

# EMPLOYEE SELF-SERVICE (ESS) –BENEFITS ENROLLMENT INSTRUCTIONS

## Accessing ESS from a South County Health Computer at an SCH location\*

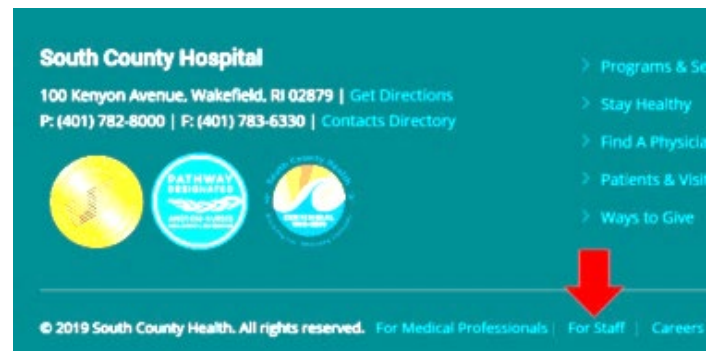
1. Go to the **Intranet**
2. Click on **My Info Connection** located at the top of the left column
3. If prompted, enter your Username and Password

To make your benefit elections, go to Page 2 of this document - **Enrolling for 2020 Benefits**

## Accessing ESS off-site using a personal computer or laptop\*

*Please Note: To enroll offsite, you must have already downloaded “Silverlight” to the computer you are using. Unfortunately Silverlight is no longer available for download. If you do not have Silverlight, or if you are using an Apple product, you will need to enroll for benefits using a South County computer at an SCH location.*

1. Go the South County Hospital web page:  
[www.southcountyhealth.org](http://www.southcountyhealth.org)
2. At the very bottom of the page, click **For Staff**.
3. You will see the following screen. Click on **My Info Connection**.



Welcome to  
**South County Health Remote Access System**

Username

Password

If you are having issues connecting, please click [here](#) and follow the instructions to add a security exception to the Java program.

Please sign in to begin your secure session.

**Reminder: Your network password must be at least 8 characters in length, contain at least one capital letter, and contain at least one number.**

If you have been issued an RSA keyfob, you cannot login using this page.  
Keyfob users must login [here](#)

Please visit us at our website at [www.southcountyhealth.org](http://www.southcountyhealth.org).

Forgot your password? [Reset My Password](#) or [Enroll in SSRPM](#)

Click [here](#) to access CPN Web

**Attention Employees! Access your on-line pay advice and more! [My Info Connection](#)**

Click [here](#) to return to the main SCH Remote Access Page.

4. You will see a Sign In screen – **Sign in using your User Name and Password**

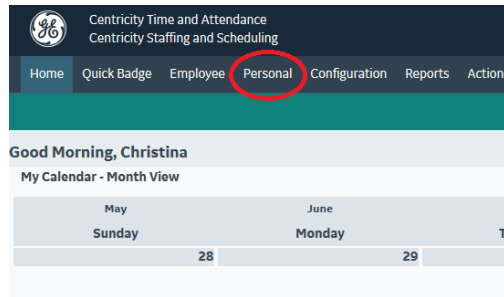
To make your benefit elections, go to Page 2 of this document - **Enrolling for 2020 Benefits**

**\*To access the Employee Self-Service portal, you will need to know your User Name and Password. If you have forgotten your User Name, or need your Password reset, please contact the Help Desk from 8 a.m. to 5 p.m. at 401-788-1619.**

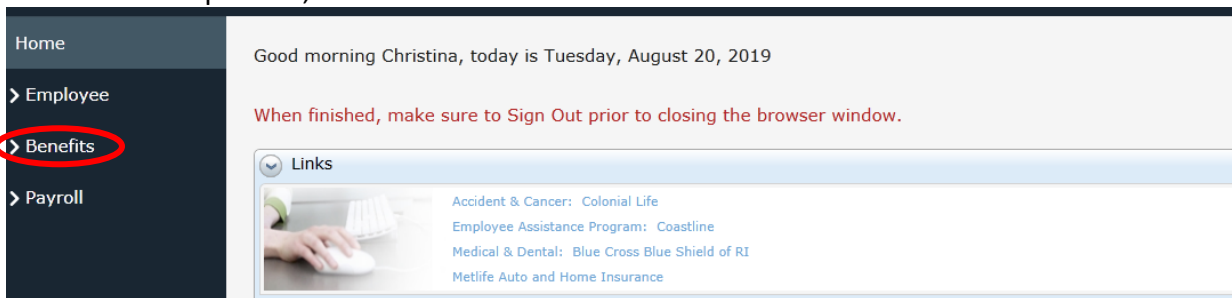
**If you need help with the ESS after you have signed in, contact HR Staff at the following numbers:  
Beth Keene: 401-788-1405 or Stephanie Robinson: 401-788-1407**

# Enrolling for Benefits

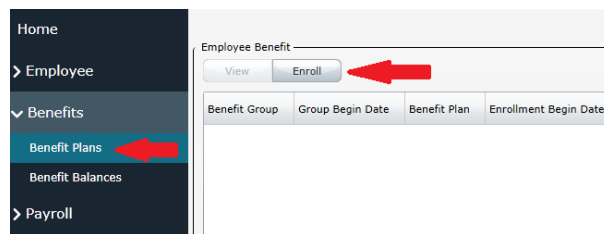
1. After you complete the initial sign in steps on Page 1 of this document, you will see the following screen. Click on **Personal**.



2. At the sign-in screen, enter your Username and Password to access **Employee Self- Service**.
3. You will see the following screen with Links to the 2020 Open Enrollment Benefit Guides; to begin the 2020 enrollment process; click on **Benefits**.

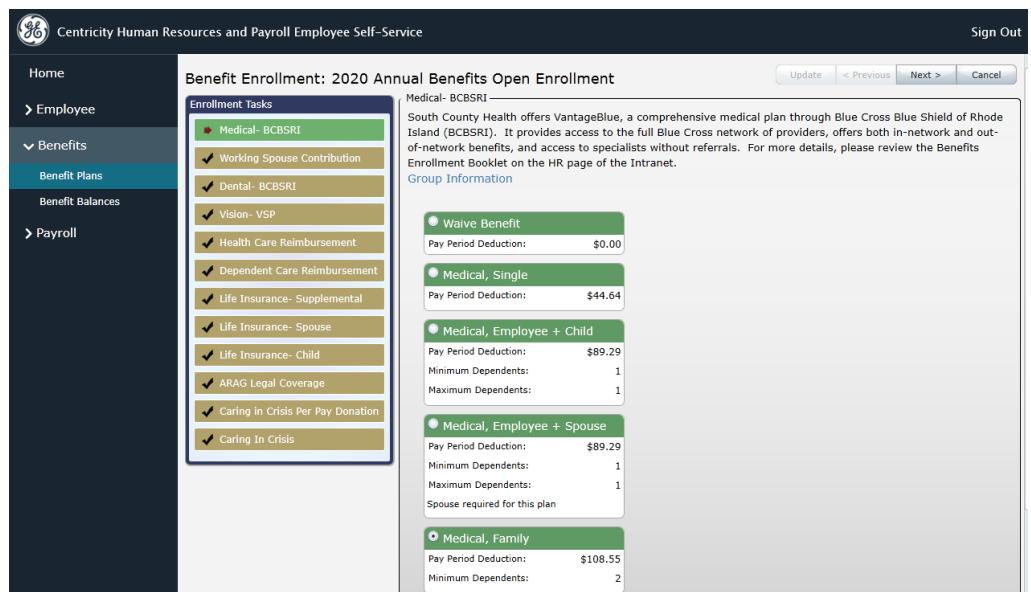


4. From the next screen:
  - Click **Benefit Plans**
  - Click **Enroll**
  - Click **Start** (at top right)



5. On the next screen, you will see your current elections. You can choose to **View** them or you can choose to **Enroll** which takes you to this screen →

- Carefully go through each benefit and make your 2020 elections. Even if you are waiving, you must make an election.
- Click **Next** (at top right) to advance between screens.



## Adding / Removing Spouses and Dependents

- If you are adding dependents to a benefit plan and they are not in your dependent list, click on the **Add** button and type in the information requested.
- If you removing dependents from a benefit plan, **uncheck** the box next to their name.
- *Please note: you may see dependents listed who are no longer covered under a plan but their names remain – if the box next to their name is unchecked, then there is nothing more for you to do (they won't be covered and you will not be charged for covering them).*

6. Once you reach the end of your enrollment elections and click on **Next**, you will see the **Summary** screen.

- If there are any errors in your elections, you will see the error outlined in red as shown here: → You will not be able to **Submit** until you have corrected the error.
- If there are no errors, **please print a copy of this page for your records** before you click the Submit button.
- Once you click **Submit**, you will get an acknowledgment at the top of the screen that your **Enrollment is complete**.

The screenshot shows the 'Benefit Enrollment Summary' page. A table lists various benefit options with columns for 'Selected', 'Unselected', 'Estimated Amount', and 'Net Charge'. The 'Health-DCSISD' row is highlighted in red, indicating an error. A message above the table states: 'Please add at least 1 dependent to the plan.' The table includes rows for Local Health, Working Spouse Contribution, Health-DCSISD, Core Health, Vision, Health Care Reimbursement, Dependent Care, Life Insurance - Supplemental, Life Insurance - Select, and Life Insurance - Child.

Benefit Group	Benefit Plan	Change Date	Selected Amount	Unselected Amount	Net Charge	Submit
RAH Local Health	Health Benefits	01/1/2019	\$5.00	\$5.00	\$0.00	No
DBR Working Spouse Contribution	Health Benefits		\$5.00	\$5.00	\$0.00	No
DBR Health-DCSISD	Health Benefits	01/1/2019	\$5.00	\$5.00	\$0.00	No
Please add at least 1 dependent to the plan.						
RAH Core Health	Health Benefits		\$0.00	\$0.00	\$0.00	No
RAH Vision VSP	Health Benefits	01/1/2019	\$0.00	\$0.00	\$0.00	No
DBR Health Care Reimbursement	Health Benefits	01/1/2019	\$0.00	\$0.00	\$0.00	No
DBR Dependent Care Reimbursement	Health Benefits	01/1/2019	\$0.00	\$0.00	\$0.00	No
RAH Life Insurance - Supplemental	Health Benefits	01/1/2019	\$0.00	\$0.00	\$0.00	No
RAH Life Insurance - Select	Health Benefits	01/1/2019	\$0.00	\$0.00	\$0.00	No
RAH Life Insurance - Child	Health Benefits	01/1/2019	\$0.00	\$0.00	\$0.00	No

7. You can make edits throughout the month of November by accessing ESS again, and clicking the Edit button to the left of your elections.

## IMPORTANT NOTES ABOUT 2020 BENEFITS ENROLLMENT:

- If you are married and enrolling a spouse for any benefit plan, you must provide a copy of the first page of your most recent tax return to verify your marital status.
- If you are enrolling a spouse for the first time, you must provide a copy of your marriage license. If your spouse is already enrolled, then you only need to provide the tax return.
- If you are enrolling a dependent child for the first time you must provide a copy of the birth certificate.
- Please scan and email any required documentation to [Benefits@southcountyhealth.org](mailto:Benefits@southcountyhealth.org), or drop them off in the HR office. Required documentation must be received no later than November 30, 2019 for the benefits requiring documentation to be effective January 1, 2020.
- If you are making certain changes to Supplemental life insurance or enrolling for the first time in Supplemental Life Insurance for yourself, a spouse or child, you will need to complete the Evidence of Insurability process – HR will contact you shortly after you enroll if this applies to you, and will provide you with instructions on how to complete the process.
- Your elections from 2019 will not roll over – you must complete your benefit elections through ESS or you will not have benefits coverage effective January 1, 2020.
- During open enrollment, you may access ESS and change your benefit elections anytime before open enrollment ends on November 30. Your elections as of November 30, 2019 will take effect January 1, 2020.