



Enrollment Instructions

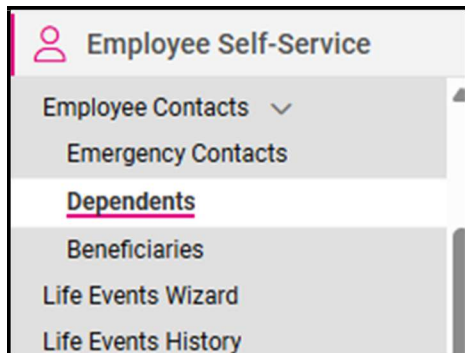
ATTENTION: If you need to **add dependents and beneficiaries**, follow the instructions below **BEFORE** you begin your election in Benefit Enrollment.

Adding Dependents

Select: Employee-Self Service (on the left hand side of the screen)

Scroll down to: Employee Contacts

Select: Dependents and Beneficiaries



Click: +Add New (on the black bar) and complete the mandatory fields

Contact Type:

*Relationship – click drop down-menu (Select spouse or child)

*Contact: <Add New>

General Information- *First Name, *Last name

Personal- *Update SSN, *Update Birth Date, *Gender

Make sure to SAVE the information – on the black bar

Form Fields:

- Top Bar:** + Add New, Edit, Remove, Refresh, Save, Cancel
- Contact Type:**
 - * Relationship: Child (dropdown)
 - * Contact: <Add New> (dropdown)
- Other Information:**
 - ☐ Hide Contact in ESS
 - ☐ Deceased
- Dependent Information:**
 - ☐ Full-time Student
 - ☐ Disabled
- General Information:**
 - * First Name: [text box]
 - Middle Name: [text box]
 - * Last Name: [text box]
 - Prefix: [text box]
 - Suffix: [text box]
- Personal:**
 - SSN: [text box]
 - * Update SSN: [text box]
 - Birth Date: [text box]
 - * Update Birth Date: [text box]
 - * Gender: [dropdown]

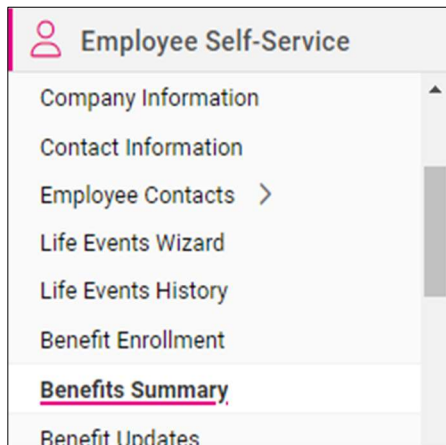


Steps to enroll in your benefits:

Step 1- (enroll in your benefits)

Select: Employee Self- Service (on the left-hand side of the screen)

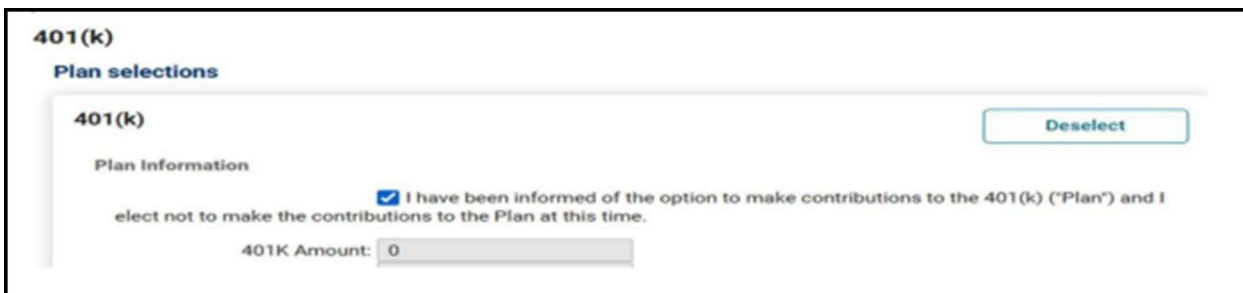
Scroll down to: Benefit Enrollment



If you want to “opt out” of 401K – Click the “**Select Plan**” button



Click the box to “**opt out**” of 401K- otherwise you can keep the 401K percent of 2% or increase your contribution.



Click **NEXT**- on the black bar – you will see the **GREEN CHECK** on the 401K selection.



Step 2: (enroll in your benefits)

Click: EACH benefit title under (3) **Plan Selections**.

Ensure you receive all **GREEN CHECKS** by selecting **SELECT PLAN** or **WAIVE** on **EACH** benefit option.

1 Enrollment information

Welcome

Beneficiaries and Dependents

2 Preview

Current Benefits

Cost Analysis

3 Plan selections

☐ 401(k)

☐ Medical Pre-Tax 125

☐ Dental Pre-Tax 125

☐ Vision Pre-Tax 125

☐ FSA Medical

☐ FSA Dependent Care

☒ Basic Life/AD&D

☐ Vol LTD

☐ Vol STD

☐ Vol Life EE

☐ Vol AD&D EE

☐ Vol Life SP

☐ Vol AD&D SP

☐ Vol Life CH

☒ Vol AD&D CH

☐ Accident Reimbursement

Annual Open Enrollment 2026

November 17, 2025 through November 28, 2025 Incomplete

Welcome to Benefit Enrollment 2026

Welcome to Open Enrollment.

The Enrollment Wizard will walk you through the following steps:

- Entering or updating information about your family

- Enrolling in benefits.

After completing the wizard, this information will be sent to HR for approval.

IMPORTANT NOTE:

At the end of the Enrollment Wizard, you will be taken to the Confirmation page. You MUST

Documents

[2026 Benefits Guide \(PDF\)](#)

Ensure that you have completed your selections with **GREEN CHECKS** next to **EACH** Plan selections.

Click “**Review and Submit**” under (4) **Final Review**.

4 Final review

Review and submit



Step 3: (enroll in your benefits)

A document with a pie chart will appear on the screen; **please ensure that you click the "SUBMIT" button to enroll.**

Please ensure you receive the message "**complete-last submitted with a date and time stamp**". This means you have successfully submitted your enrollment!

