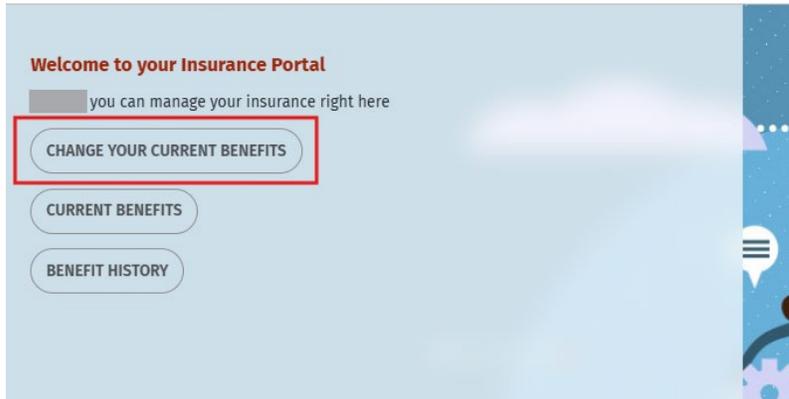


## Compass Walkthrough

1. Once you are logged into the Compass portal, on your dashboard, select “Change Your Current Benefits”.

ORAU  ORISE



2. Select the appropriate event and then select “Save and Continue”.

### Insurance Change

You are able to make certain changes to your benefits if you have experienced an insurance change (also known as a qualified life status change).

Select the appropriate family status change, and then click **SAVE AND CONTINUE**.

- ADD NEWBORN DEPENDENT CHILD(REN) ⓘ
- ADD DEPENDENT CHILD(REN) AND/OR SPOUSE ⓘ
- REMOVE DEPENDENT CHILD(REN) AND/OR SPOUSE ⓘ
- CHANGE DENTAL/VISION COVERAGE ⓘ
- DEATH OF A DEPENDENT ⓘ

**SAVE AND CONTINUE**

[CANCEL EVENT](#)

3. Add the date the event occurred, select “I certify that I have experienced the above life event” and select “Save and Continue”.
  - a. Each event will be effective the date that it is initiated, except for, “Add Newborn Dependent Child(ren)”. “Add Newborn Dependent Child(ren)” event will be effective the date of birth for newborn dependent child(ren).

### Insurance Change

You selected

Add Newborn Dependent Child(ren)

When did this event happen?



I certify that I have experienced the above life event.

**SAVE AND CONTINUE** [BACK TO PREVIOUS PAGE](#)

4. The next step will allow you to review your personal information. If any information is incorrect/needs to be updated, you will do that through your Zintellect portal. This information can take up to a week to update, but you can complete your insurance enrollments in the interim. Once you are finished, select “I’m Done Reviewing My Information”.

### Me

This is an overview of your personal information.

Any information displayed here, that requires updates or corrections, must be modified in Zintellect System. Please contact ORAU Zintellect Support at [zintellect@orau.org](mailto:zintellect@orau.org) for additional assistance.

#### My Information

Participant ID	SSN	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Gender	Home Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	
Personal Email	<input type="text"/>	

#### My Addresses

Your Cost:

**\$0.00**

MONTHLY  
COST BREAKDOWN

Event Type:

NEW PARTICIPANT ENROLLMENT

Event Progress:

[My Information](#)

[My Dependents](#)

[Select Benefits](#)

[Review](#)

[Confirmation](#)

**I'M DONE REVIEWING MY INFORMATION**

[GO BACK TO MY DASHBOARD](#)

5. The next step will allow you to review your current dependents and add new dependents.
  - a. If you do not have any dependents, select “I’m Done with Dependents” and continue to Step 6.
  - b. If you do have dependents that you are enrolling into coverage, select “Add New”; you must add their information on this page to enroll them into insurance coverage. Once you are finished adding your dependent information, select “I’m Done with Dependents”.

6. The next step will allow you to “Select Benefits”. Be sure to select the insurance tab to enroll in the insurance. Select “Change” on the medical insurance tab, to make changes.

## Select Your Insurance

Scroll to view the insurance that you are eligible for and your current insurance elections. To make changes to your elections, click on the “Change” button.

- To enroll, select yourself and any dependents that you want to be enrolled in insurance coverage. If you are missing any dependents on this screen, you will need to add them by selecting “Add Dependents”. Once you have selected everyone who should be enrolled in coverage, select “Save Dependent Selections”.

## Select Your Medical Plan

Your Medical Plan is available through Blue Cross Blue Shield and determines your in-network and procedures, hospital stays, and more.

For detailed information about this plan, please visit the [Resources Page](#).

### 1. Select who you want to cover for your Medical

Choose the dependent(s) that will be covered by this plan.

*i* You currently do not have any dependents eligible for this benefit. To add a dependent

+ ADD DEPENDENTS

**SAVE DEPENDENT SELECTIONS**

- Review and select your insurance plan, by selecting “Select” under ORAU/ORISE Insurance and “I’m Done With My Selection” to save. **Please note that enrolling in medical insurance will also enroll you in prescription insurance.**

### 2. Review and select your plan

ORAU/ORISE Insurance	TIER: MEMBER ONLY <b>\$500.46</b> <small>Monthly</small>
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Decline Coverage Select This Plan To Waive Coverage. **Your Selection**

**I'M DONE WITH MY SELECTION** [BACK TO PREVIOUS PAGE](#)

- Please note that you must complete these same steps to enroll in dental and vision insurance by selecting into the dental tab. Dental insurance enrollment will automatically enroll you in vision insurance.**
- Once you have made your selections, select “I’m Done Selecting Benefits” and proceed through the event until you have a confirmation statement of your enrollments. Coverage updates in real time on the Compass portal and insurance information is provided weekly to the insurance vendors. You will receive an email to confirm your enrollments and additional information.

