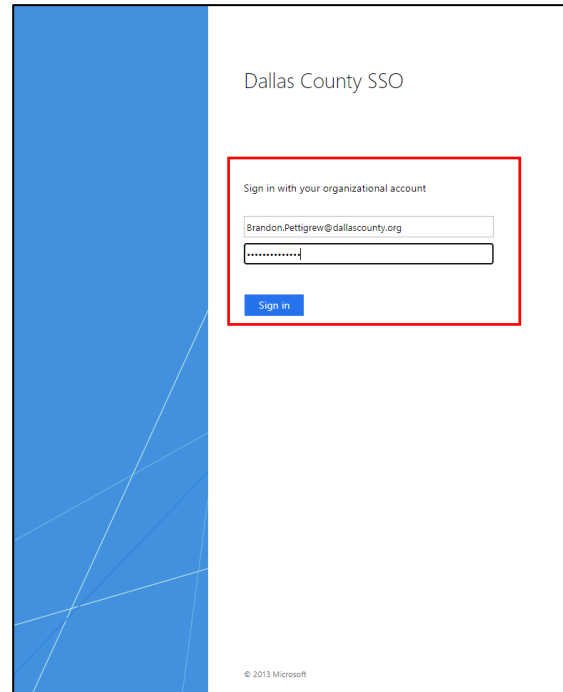
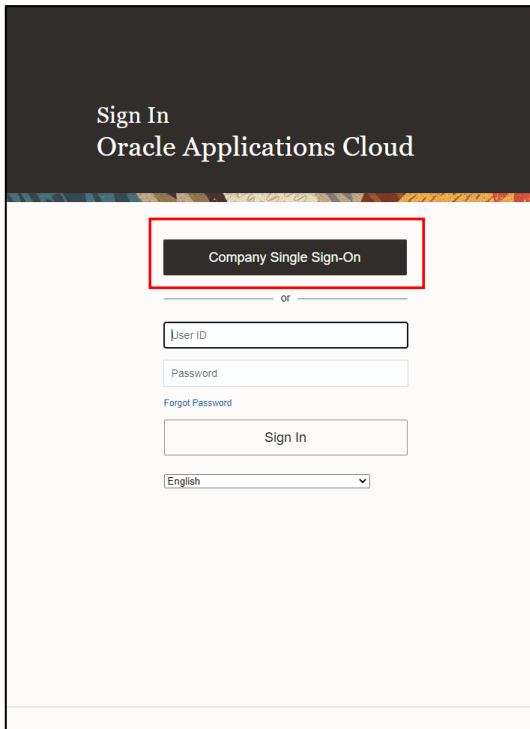
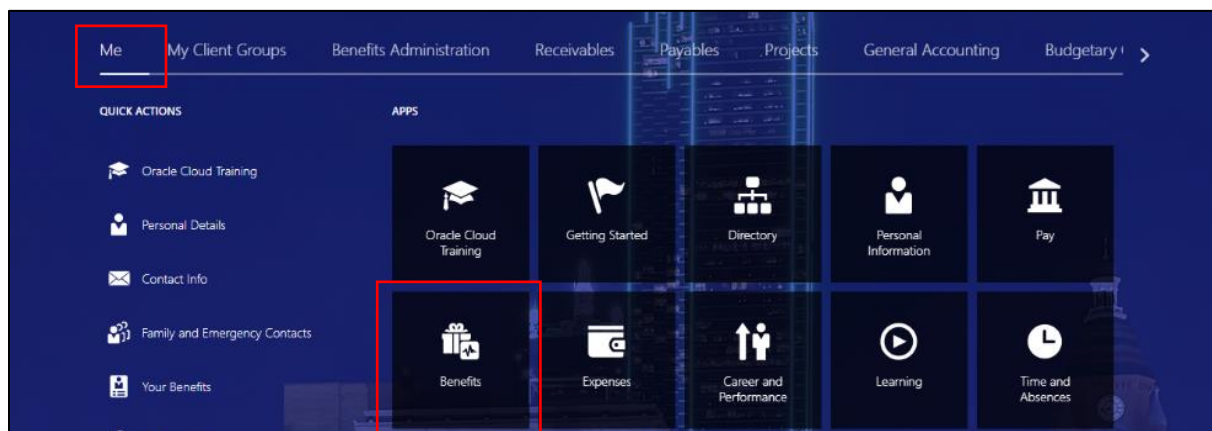


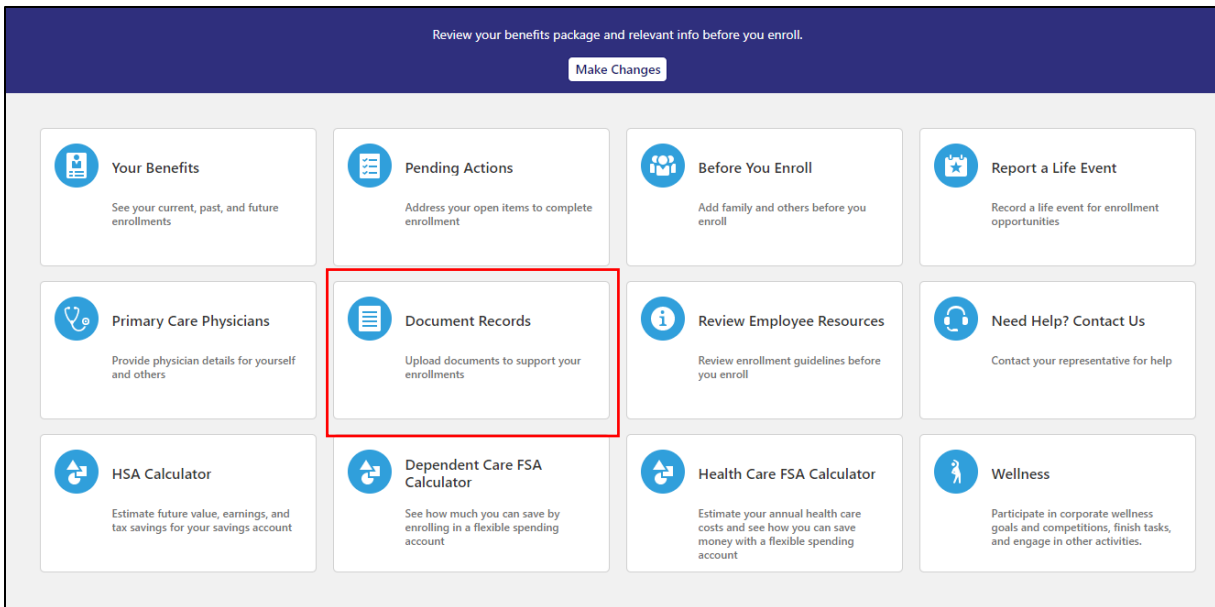
How to Complete Spouse Surcharge Affidavit

1. Visit the Oracle Fusion [here](#) and select to log in via “**Company Single Sign-On**”. It will redirect you to a login page where you will input your Dallas County Windows login information (Dallas County email and password used to log in to your Dallas County computer). You should receive this information from your HR Reps.

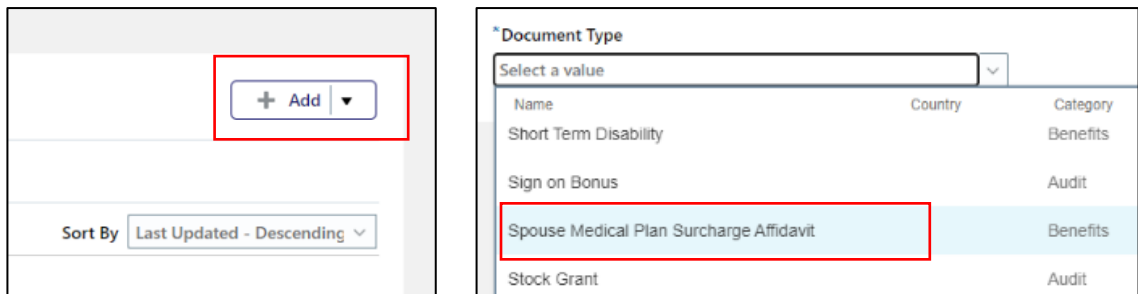


2. Once you have completed your benefits enrollments and added a spouse to your medical plan, you will select **Benefits** under the **Me** tab. Then select **Document Records** to complete the Spouse Medical Plan Surcharge Affidavit.





- On the **Document Records** page you will select **+Add** in the right corner. You will then use the drop-down to choose the document type. Choose the **“Spouse Medical Plan Surcharge Affidavit”** option.



- You will then need to fill in the fields with the information requested. A reference of the form is available to view as well. If you need to upload your spouse’s coverage information, you can add that documentation as an attachment. Once you have completed the form, you will click Submit.

