

# ESS Benefits Wizard

## How to Enroll

- ▶ Go to [www.myanaheimbenefits.com](http://www.myanaheimbenefits.com) by entering it in the address bar of your web browser
- ▶ Under Quick Links – click on **Employee Self Service**
  - ▶ ESS Supported Browsers: Internet Explorer 8, 9, 10, 11, Microsoft Edge 39, Safari 10 and Mozilla Firefox ESR 51
- ▶ Click the **Login** Button
- ▶ Enter your User Name and Password
  - ▶ **User Name:** Your employee ID listed at the top of your paystub
  - ▶ **Password:** Enter your current ESS password. If you've forgotten your password, click "forgot your password" to have your password emailed to you. If you need further assistance, contact the help desk at 714-765-5104
- ▶ User Name and Password are case sensitive
- ▶ At the bottom of the Welcome! Widget, click on the **Enrollment Wizard** link.
- ▶ The Welcome screen of the **ESS Enrollment Wizard** will be displayed
- ▶ Select the **Open Enrollment** radio button and click **Next Page**
- ▶ Click **Continue with Enrollment**
- ▶ Medical Benefit Enrollment Page – Used to change medical benefit plans or add/terminate coverage for yourself or your dependents. Depending on your selections, use the **Confirm or Modify Persons Covered** button to do the following:
  - ▶ Click **Add Existing Dependent** to add/terminate coverage for an existing dependent, and/or
  - ▶ Click **Add New Dependent** to add coverage for a dependent not currently identified on the **Add Existing Dependent** screen. Complete all required fields and click **Apply Changes**.
  - ▶ Complete any other required information and click **Close**
- ▶ Click **Next Page**
- ▶ Dental Benefit Enrollment Page – Used to change dental benefit plans or add/terminate coverage for yourself or your dependents. Depending on your selections, use the **Confirm or Modify Persons Covered** button to do the following:
  - ▶ Click **Add Existing Dependent** to add/terminate coverage for an existing dependent, and/or
  - ▶ Click **Add New Dependent** to add coverage for a dependent not currently identified on the **Add Existing Dependent** screen. Complete all required fields and click **Apply Changes**.
  - ▶ Complete any other required information and click **Close**
- ▶ Click **Next Page**
- ▶ Flexible Spending Account - Medical Enrollment Page – Used to enroll in an FSA Medical benefit for the 2018 calendar year; prior year enrollments do not roll over. You must enroll or select **Waive** if not enrolling.
  - ▶ If electing, click the **Flexible Spending Medical** benefit and the **Single** coverage level.
  - ▶ Click **Flexible Spending Medical** and enter **Goal Amount** for the year.
  - ▶ Click **Calculate Cost**
- ▶ Click **Next Page**

- ▶ Flexible Spending Account - Dependent Enrollment Page – Used to enroll in an FSA Dependent benefit for the 2018 calendar year; prior year enrollments do not roll over. You must enroll or select **Waive** if not enrolling.
    - ▶ If electing, click the **Flexible Spending Dependent Care** benefit and the **Single** coverage level.
    - ▶ Click **Flexible Spending Dependent Care** and enter **Goal Amount** for the year.
    - ▶ Click **Calculate Cost**
  - ▶ Click **Next Page**
  - ▶ Summary of Enrollment Selections page – Summarizes your enrollments for the new plan year
  - ▶ Verify all information listed on the Summary Page
  - ▶ Review the Health Care Agreement information at the bottom of the page
  - ▶ If you are uncertain about your enrollment selections, you can click on **Exit** and complete your enrollment at a later date up to October 27<sup>th</sup>.
  - ▶ If you are satisfied with your enrollment process, click **Submit Enrollment**. Once you click Submit Enrollment, you will receive a reference number displayed above your name.
  - ▶ You can use the Print and/or Email options below to keep a copy of your 2018 plan elections.
  - ▶ The ESS Benefits Wizard will be closed at the end of open enrollment on October 27<sup>th</sup>.
  - ▶ To Exit the Benefits Enrollment Wizard, click **Exit**
  - ▶ For assistance with your User Name or Password, please contact the Help Desk at: (714) 765-5104
  - ▶ For benefit questions and assistance, contact Human Resources, Benefits Division at: (714) 765-5185.
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#### **Computer Access for Employees During Open Enrollment:**

- ▶ Human Resources Front office computers will be available throughout the Open Enrollment period.
  - ▶ Ground Floor Technology Training Room at City Hall on the following days from 11am-1pm
    - ▶ Tuesdays, October 17<sup>th</sup> and October 24<sup>th</sup>
    - ▶ Thursdays, October 12<sup>th</sup> and October 19<sup>th</sup>
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#### **Quick Notes Regarding Open Enrollment:**

- ▶ Employees are able to log in to the Benefits Enrollment Wizard multiple times throughout the open enrollment window. They are also able to resubmit enrollments during this time.
- ▶ Only the last submitted enrollment will be processed.
- ▶ Future enrollments will not be visible in ESS until October 30<sup>th</sup>.
- ▶ If an employee makes any selections on the Dental/Medical page but does not wish to change their existing coverage, they must reselect their current coverage, as noted on their screen.