

Open Enrollment – 9/1/20 – 9/25-20

Open Enrollment will be performed online this September, through ESelfServe. It can only be completed on a computer, not on your cellphone. As this is the first time using ESelfServe, **you will need to set up your dependents in Step 3.**

Use these steps to enroll:

1. On the computer, go to <https://www.eselfserve.com/> and log in with your ID and password, (the same credentials you use on your phone.)
2. You will see this notice in the TO Do section of the home screen, or you can go to the Benefits Tab:

Tasks

The Open Enrollment Period has started and you are eligible for benefits. Please complete your open enrollment by end of day, Friday, September 25, 2020.

[Learn more about the Benefits Enrollment Process](#)

Click on the Learn more link.

3. There is a short video that you can view to help you navigate signing up for your benefits.

STEP 1 - WELCOME

First there's a Welcome screen with some general instructions. When you click on **let's get started**, you will proceed to screen 2.



STEP 2 - REVIEW PROFILE

You will see your personal information. You may click on the small pencil beside address, phone, and email to update your information.

It's important to have current address, phone, and email information to communicate with you. You will need to add dependent information in Step 3, as there is no previous information in ESelfServe.

STEP 3 - ADD DEPENDENT INFORMATION

Add Family Members to allow dependent options on insurance coverage.

Family Members >

Family Members

[Return To Previous Step](#)






[Select Benefits >](#)


Add or update your dependents and beneficiaries here.


Confirm Your Family Members

[+ add family member](#)

  Spouse

Male  a dependent.

Age - 53  a primary beneficiary.

SSN - xxx-xx-5629 

Enrollments

- Not associated with any enrollments.

As before, clicking the pencil by the family member's name will allow you to update their info.

Edit Dependent/Beneficiary

First: SUE M Last: CALVIN

Street: 271 STONE CREEK DR use employer's address

Address 2:

City: SHREVEPORT

State: LA - Louisiana Zip: 71106

Social Security: 000-00-0000 Relationship: Spouse

Phone Number: Gender: Female

Date of Birth: 01/01/1992

Dependent (or Spouse) This field MUST be checked to offer coverage.

Student

Employee of This Company

Uses Tobacco

Disabled

If this person is also a beneficiary for life insurance, please select the beneficiary type

Beneficiary:

Delete Save

A new box will pop up where you can add your dependent information.

You can also designate them as your beneficiary at the bottom of the box.

When finished entering dependent information, choose **Select Benefits** to move to Step 4.

Select Benefits >

STEP 4 Select Your Benefits

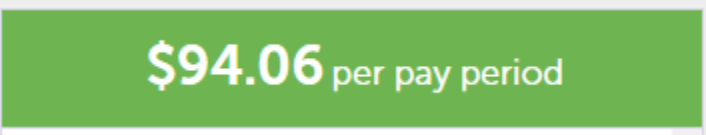
You will see your options listed.

The screenshot displays a benefits selection interface. On the left is a sidebar with a green header showing "\$0.00 per pay period". Below the header, a list of benefit options is shown, each with a red 'X' icon indicating it is selected. The selected options are: Medical, Group Term Life - EE, Dental, EEC Life, Short-Term Disability, Long-Term Disability, Voluntary Term Life - EE, Voluntary Term Life - SP, Voluntary Term Life - CH, Critical Illness - EE, and Critical Illness - Spouse. The main panel on the right is titled "Medical" and "Benefit Plan 1 of 11". It contains an "Opt-Out" section with a checkbox for "I do not need Medical coverage." Below this is a section for "Health - PPO Plan (Cigna)" with a "view plan documents" link. Underneath is the "PPO Health Insurance Plan Benefits Summary" section, which includes a "Preferred Provider - PPO Plan" option with a checkbox for "Employee Only", a cost of "\$74.45 per pay period", and a note that the employer pays \$161.59 per pay period. Below that is a section for "High Deductable - HSA Plan (Cigna)" with a "view plan documents" link. Underneath is the "HSA Health Insurance Plan Benefits Summary" section, which includes a "High Deductable - HSA PPO Plan" option with a checkbox for "Employee Only", a cost of "\$39.90 per pay period", and a note that the employer pays \$196.14 per pay period.

The option you have selected will have a green bar beside it. Once you've made your choice, the amount per pay period will show up at the top left of the screen. **If you do not wish to select any coverage, select OPT OUT.**

You will move through each option until you have a selection for each one. The EEC Life and Long-Term Disability are employer paid benefits that all of us have, and are required to enroll in. You will also be required to choose a beneficiary for all life insurance policies.

Once you have completed all of your selections, you will see the total deduction per pay period at the top left in the green box.



\$94.06 per pay period

Click on CONFIRM in the top right corner.



Confirm >

STEP 5 - CONFIRM

You'll see all your selections and the amounts listed. At the bottom of the screen, you'll check the box and enter the last four of your social security number. Click Sign & Submit Enrollments to finish.

You must eSign to confirm your coverage selections before continuing

By checking this box I am confirming that I agree to the coverage I have selected above.

Enter Last 4 of SSN:

Sign & Submit Enrollments

You're done!

eSELFSERVE.COM



Home Pay Info Benefits Docs Training Time Off Performance

I'm Done



Your elections have been received and will be reviewed by HR. To review your pending benefits, select the Benefits tab above. If you need to make changes, contact your HR Administrator at ext. 146 or ddixon@eemotor.com

If you need to make any changes before September 25th, please call or email me. If you need any assistance with enrolling, please reach out to me. There is a computer here in the Corporate office if you need access to a computer to enroll.

By clicking on the Benefits tab at the top of your screen, you will see your selections and can print those if you wish.