

# BENEFIT ENROLLMENT STEPS

## Medical, Dental, and Vision Coverage

1

Determine medical plans available in your area using the [CalPERS Health Plan Zip Code Search Tool](#).

2

Review the monthly employee cost.

- [Full-Time Monthly Cost](#)
- [Permanent Part-Time Monthly Cost](#)

3

Compare plans.

- [CalPERS Medical Plan Comparison Charts](#)
- [Dental Plan Comparison Chart \(Non-Sworn\)](#)

4

Verify your physician is part of the plan network by contacting the plan provider.

Contact the plan provider to find physicians/medical groups/hospitals that are in the plan network.

- [Medical Plan Provider Directory](#)
- [Delta Dental Find A Dentist Tool \(Non-Sworn\)](#)

5

Select the medical and dental plans that best fits your needs.

6

Complete the [Employee Benefit Record Enrollment form](#).

7

Gather required dependent documentation, e.g. marriage certificate, birth certificate

Refer to the [Required Eligibility Document List](#).

8

Submit the following required forms to the City of Oakland Benefits Unit:

- [Employee Benefit Record Enrollment form](#)
- [Required dependent eligibility documents \(if applicable\)](#)
- [CalPERS Beneficiary Designation Form](#)

## Other Voluntary Benefits

To enroll in the voluntary benefit plans below complete the enrollment form or follow the online enrollment instructions. Please refer to the [Employee Benefits Guide](#) for more information on these benefits.

- [Flexible Spending Accounts \(FSA\) Enrollment Form](#)
- [Commuter Benefit Program – Parking and Transit](#)
- [Deferred Compensation](#)
- [Medical Waiver Premium Plan \(Cash-in-Lieu\) Enrollment Form](#)
- [The Club at City Center form](#)
- [Voluntary Life Insurance Enrollment Form](#)

Submit benefit enrollment forms to the City of Oakland Benefits Unit at:

