

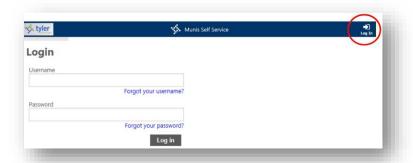
Employee Self Service (ESS): Open Enrollment Instructions

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

- 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 <u>User Guide</u> if you need help logging in for the first time



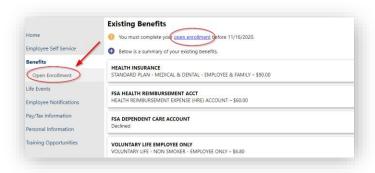
Current Benefit Elections

- 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.



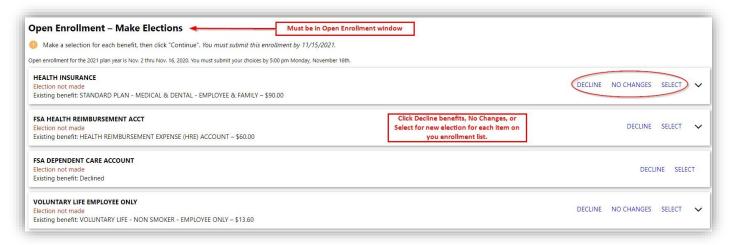
Open enrollment election page

- Navigate to open enrollment elections by clicking on **Open Enrollment** tab under the **Benefits** tab.
 - 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.



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

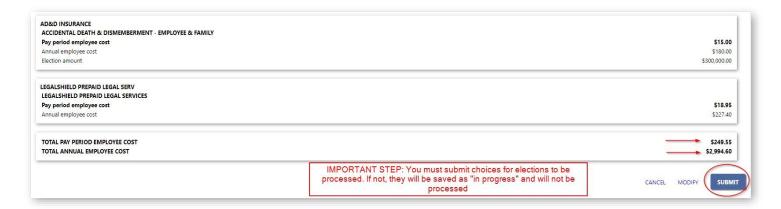


Review enrollment and submit choices

1. Review your Enrollment page and click 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



Confirmation

- 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

