



Employee Self Service (ESS): Open Enrollment Instructions

Open enrollment can be completed through Employee Self Service (ESS) October 27 – November 14 (5:00 pm): <https://selfservice.deschutes.org/ess/login.aspx> *

***ESS can only be accessed through County issued (work) computers at this time**

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

Red arrows point from the 'Current monthly payroll deduction amount' box to the \$15.00 and \$180.00 values, and from the 'Current Insurance amount' box to the \$300,000.00 value.

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 2026 plan year by using tabs on the right. **Elections effective 1/1/2026.**
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.

HEALTH INSURANCE
Election not made
Existing benefit: STANDARD PLAN - MEDICAL & DENTAL - EMPLOYEE & FAMILY - \$90.00
DECLINE NO CHANGES **SELECT** ▼

FSA HEALTH REIMBURSEMENT ACCT
Election not made
Existing benefit: HEALTH REIMBURSEMENT EXPENSE (HRE) ACCOUNT - \$60.00
Click Decline benefits, No Changes, or Select for new election for each item on you enrollment list.
DECLINE **SELECT** ▼

FSA DEPENDENT CARE ACCOUNT
Election not made
Existing benefit: Declined
DECLINE SELECT

VOLUNTARY LIFE EMPLOYEE ONLY
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](#)
Links to resources

☒ **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

AD&D INSURANCE
ACCIDENTAL DEATH & DISMEMBERMENT - EMPLOYEE & FAMILY - \$15.00

LEGALSHIELD PREPAID LEGAL SERV
LEGALSHIELD PREPAID LEGAL SERVICES - \$18.95

Estimated total cost per pay period **\$249.55**

The [paycheck simulator](#) can show how this affects your net pay.

When you have made all of your selections and reviewed your enrollment click continue at the bottom right.

Click [here](#) to view your archived enrollment summaries.

CONTINUE

2. Review all of your elections for the 2026 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 14th, 2025

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

LEGALSHIELD PREPAID LEGAL SERV
LEGALSHIELD PREPAID LEGAL SERVICES
Pay period employee cost **\$18.95**
Annual employee cost \$227.40

TOTAL PAY PERIOD EMPLOYEE COST \$249.55
TOTAL ANNUAL EMPLOYEE COST \$2,994.60

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

SUBMIT

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 14th to log in and make changes to your submitted elections.
 - a. HR will not begin processing any submissions until Monday the 17th

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.

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

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