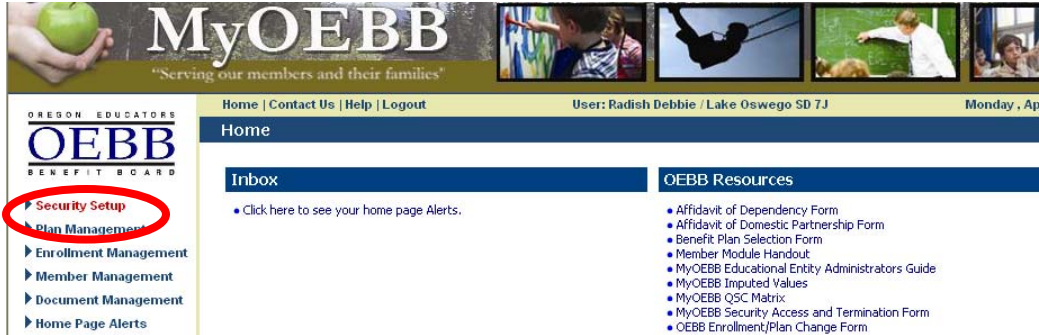
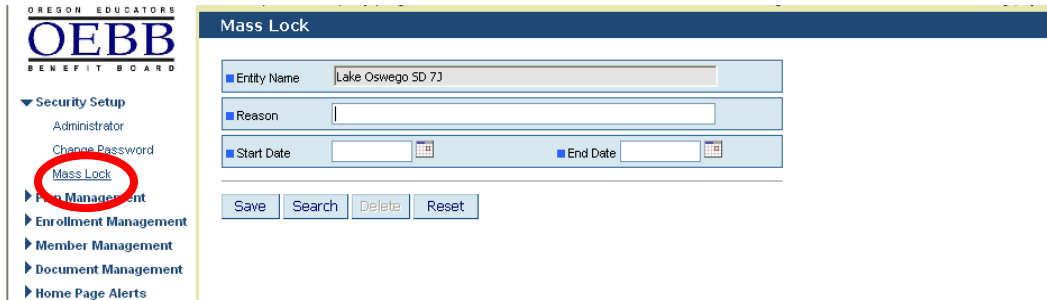


Educational Entity Mass Lock Out

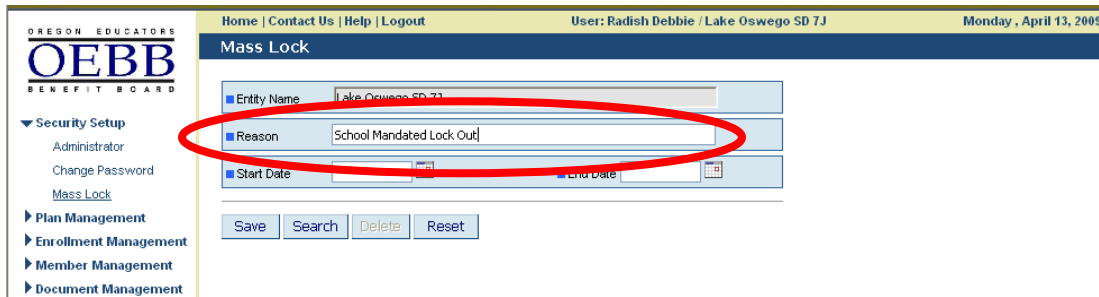
1. Log in to MyOEGB.



2. Click Security Setup as shown above.



3. Click the Mass Lock button as shown above.



4. Enter the reason for the Mass Lock Out.

MyOEBB – Mass Lock Out

OREGON EDUCATORS
OEBB
BENEFIT BOARD

▼ Security Setup
Administrator
Change Password
[Mass Lock](#)

► Plan Management
► Enrollment Management
► Member Management
► Document Management
► Home Page Alerts

Mass Lock

Entity Name: Lake Oswego SD 7J

Reason: School Manadated Lock Out

Start Date: 04-13-2009

End Date: 04-14-2009

Save Search Delete Reset

5. Enter the Start Date and End Date as shown above.

Home | Contact Us | Help | Logout User: Radish Debbie / Lake Oswego SD 7J Monday, April 13, 2009

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▼ Security Setup
Administrator
Change Password
[Mass Lock](#)

► Plan Management
► Enrollment Management
► Member Management
► Document Management

Mass Lock

Record Saved Successfully!

Entity Name: Lake Oswego SD 7J

Reason: School Manadated Lock Out

Start Date: 04-13-2009

End Date: 04-14-2009

Save Search Delete Reset

6. Click **Save**. You will then see **Record Saved Successfully**.

Employees will not be able to access the Member Module during the date range entered.

If you need to view previous or the current lock out period, all you need to do is click on the Search button.