

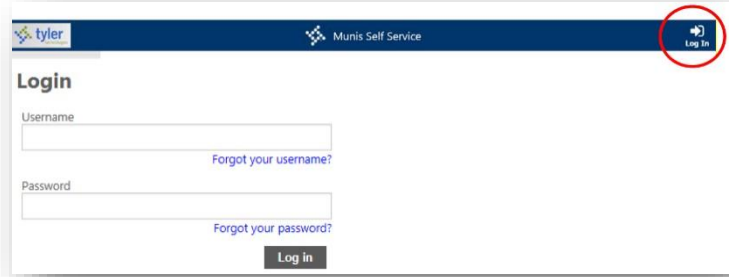


Open enrollment will be completed through Employee Self Service (ESS) November 1 – November 15 (5:00 pm): <https://selfservice.deschutes.org/ess/login.aspx> \*

\*ESS can be accessed from any computer or mobile device with internet access

### To login to ESS

1. Proceed to ESS login page by using the link above or following the link on InsideDC
2. Click login tab on the far right
  - a. Username is 4 digit employee ID
  - b. Enter your password
  - c. Click Log in
3. If you forgot password click [Forgot your password?](#)
4. Refer to the ESS [User Guide](#) if you need help logging in for the first time



### Current Benefit Elections

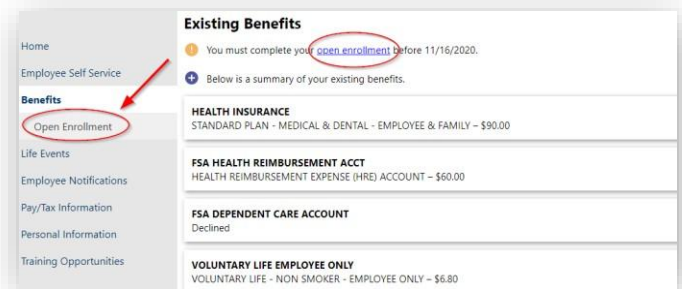
1. Navigate to current elections by clicking the **Benefits** tab on the left
2. **Review your current benefit elections before proceeding to open enrollment and verify amounts**
  - a. Click the down arrow on the right side of each benefit to review the details.

AD&D INSURANCE	
ACCIDENTAL DEATH & DISMEMBERMENT - EMPLOYEE & FAMILY – \$15.00	
Your existing benefit: ACCIDENTAL DEATH & DISMEMBERMENT - EMPLOYEE & FAMILY	
Pay period employee cost	\$15.00
Annual employee cost	\$180.00
Election amount	\$300,000.00

Annotations: Red arrows point from boxes labeled "Current monthly payroll deduction amount" to the \$15.00 and "Current Insurance amount" to the \$300,000.00.

### Open enrollment election page

1. Navigate to open enrollment elections by clicking on **Open Enrollment** tab under the **Benefits** tab.
  - a. You can also navigate to open enrollment elections by clicking on the [open enrollment](#) message above current elections.



## Making Open Enrollment Elections

1. Verify you are in the **Open Enrollment** window to make new elections.
2. Begin making new elections for the 2025 plan year by using tabs on the right. **Elections effective 1/1/2025.**
3. A choice ([DECLINE](#) | [NO CHANGES](#) | [SELECT](#)) must be made for each benefit.

**Open Enrollment – Make Elections** ← **Must be in Open Enrollment window**

ⓘ Make a selection for each benefit, then click "Continue". You must submit this enrollment by 11/15/2021.  
Open enrollment for the 2021 plan year is Nov. 2 thru Nov. 16, 2020. You must submit your choices by 5:00 pm Monday, November 16th.

<b>HEALTH INSURANCE</b> Election not made Existing benefit: STANDARD PLAN - MEDICAL & DENTAL - EMPLOYEE & FAMILY – \$90.00	DECLINE NO CHANGES SELECT
<b>FSA HEALTH REIMBURSEMENT ACCT</b> Election not made Existing benefit: HEALTH REIMBURSEMENT EXPENSE (HRE) ACCOUNT – \$60.00	DECLINE SELECT
<b>FSA DEPENDENT CARE ACCOUNT</b> Election not made Existing benefit: Declined	DECLINE SELECT
<b>VOLUNTARY LIFE EMPLOYEE ONLY</b> Election not made Existing benefit: VOLUNTARY LIFE - NON SMOKER - EMPLOYEE ONLY – \$13.60	DECLINE NO CHANGES SELECT

## Individual Election Windows

1. Each election will have its own election window when you click to make an election.
2. To make your election:
  - a. Review the benefit information in the [resources links](#) at the top right
  - b. Select the correct choice
  - c. Enter an amount if required
  - d. Enter dependents or beneficiaries if required
  - e. You can also **Decline** the benefit at this point
  - f. Click continue

**Benefits – FSA HEALTH REIMBURSEMENT ACCT**

ⓘ Per pay period Unreimbursed Health Related Expense election. \$229.16 per month (\$2,750.00 annually).  
[FSA Information Sheet 2021 | Health Eligible Expenses](#)

**HEALTH REIMBURSEMENT EXPENSE (HRE) ACCOUNT**

Pay period employee cost **\$60.00** ← **Current Election**  
Employee annual cost \$720.00

Amount  
0 ← **Enter new monthly (per paycheck) election amount**

I Decline

CANCEL **CONTINUE**

## Review enrollment and submit choices

1. Review your Enrollment page and click continue

<b>AD&amp;D INSURANCE</b> ACCIDENTAL DEATH & DISMEMBERMENT - EMPLOYEE & FAMILY - \$15.00	DECLINE EDIT ▼
<b>LEGALSHIELD PREPAID LEGAL SERV</b> LEGALSHIELD PREPAID LEGAL SERVICES - \$18.95	DECLINE EDIT ▼
<b>Estimated total cost per pay period</b> <span style="float: right;"><b>\$249.55</b></span>	
The <a href="#">paycheck simulator</a> can show how this affects your net pay.	
<div style="border: 1px solid red; padding: 5px; display: inline-block;">When you have made all of your selections and reviewed your enrollment click continue at the bottom right.</div>	
<div style="border: 1px solid red; border-radius: 50%; padding: 5px; display: inline-block;"><b>CONTINUE</b></div>	
Click <a href="#">here</a> to view your archived enrollment summaries.	

2. Review all of your elections for the 2024 plan year
3. Scroll to the bottom of the page and click **Submit Choices, Modify** or **Cancel**.
  - a. **Submit Choices** tab submits your enrollment to HR
  - b. **Modify** or **Cancel** allows you to go back and make changes to elections
  - c. If you do not click **Submit Choices** your elections will not be submitted for processing by HR
4. **Enrollment choices must be submitted by 5:00 pm on Friday, November 15<sup>th</sup>, 2024**

<b>AD&amp;D INSURANCE</b> ACCIDENTAL DEATH & DISMEMBERMENT - EMPLOYEE & FAMILY <b>Pay period employee cost</b> <span style="float: right;"><b>\$15.00</b></span> Annual employee cost <span style="float: right;">\$180.00</span> Election amount <span style="float: right;">\$300,000.00</span>	
<b>LEGALSHIELD PREPAID LEGAL SERV</b> LEGALSHIELD PREPAID LEGAL SERVICES <b>Pay period employee cost</b> <span style="float: right;"><b>\$18.95</b></span> Annual employee cost <span style="float: right;">\$227.40</span>	
<b>TOTAL PAY PERIOD EMPLOYEE COST</b> <span style="float: right;"><b>\$249.55</b></span>	
<b>TOTAL ANNUAL EMPLOYEE COST</b> <span style="float: right;"><b>\$2,994.60</b></span>	
<div style="border: 1px solid red; padding: 5px; display: inline-block;">IMPORTANT STEP: You must submit choices for elections to be processed. If not, they will be saved as "in progress" and will not be processed</div> <span style="float: right;">CANCEL MODIFY <div style="border: 1px solid red; border-radius: 50%; padding: 5px; display: inline-block;"><b>SUBMIT</b></div></span>	

## Confirmation

1. When you click **Submit Choices** you will be taken to the **Confirmation** page
2. Ensure your enrollment was submitted successfully.
3. Review your confirmation and print for your records if you like.
4. You have until 5:00 pm on Friday, November 15<sup>th</sup> to log in and make changes to your submitted elections.
  - a. HR will not begin processing any submissions until Monday the 18<sup>th</sup>

**Confirmation**

✔ Your enrollment was submitted successfully. You can make changes until your choices have been approved. You may want to print this page for your records.

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**HEALTH INSURANCE**  
STANDARD PLAN - MEDICAL & DENTAL - EMPLOYEE & FAMILY  
MATHILDA BOUKEN  
SHIRLEY BOUKEN  
**Pay period employee cost**  
Pay period employee cost  
Annual employee cost  
Annual employer cost  
**ADDITIONAL BENEFIT - SP MEDICAL & DENTAL EMPLOYEE & FAMILY W2**

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**FSA HEALTH REIMBURSEMENT ACCT**  
HEALTH REIMBURSEMENT EXPENSE (HRE) ACCOUNT  
**Pay period employee cost**  
Annual employee cost  
Election amount