Open enrollment will be completed through Employee Self Service (ESS) November 1 – November 15 (5:00 pm): https://selfservice.deschutes.org/mssprod/

**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 and verify accuracy
   a. Hover over **details** tabs to review detailed election amounts

**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 2020 plan year by using tabs on the right
3. A choice (Decline benefit | No changes | Make New Election) 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. Continue to Review your Enrollment page
2. Review all of your elections for the 2020 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 15th, 2019**

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**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 15th to log in and make changes to your submitted elections.
   
a. HR will not begin processing any submissions until Monday the 18th