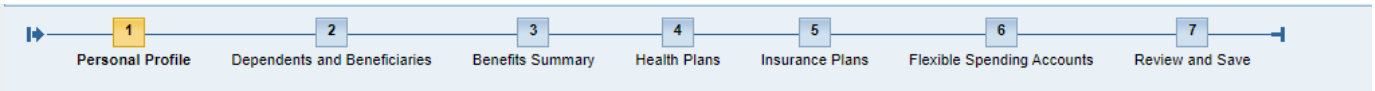
Open Enrollment How to Enroll Instructions
Employee Self-Service (ESS)

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://pgcwfd00.sap.mypgc.us:8080/WFD/wa/SAPTMID/~tag/published/index.html?show=book%21BO_C60F21065C8765B7

NEW HIRE/REHIRE QUICK REFERENCE GUIDE TOOL BAR



NOTE: The steps outlined below will take you through the entire on-line enrollment process for Open Enrollment. I f 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 three (3) and four (4); Insurance Plans (Life and/or Disability Insurance) and the Health and Dependent Care Flexible Spending Accounts follow steps six (6) and seven (7).

Step One (1): Personal Profile

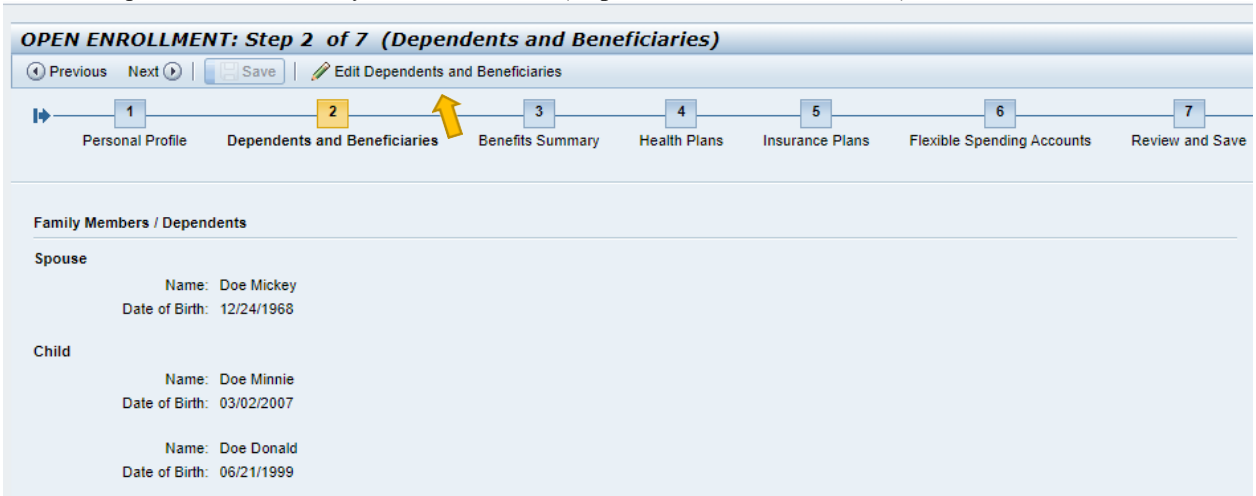
Click on step 1 to view your personal profile, such as name, address, etc. (This step is optional)



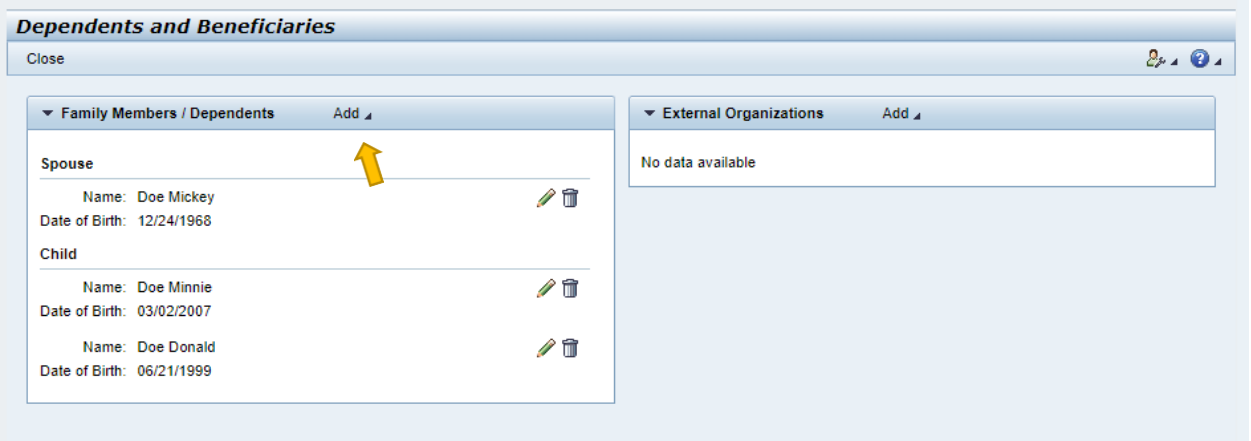
Step Two (2): Dependents and Beneficiaries

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 [e.g., medical, dental, prescription, vision] **you must add them as a spouse, child, step-child and/or legal ward. Make sure to save them prior to the next step,** 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**)



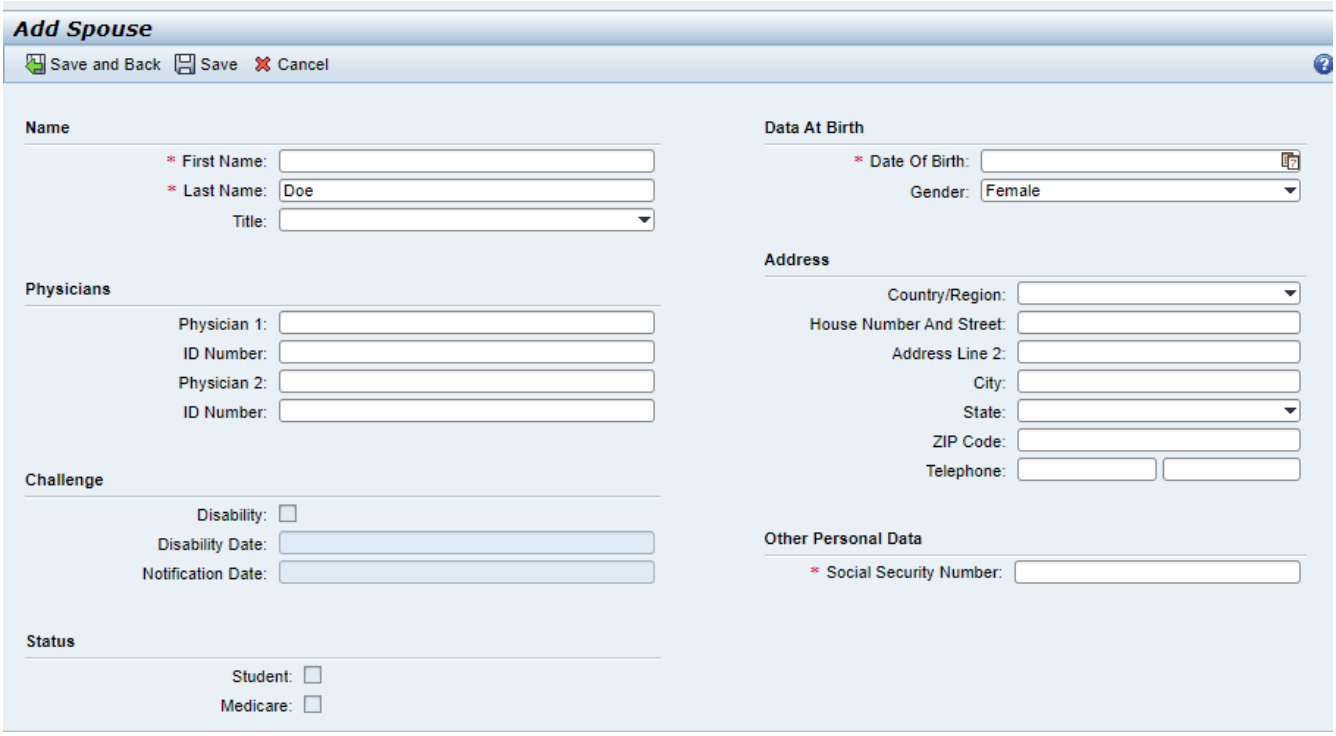
- Select "Add" and a drop-down list will appear.



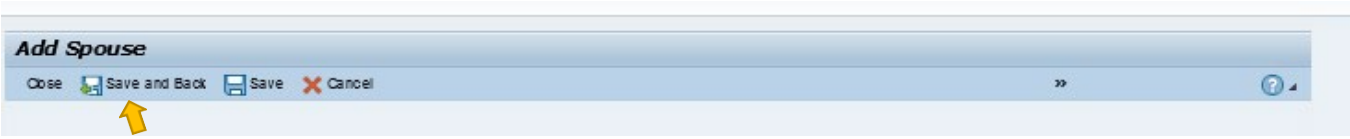
- Select the Dependent Type (e.g., spouse, child or beneficiary) from the drop-down list.

Spouse
Ex-Spouse
Child
Legal Ward
Beneficiary
Step Child

- Fill in dependent information on the screen. Note: The asterisk (*) fields are required fields and must be completed.



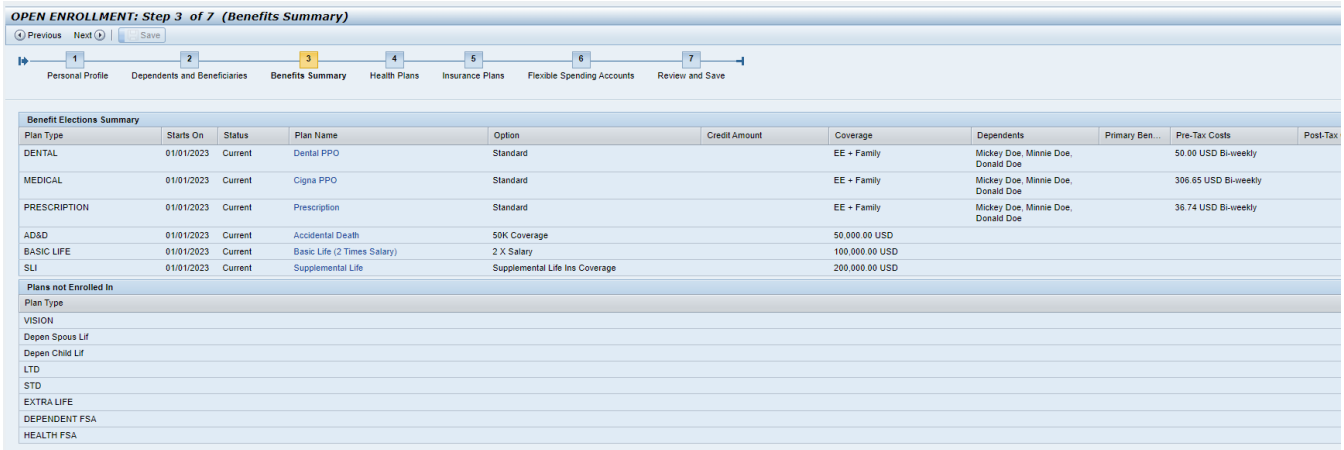
- Select Save – **If you are adding more than one dependent or beneficiary, select "Save and Back" to add your additional dependents and/or beneficiaries.**



Note: Beneficiary updates and/or changes made through the Open Enrollment will not become effective until 1/1/2023. You can update or change your beneficiary(ies) immediately through the Employee Self-Service (ESS) on-line enrollment portal under Anytime Changes.

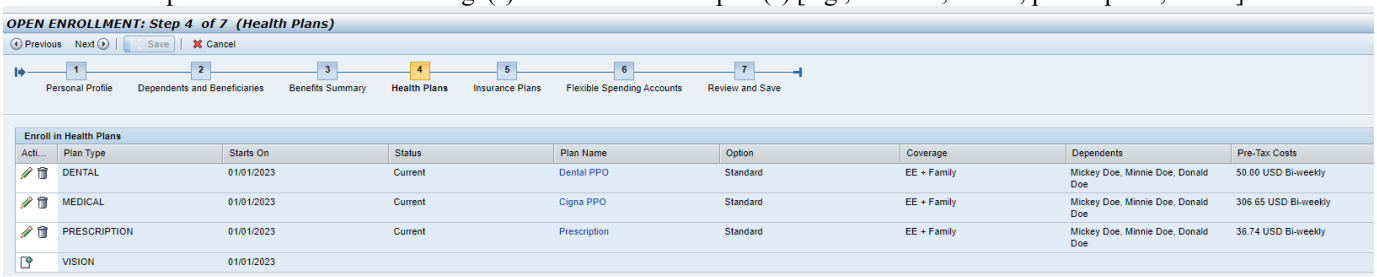
Step Three (3): Benefit Summary

This section will allow you to revie your current enrollments but will not allow to you change till you go to **Step 4.**

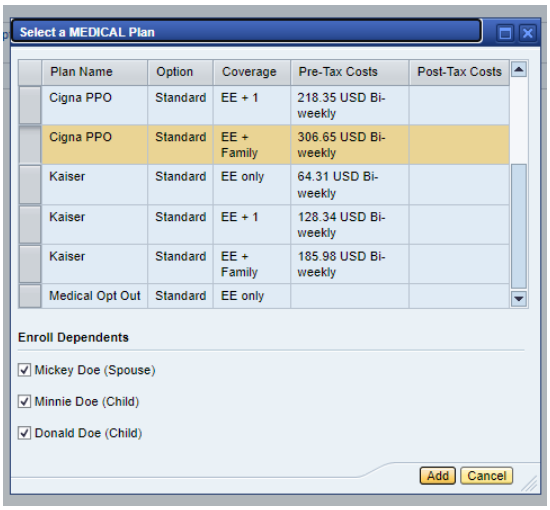


Step Four (4): Health Benefit Plans

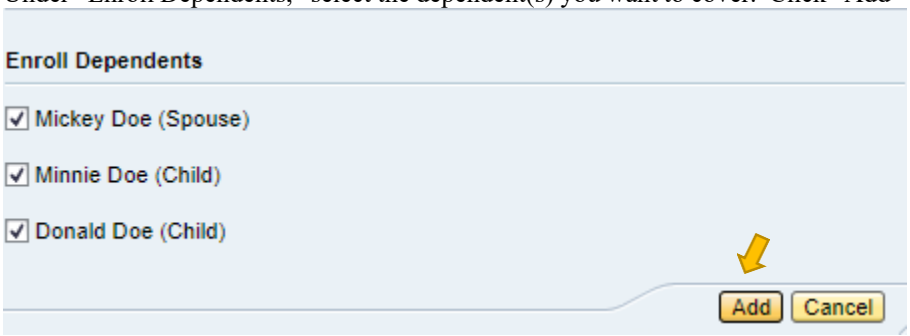
- Click on step 4 to enroll or make a change(s) to a health benefit plan(s) [e.g., medical, dental, prescription, vision].



- For example, to enroll or make a change to a medical plan, click on the *pencil* 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 "Add" to complete the change.



- To enroll or make a change to the prescription, dental, or vision plans, repeat step (4).

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.

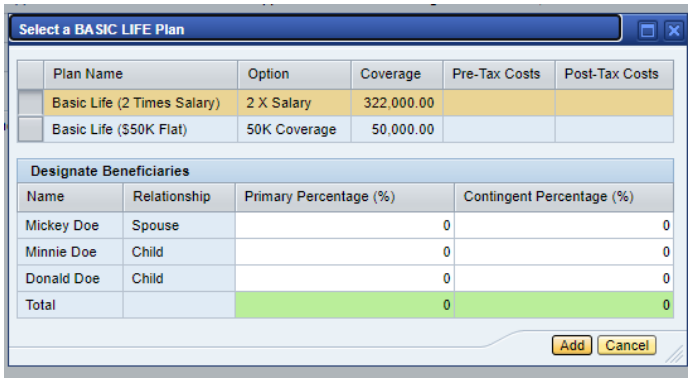
- Select "Add" to complete your change.
- Proceed to step (5) Insurance to select your insurance options.
- If you are done, please proceed to step (7) and **SAVE** your choices.

Step Four (5): Insurance (e.g., Life and Disability) Plans

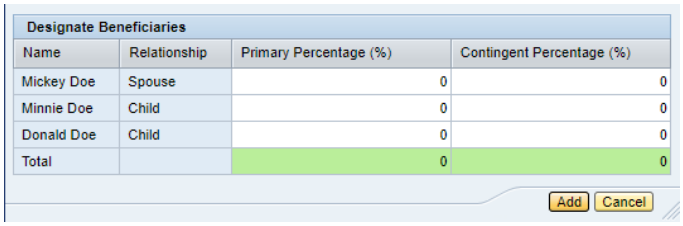
Click on step 5 to make a change to the Basic Life insurance plan and/or enroll or change the Extra Life or Long-Term Disability insurance plans.

Basic Life Insurance

- To change your option level (from two [2] times to $50K Flat rate), click on the *pencil* icon and make your selection.



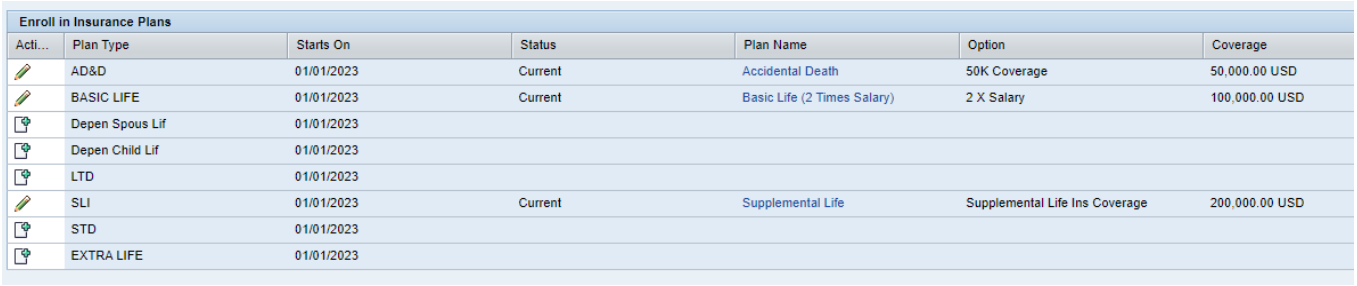
- To designate a beneficiary(ies), select the name(s) of your beneficiary(ies) from the list under **"Designated Beneficiaries"** and apply the percentage amount. **Note: The percentage amount must be whole numbers and must equal 100%. (Contingent Beneficiaries are optional).**



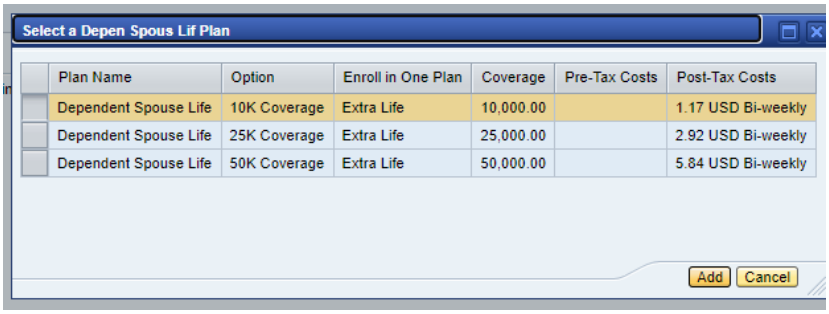
- Click "Add."
- If you are done selecting your Basic Life plan or updating your selections, please proceed to step (7) and **SAVE** your choices.

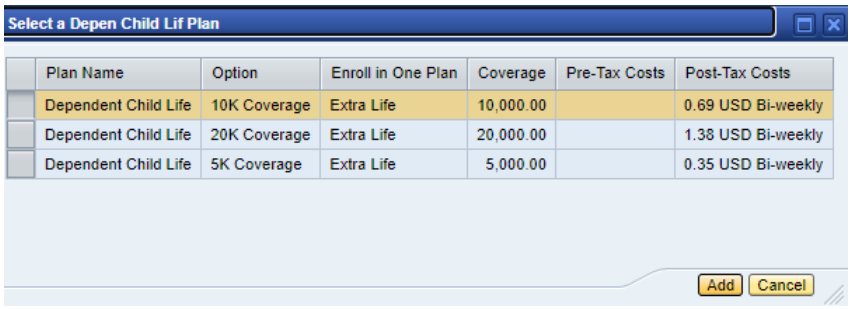
Dependent Spouse/ Child Life Plans

- Click on the *pencil* icon and to select your level of coverage.



- Select the plan you choose

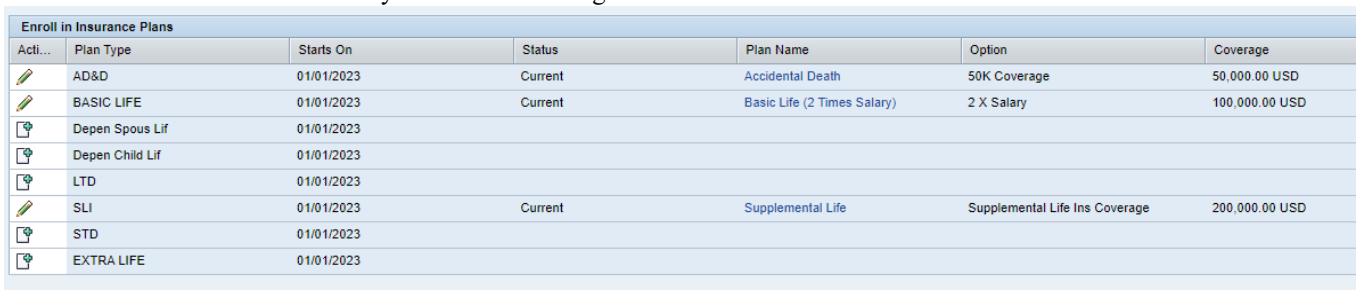




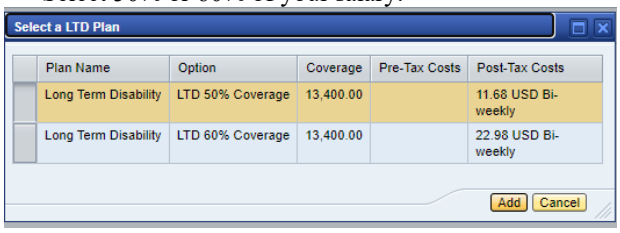
- Click “Add.”
- Proceed to Long-Term Disability if you are enrolling or making changes to that option.
- If you are done selecting your Dependent Spouse/Child Life plan or updating your selections, please proceed to step (7) and **SAVE** your choices.
-

Long-Term Disability (LTD) Plan

- Click on the icon and to select your level of coverage.



- Select 50% or 60% of your salary.



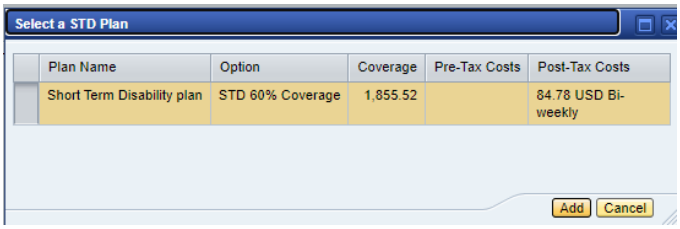
- Click “Add.”
- Proceed to Short-Term Disability if you are enrolling or making changes to that option.
- If you are done selecting your Long-Term Disability plan or updating your selections, please proceed to step (7) and **SAVE** your choices.

Short-Term Disability (LTD) Plan

- Click on the icon and to select your level of coverage.

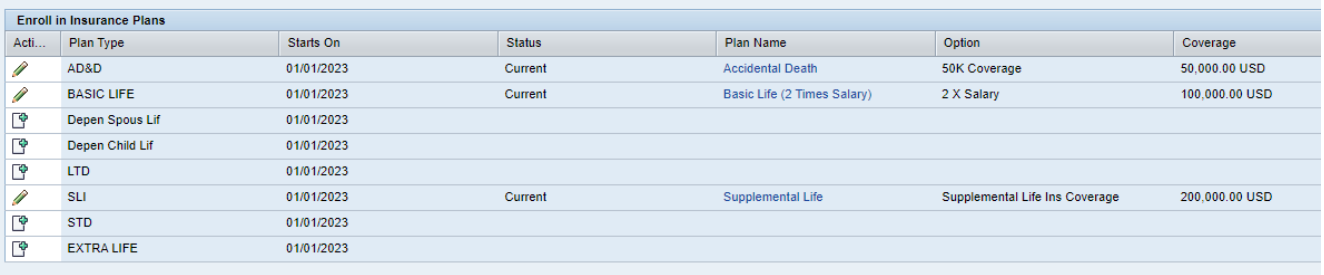


- Select 60% of your salary.

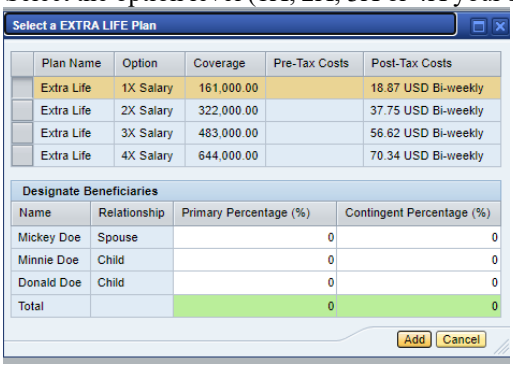


- Click “Add.”
- Proceed to Extra Life if you are enrolling or making changes to that option.
- If you are done selecting your Long-Term Disability plan or updating your selections, please proceed to step (7) and **SAVE** your choices.

Extra Life Insurance



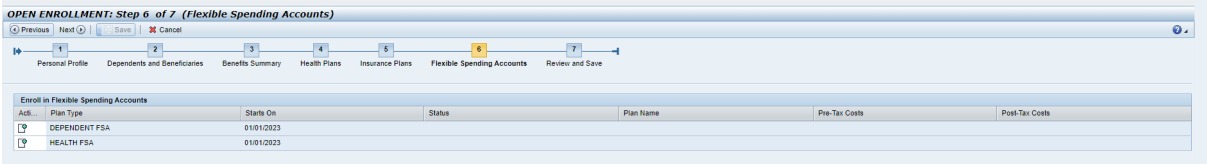
- Click on the Extra Life icon.
- Select the option level (1X, 2X, 3X or 4X your salary).



- Repeat the process listed under the Basic Life insurance (second bullet) to select your beneficiary(ies).
- Click “Add.”
- Proceed to step (6) Flexible Spending Accounts if you are enrolling or making changes to that option.
- If you are done selecting your Insurance or Disability plan(s) or updating your selections, please proceed to step (7) and **SAVE** your choices.

Step Five (6): Flexible Spending Accounts

- Click on step (5) to enroll in the Health and/or Dependent Care Flexible Spending Accounts.

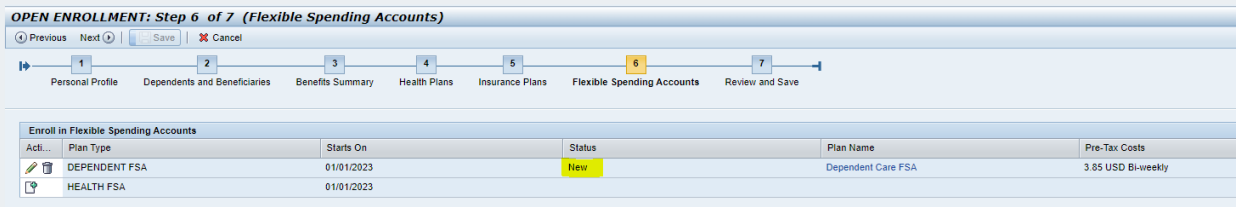


- To enroll, click on the icon and enter the annual dollar amount you want for calendar year 2023.
- Click **“Calculate”** to obtain your bi-weekly cost.
- Select **“Add.”**

After you select **“Add,”** your election should state **“New.”**

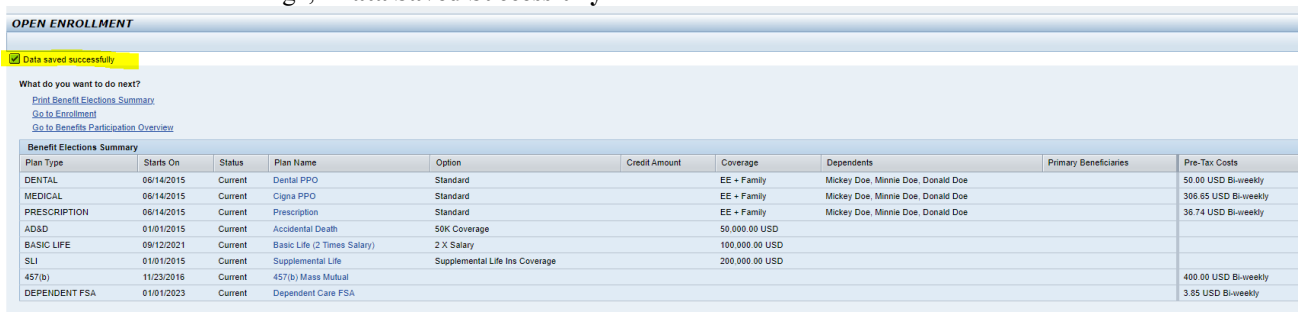
- Go to step (6) and follow the steps to **SAVE** enrollment or changes made to the Health Care and/or Dependent Care Flexible Spending Accounts.

If you do <u>not</u> see your new annual election amount and the word "New", you <u>have not</u> followed the steps correctly to enroll in the Health Care and/or Dependent Care Flexible Spending Accounts. Failure to complete step (6) will result in you not being enrolled in the Health Care and/or Dependent Care Accounts for calendar year 2023.



Step Six (7): Review and Save

- Click on step (7) to review your enrollment benefit elections.
- Click on the "SAVE" icon. It is imperative that you SAVE any enrollments or changes made in steps (3) through (6) 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.