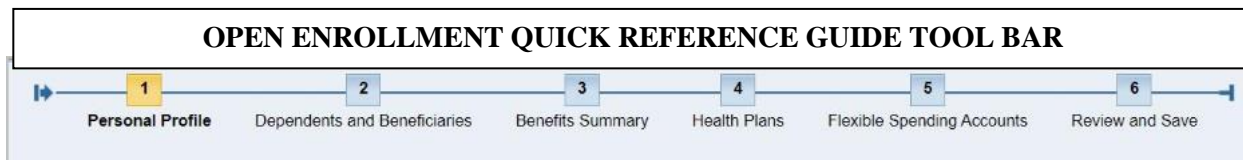


# Employee Self-Service (ESS)

## Open Enrollment Quick Reference Guide

You can access the ESS Open Enrollment module at <https://portal.sap.mypgc.us>

Please reference the tutorial for accessing the ESS module at [http://pgcwf00.sap.mypgc.us:8080/WFD/wa/SAPTMID/~tag/published/index.html?show=book%21BO\\_C60F21065C8765B7](http://pgcwf00.sap.mypgc.us:8080/WFD/wa/SAPTMID/~tag/published/index.html?show=book%21BO_C60F21065C8765B7)



**NOTE: The steps outlined below will take you through the entire on-line open enrollment process. However, if you do not want to go through the entire process and you just want to enroll and/or make changes to a Health Benefit Plan follow steps four (4) and seven (6); and the Health and Dependent Care Flexible Spending Accounts follow steps six (5) and seven (6).**

### Step One (1): Personal Profile

Click on step 1 to view your personal profile, such as name, address, etc. (This step is optional)

### Step Two (2): Dependents and Beneficiaries

Click on step 2 if you would like to check your current dependent (e.g., spouse and/or children) and beneficiary information. If you are adding a dependent(s) to your health benefit plans during the open enrollment period, **you must add them through this process**. This will ensure that a dependent(s) is listed when you make your health benefit plan elections.

- To add a dependent or beneficiary, click on the icon (**Dependents and Beneficiaries**)
- Select “Add” and a drop down list will appear.
- Select the Dependent Type (e.g., spouse, child or beneficiary) from the drop down list.
- Fill in dependent information on the screen. Note: The asterisk (\*) fields are required fields and must be completed.
- Select Save – **If you are adding more than one dependent or beneficiary, select “Save and Back” to add your additional dependents and/or beneficiaries.**

**Note: Beneficiary updates and/or changes can be made through the Employee Self-Service (ESS) on-line enrollment portal under Anytime Changes. Any update or change your beneficiary(ies) will be effective immediately.**

### Step Three (3): Benefits Summary

Click on step 3 to see a snapshot of your current enrollments in the health benefit plans.

### Step Four (4): Health Benefit Plans

- Click on step 4 to enroll or make a change(s) to a health benefit plan(s) [e.g., medical, dental, prescription, vision].
- For example, to enroll or make a change to a medical plan, click on the icon and select the medical plan and coverage level (e.g., Individual, Two-Person, Family) you want.
- Under “Enroll Dependents,” select the dependent(s) you want to cover.
- Click on “Add” to complete the change.
- To enroll or make a change to the prescription, dental, or vision plans, follow the process outlined above.
- Go to step 6 and follow the steps to **SAVE** enrollment or changes made to the health benefit plans.

**Medical and Prescription Opt-Out Credit Plans** If you want to opt-out of the medical and/or prescription plans, click on the opt-out option under the medical and/or prescription plans. Your current Medical Opt-Out election **will not** transfer from calendar year 2020 to 2021. **Therefore, to continue your participation for calendar year 2021 in the Medical Opt-Out Credit Plans, you MUST complete this step (4).**

- Select “Add” to complete your change.
- Go to step 6 and follow the steps to **SAVE** enrollment or changes made to the medical and/or prescription

opt-out credit plans.

### **Step Six (5): Flexible Spending Accounts**

- Click on step 5 to continue your participation or enroll in the Health and/or Dependent Care Flexible Spending Accounts for 2021. Your current annual election amount **will not** transfer from calendar year 2020 to 2021. **Therefore, to continue your participation for calendar year 2021 in the Health Care and/or Dependent Care Flexible Spending accounts, you MUST complete this step (5).**
- To continue your participation or enroll for calendar year 2021 click on the icon and enter the annual dollar amount you want for calendar year 2021.
- Click **“Calculate”** to obtain your bi-weekly cost.
- Select **“Add.”**
- After you select **“Add,”** your 2021 election should state **“New.”**
- Go to step 6 and follow the steps to **SAVE** enrollment or changes made to the Health Care and/or Dependent Care Flexible Spending Accounts.
- **If you do not see your new annual election amount and the word “New”, you have not followed correctly the steps to continue or enroll in the Health Care and/or Dependent Care Flexible Spending Accounts for calendar year 2021. To ensure you will continue or be enrolled in the Health Care and/or Dependent Care Flexible Spending Accounts for calendar year 2020, repeat bullets one (1) through five (5) above. Otherwise, you will not be enrolled for calendar year 2021.**

**Note: You must complete step 5 even if you want to elect the same annual amount that you elected in calendar year 2020. Failure to complete step 5 will result in you not being enrolled in the Health Care and/or Dependent Care Accounts for calendar year 2021.**

### **Step Seven (6): Review and Save**

- Click on step 6 to review your 2020 open enrollment benefit elections.
- Click on the **“SAVE”** icon. It is imperative that you SAVE any enrollments or changes made in steps 4 through 5 so they can be updated to the ESS system.
- You will see the message; **“Data Saved Successfully.”**
- Click the **“PRINT Benefit Elections Summary”** option to print your Benefit Confirmation for your records