancel".

Below the dialog, the "Update your Medical coverage" section is visible, showing details for "2021 BlueEdge High Deductible (HSA)" with a premium of "twice per month". It lists the provider as "BlueCross BlueShield of Oklahoma" and the effective date as "01/01/2019". There are four checked boxes for "Persons Covered" and an "+ Add" button. A note states: "You are required to submit proof of other coverage." At the bottom of this section are "Edit coverage" and "Show Plan Details" buttons.

Be sure to save your changes. You will have to upload documentation showing your spouse/ or child gained or lost coverage, or if you are adding someone to your coverage.

***If you still have trouble, call HR and we can walk you through the process.**