

Washoe County ESS Open Enrollment Quick Reference Guide

Step 1 - Review current health benefit information and determine which plan you want next year.

<http://www.washoecounty.us/humanresources/benefits/openenrollment>

Log on to Employee Self-Service (ESS) using your network logon ID and password.

If are not making any changes to your plans go to Step 3 and complete 1 -3.

1. Click on **Benefits and Payroll** tab.



2. Click on the **Participation Overview** link to see a list of the plans you are currently enrolled. Click on the **View/Print Confirmation Form** link to review your current plan information and see which dependents are currently covered

3. Click on the **Open Enrollment Information** link to go to the Health Benefits website to view information on all the plans offered this year to determine which plan is best for you.

4. Click **Personal Information** tab and then click on the **Family Member/Dependent** link.



5. Review dependents (and beneficiaries) listed in **ESS**. If dependent information is correct go to **Step 3**; however, if a **dependent is not listed** that you will need to cover on your Health Plan this year go to **Step 2**.

Step 2 – Add or Change Family/ Dependent Information*

*If you need to cover dependents they must be added to ESS (or already in the system) before you enroll in your selected health plan. If you are adding dependents with a surname different from yours, submit the applicable birth and/or marriage certificate to substantiate their dependent status to Health Benefits. If you are adding a domestic partner, please submit your certificate of domestic partnership to Health Benefits.

1. From the dark blue menu at the top of the screen click on **Personal Information** and then click on the **Family Member/Dependent** link.



2. Review dependents (and beneficiaries) listed in ESS. Click **Edit** to change or add information to existing dependents.

3. To **add** a new dependent scroll to the bottom of the screen and click on the appropriate family relationship button, i.e. **New Child, New Spouse, New Stepchild**, etc...

4. **Enter** or **change Name, Date of Birth, Gender, and Social Security Number**.

5. Click the **Review** button to review and then click the **Save** button and you will get a message the data was saved and Health Benefits will get an email notifying them that a dependent was added and if documentation is required you will get a reminder email to submit the documentation to Health Benefits. Go to **Step 3**.

Step 3 – Health Benefits Open Enrollment

1. Click on **Benefits and Payroll** tab.



2. Click on the **Open Enrollment - HB** link to see a list of the plans you are currently enrolled and your current **Dependent Option**.

3. If you are **not making any changes** to your current plans for next year. Click on the **Review Enrollment** button. Review your Plans again and click the **Certify** button as your electronic signature acknowledging your selection. You will get a message that your Plan selections were saved and you are **done**.

4. If you are **making changes** select the Plan by clicking the radio button and then click **Edit Plan**. **NOTE:** if you are enrolling in the **HSA** you must also enroll in the **Medical High Ded. Health Plan**.

5. Then review and select the appropriate **Health Plan** and **Dependent Option***, i.e. Self Funded Group Health: and Option EE only, Emp+spouse, Emp+child/ren, etc... and then click on the **Select Dependents** button.

6. Check the box for all dependents that will be included on your plan and click the **Add Plan to Selection** button.

***Note:** the **Dependent Option** must be the same for all Plan Types or you will not be able to Review/Certify your plans. If making a Plan Option change **REPEAT** 4, 5 & 6 above for each plan type, Dental, Medical, Vision & Life to make Plan Options listed in the Remarks the same.

7. Click on the **Review Enrollment** button. Review your Plans again and click the **Certify** button you will get a message that your Plan selections were saved and you are **done**.