

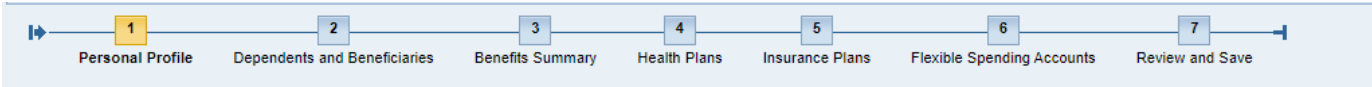
Open Enrollment How to Enroll Instructions

Employee Self-Service (ESS)

You can access the ESS Open Enrollment module at <https://portal.sap.mypgc.us>

Please reference the tutorial for accessing the ESS module at http://pgcwfd00.sap.mypgc.us:8080/WFD/wa/SAPTMID/~tag/published/index.html?show=book%21BO_C60F21065C8765B7

NEW HIRE/REHIRE QUICK REFERENCE GUIDE TOOL BAR



NOTE: The steps outlined below will take you through the entire on-line enrollment process for Open Enrollment. If you do not want to go through the entire process and you just want to enroll and/or make changes to a Health Benefit Plan follow steps three (3) and four (4); Insurance Plans (Life and/or Disability Insurance) and the Health and Dependent Care Flexible Spending Accounts follow steps six (6) and seven (7).

Step One (1): Personal Profile

Click on step 1 to view your personal profile, such as name, address, etc. (This step is optional)

OPEN ENROLLMENT: Step 1 of 7 (Personal Profile)

← Previous | Next → | Save | Edit Personal Profile

1 Personal Profile | 2 Dependents and Beneficiaries | 3 Benefits Summary | 4 Health Plans | 5 Insurance Plans | 6 Flexible Spending Accounts | 7 Review and Save

Personal Data	Benefits Medical Information
Full name: Doe, John SSN: XXX-XX-6763	No data available

Addresses

Mailing Address

Street: 1400 MCCORMICK DRIVE
City: LARGO
Telephone Number:

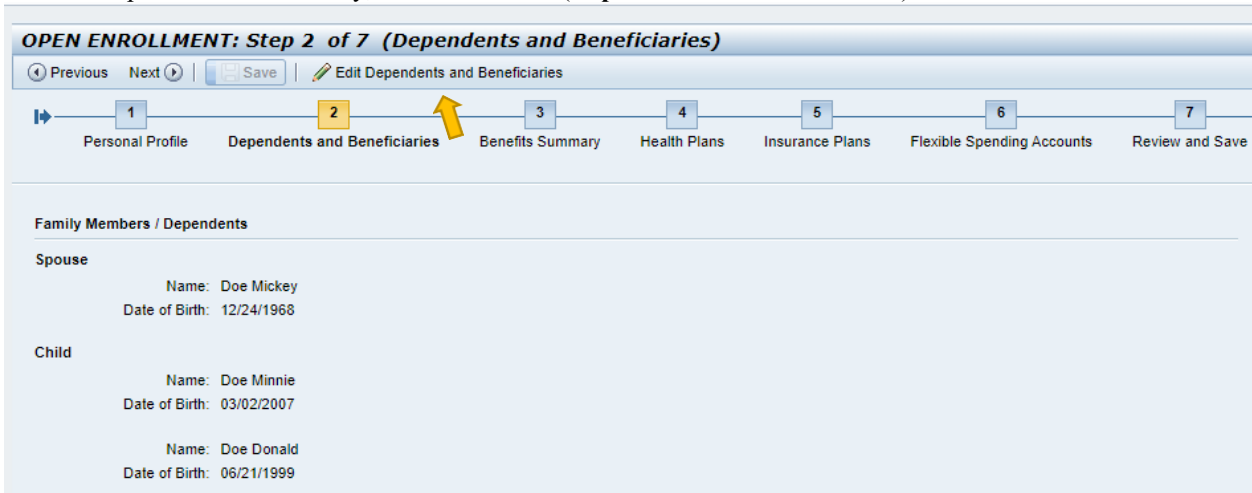
Home Address

Street: 1400 MCCORMICK DRIVE
City: LARGO
Telephone Number:

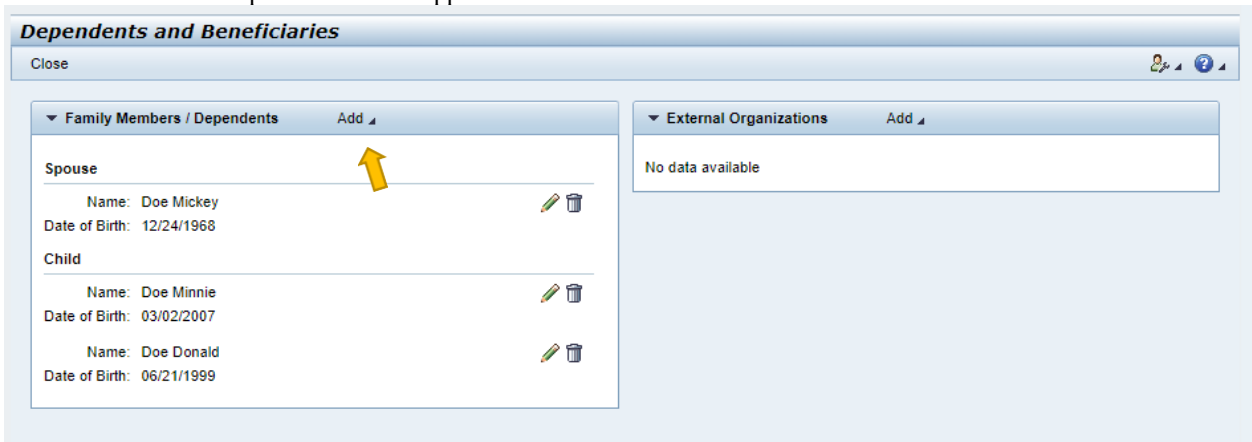
Step Two (2): Dependents and Beneficiaries

Click on step 2 if you would like to check your current dependent (e.g., spouse and/or children) and beneficiary information. If you are adding a dependent(s) to your health benefit plans [e.g., medical, dental, prescription, vision] **you must add them as a spouse, child, step-child and/or legal ward. Make sure to save them prior to the next step**, this will ensure that a dependent(s) is listed when you make your health benefit plan elections.

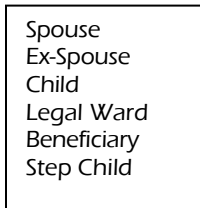
- To add a dependent or beneficiary, click on the icon (**Dependents and Beneficiaries**)



- Select “Add” and a drop-down list will appear.



- Select the Dependent Type (e.g., spouse, child or beneficiary) from the drop-down list.



- Fill in dependent information on the screen. Note: The asterisk (*) fields are required fields and must be completed.

Add Spouse

Save and Back Save Cancel

Name

* First Name:
 * Last Name:
 Title:

Data At Birth

* Date Of Birth:
 Gender:

Physicians

Physician 1:
 ID Number:
 Physician 2:
 ID Number:

Challenge

Disability:
 Disability Date:
 Notification Date:

Status

Student:
 Medicare:

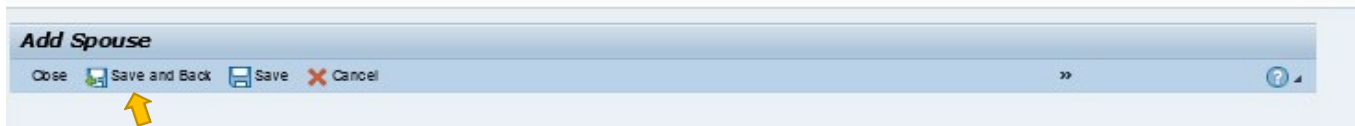
Address

Country/Region:
 House Number And Street:
 Address Line 2:
 City:
 State:
 ZIP Code:
 Telephone:

Other Personal Data

* Social Security Number:

- Select Save – If you are adding more than one dependent or beneficiary, select “Save and Back” to add your additional dependents and/or beneficiaries.



Note: Beneficiary updates and/or changes made through the Open Enrollment will not become effective until 1/1/2023. You can update or change your beneficiary(ies) immediately through the Employee Self-Service (ESS) on-line enrollment portal under Anytime Changes.

Step Three (3): Benefit Summary

This section will allow you to review your current enrollments but will not allow you to change till you go to Step 4.

OPEN ENROLLMENT: Step 3 of 7 (Benefits Summary)

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1 Personal Profile 2 Dependents and Beneficiaries 3 **Benefits Summary** 4 Health Plans 5 Insurance Plans 6 Flexible Spending Accounts 7 Review and Save

Benefit Elections Summary										
Plan Type	Starts On	Status	Plan Name	Option	Credit Amount	Coverage	Dependents	Primary Ben...	Pre-Tax Costs	Post-Tax
DENTAL	01/01/2023	Current	Dental PPO	Standard		EE + Family	Mickey Doe, Minnie Doe, Donald Doe		50.00 USD Bi-weekly	
MEDICAL	01/01/2023	Current	Cigna PPO	Standard		EE + Family	Mickey Doe, Minnie Doe, Donald Doe		306.65 USD Bi-weekly	
PRESCRIPTION	01/01/2023	Current	Prescription	Standard		EE + Family	Mickey Doe, Minnie Doe, Donald Doe		36.74 USD Bi-weekly	
AD&D	01/01/2023	Current	Accidental Death	50K Coverage		50,000.00 USD				
BASIC LIFE	01/01/2023	Current	Basic Life (2 Times Salary)	2 X Salary		100,000.00 USD				
SLI	01/01/2023	Current	Supplemental Life	Supplemental Life Ins Coverage		200,000.00 USD				
Plans not Enrolled In										
Plan Type										
VISION										
Depen Spous Lf										
Depen Child Lf										
LTD										
STD										
EXTRA LIFE										
DEPENDENT FSA										
HEALTH FSA										

Step Four (4): Health Benefit Plans

- Click on step 4 to enroll or make a change(s) to a health benefit plan(s) [e.g., medical, dental, prescription, vision].

OPEN ENROLLMENT: Step 4 of 7 (Health Plans)

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Enroll in Health Plans								
Act...	Plan Type	Starts On	Status	Plan Name	Option	Coverage	Dependents	Pre-Tax Costs
	DENTAL	01/01/2023	Current	Dental PPO	Standard	EE + Family	Mickey Doe, Minnie Doe, Donald Doe	50.00 USD Bi-weekly
	MEDICAL	01/01/2023	Current	Cigna PPO	Standard	EE + Family	Mickey Doe, Minnie Doe, Donald Doe	306.65 USD Bi-weekly
	PRESCRIPTION	01/01/2023	Current	Prescription	Standard	EE + Family	Mickey Doe, Minnie Doe, Donald Doe	36.74 USD Bi-weekly
	VISION	01/01/2023						

- For example, to enroll or make a change to a medical plan, click on the *pencil* icon and select the medical plan and coverage level (e.g., Individual, Two-Person, Family) you want.

Select a MEDICAL Plan

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Cigna PPO	Standard	EE + 1	218.35 USD Bi-weekly	
Cigna PPO	Standard	EE + Family	306.65 USD Bi-weekly	
Kaiser	Standard	EE only	64.31 USD Bi-weekly	
Kaiser	Standard	EE + 1	128.34 USD Bi-weekly	
Kaiser	Standard	EE + Family	185.98 USD Bi-weekly	
Medical Opt Out	Standard	EE only		

Enroll Dependents

Mickey Doe (Spouse)

Minnie Doe (Child)

Donald Doe (Child)

Add Cancel

- Under “Enroll Dependents,” select the dependent(s) you want to cover. Click “Add” to complete the change.

Enroll Dependents

Mickey Doe (Spouse)

Minnie Doe (Child)

Donald Doe (Child)

Add Cancel

- To enroll or make a change to the prescription, dental, or vision plans, repeat step (4).

Medical and Prescription Opt-Out Credit Plans If you want to opt-out of the medical and/or prescription plans, click on the opt-out option under the medical and/or prescription plans.

- Select “Add” to complete your change.
- Proceed to step (5) Insurance to select your insurance options.
- If you are done, please proceed to step (7) and **SAVE** your choices.

Step Four (5): Insurance (e.g., Life and Disability) Plans

Click on step 5 to make a change to the Basic Life insurance plan and/or enroll or change the Extra Life or Long-Term Disability insurance plans.

Basic Life Insurance

- To change your option level (from two [2] times to \$50K Flat rate), click on the *pencil* icon and make your selection.

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Basic Life (2 Times Salary)	2 X Salary	322,000.00		
Basic Life (\$50K Flat)	50K Coverage	50,000.00		

Name	Relationship	Primary Percentage (%)	Contingent Percentage (%)
Mickey Doe	Spouse	0	0
Minnie Doe	Child	0	0
Donald Doe	Child	0	0
Total		0	0

- To designate a beneficiary(ies), select the name(s) of your beneficiary(ies) from the list under “Designated Beneficiaries” and apply the percentage amount. **Note: The percentage amount must be whole numbers and must equal 100%. (Contingent Beneficiaries are optional).**

Name	Relationship	Primary Percentage (%)	Contingent Percentage (%)
Mickey Doe	Spouse	0	0
Minnie Doe	Child	0	0
Donald Doe	Child	0	0
Total		0	0

- Click “Add.”
- If you are done selecting your Basic Life plan or updating your selections, please proceed to step (7) and **SAVE** your choices.

Dependent Spouse/ Child Life Plans

- Click on the *pencil* icon and to select your level of coverage.

Acti...	Plan Type	Starts On	Status	Plan Name	Option	Coverage
	AD&D	01/01/2023	Current	Accidental Death	50K Coverage	50,000.00 USD
	BASIC LIFE	01/01/2023	Current	Basic Life (2 Times Salary)	2 X Salary	100,000.00 USD
	Depen Spous Lif	01/01/2023				
	Depen Child Lif	01/01/2023				
	LTD	01/01/2023				
	SLI	01/01/2023	Current	Supplemental Life	Supplemental Life Ins Coverage	200,000.00 USD
	STD	01/01/2023				
	EXTRA LIFE	01/01/2023				

- Select the plan you choose

Plan Name	Option	Enroll in One Plan	Coverage	Pre-Tax Costs	Post-Tax Costs
Dependent Spouse Life	10K Coverage	Extra Life	10,000.00		1.17 USD Bi-weekly
Dependent Spouse Life	25K Coverage	Extra Life	25,000.00		2.92 USD Bi-weekly
Dependent Spouse Life	50K Coverage	Extra Life	50,000.00		5.84 USD Bi-weekly

Plan Name	Option	Enroll in One Plan	Coverage	Pre-Tax Costs	Post-Tax Costs
Dependent Child Life	10K Coverage	Extra Life	10,000.00		0.69 USD Bi-weekly
Dependent Child Life	20K Coverage	Extra Life	20,000.00		1.38 USD Bi-weekly
Dependent Child Life	5K Coverage	Extra Life	5,000.00		0.35 USD Bi-weekly

Add Cancel

- Click “Add.”
- Proceed to Long-Term Disability if you are enrolling or making changes to that option.
- If you are done selecting your Dependent Spouse/Child Life plan or updating your selections, please proceed to step (7) and **SAVE** your choices.
-

Long-Term Disability (LTD) Plan

- Click on the icon and to select your level of coverage.

Acti...	Plan Type	Starts On	Status	Plan Name	Option	Coverage
	AD&D	01/01/2023	Current	Accidental Death	50K Coverage	50,000.00 USD
	BASIC LIFE	01/01/2023	Current	Basic Life (2 Times Salary)	2 X Salary	100,000.00 USD
	Depen Spous Lif	01/01/2023				
	Depen Child Lif	01/01/2023				
	LTD	01/01/2023				
	SLI	01/01/2023	Current	Supplemental Life	Supplemental Life Ins Coverage	200,000.00 USD
	STD	01/01/2023				
	EXTRA LIFE	01/01/2023				

- Select 50% or 60% of your salary.

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Long Term Disability	LTD 50% Coverage	13,400.00		11.68 USD Bi-weekly
Long Term Disability	LTD 60% Coverage	13,400.00		22.98 USD Bi-weekly

Add Cancel

- Click “Add.”
- Proceed to Short-Term Disability if you are enrolling or making changes to that option.
- If you are done selecting your Long-Term Disability plan or updating your selections, please proceed to step (7) and **SAVE** your choices.

Short-Term Disability (LTD) Plan

- Click on the icon and to select your level of coverage.

Acti...	Plan Type	Starts On	Status	Plan Name	Option	Coverage
	AD&D	01/01/2023	Current	Accidental Death	50K Coverage	50,000.00 USD
	BASIC LIFE	01/01/2023	Current	Basic Life (2 Times Salary)	2 X Salary	100,000.00 USD
	Depen Spous Lif	01/01/2023				
	Depen Child Lif	01/01/2023				
	LTD	01/01/2023				
	SLI	01/01/2023	Current	Supplemental Life	Supplemental Life Ins Coverage	200,000.00 USD
	STD	01/01/2023				
	EXTRA LIFE	01/01/2023				

- Select 60% of your salary.

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Short Term Disability plan	STD 60% Coverage	1,855.52		84.78 USD Bi-weekly

Add Cancel

- Click “Add.”
- Proceed to Extra Life if you are enrolling or making changes to that option.
- If you are done selecting your Long-Term Disability plan or updating your selections, please proceed to step (7) and **SAVE** your choices.

Extra Life Insurance

Acti...	Plan Type	Starts On	Status	Plan Name	Option	Coverage
	AD&D	01/01/2023	Current	Accidental Death	50K Coverage	50,000.00 USD
	BASIC LIFE	01/01/2023	Current	Basic Life (2 Times Salary)	2 X Salary	100,000.00 USD
	Depen Spous Lif	01/01/2023				
	Depen Child Lif	01/01/2023				
	LTD	01/01/2023				
	SLI	01/01/2023	Current	Supplemental Life	Supplemental Life Ins Coverage	200,000.00 USD
	STD	01/01/2023				
	EXTRA LIFE	01/01/2023				

- Click on the Extra Life icon.
- Select the option level (1X, 2X, 3X or 4X your salary).

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Extra Life	1X Salary	161,000.00		18.87 USD Bi-weekly
Extra Life	2X Salary	322,000.00		37.75 USD Bi-weekly
Extra Life	3X Salary	483,000.00		56.62 USD Bi-weekly
Extra Life	4X Salary	644,000.00		70.34 USD Bi-weekly

Designate Beneficiaries			
Name	Relationship	Primary Percentage (%)	Contingent Percentage (%)
Mickey Doe	Spouse	0	0
Minnie Doe	Child	0	0
Donald Doe	Child	0	0
Total		0	0

Add Cancel

- Repeat the process listed under the Basic Life insurance (second bullet) to select your beneficiary(ies).
- Click “Add.”
- Proceed to step (6) Flexible Spending Accounts if you are enrolling or making changes to that option.
- If you are done selecting your Insurance or Disability plan(s) or updating your selections, please proceed to step (7) and **SAVE** your choices.

Step Five (6): Flexible Spending Accounts

- Click on step (5) to enroll in the Health and/or Dependent Care Flexible Spending Accounts.

OPEN ENROLLMENT: Step 6 of 7 (Flexible Spending Accounts)

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Acti...	Plan Type	Starts On	Status	Plan Name	Pre-Tax Costs	Post-Tax Costs
	DEPENDENT FSA	01/01/2023				
	HEALTH FSA	01/01/2023				

- To enroll, click on the icon and enter the annual dollar amount you want for calendar year 2023.
- Click “Calculate” to obtain your bi-weekly cost.
- Select “Add.”
- After you select “Add,” your election should state “New.”

- Go to step (6) and follow the steps to **SAVE** enrollment or changes made to the Health Care and/or Dependent Care Flexible Spending Accounts.

If you do **not** see your new annual election amount and the word “New”, you **have not** followed the steps correctly to enroll in the Health Care and/or Dependent Care Flexible Spending Accounts. Failure to complete step (6) will result in you not being enrolled in the Health Care and/or Dependent Care Accounts for calendar year 2023.

OPEN ENROLLMENT: Step 6 of 7 (Flexible Spending Accounts)

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Enroll in Flexible Spending Accounts					
Act...	Plan Type	Starts On	Status	Plan Name	Pre-Tax Costs
	DEPENDENT FSA	01/01/2023	New	Dependent Care FSA	3.85 USD Bi-weekly
	HEALTH FSA	01/01/2023			

Step Six (7): Review and Save

- Click on step (7) to review your enrollment benefit elections.
- Click on the “SAVE” icon. It is imperative that you SAVE any enrollments or changes made in steps (3) through (6) so they can be updated to the ESS system.
- You will see the message; “Data Saved Successfully.”

OPEN ENROLLMENT

Data saved successfully

What do you want to do next?
[Print Benefit Elections Summary](#)
[Go to Enrollment](#)
[Go to Benefits Participation Overview](#)

Benefit Elections Summary									
Plan Type	Starts On	Status	Plan Name	Option	Credit Amount	Coverage	Dependents	Primary Beneficiaries	Pre-Tax Costs
DENTAL	06/14/2015	Current	Dental PPO	Standard		EE + Family	Mickey Doe, Minnie Doe, Donald Doe		50.00 USD Bi-weekly
MEDICAL	06/14/2015	Current	Cigna PPO	Standard		EE + Family	Mickey Doe, Minnie Doe, Donald Doe		306.65 USD Bi-weekly
PRESCRIPTION	06/14/2015	Current	Prescription	Standard		EE + Family	Mickey Doe, Minnie Doe, Donald Doe		36.74 USD Bi-weekly
AD&D	01/01/2015	Current	Accidental Death	50K Coverage		50,000.00 USD			
BASIC LIFE	09/12/2021	Current	Basic Life (2 Times Salary)	2 X Salary		100,000.00 USD			
SLI	01/01/2015	Current	Supplemental Life	Supplemental Life Ins Coverage		200,000.00 USD			
457(b)	11/23/2016	Current	457(b) Mass Mutual						400.00 USD Bi-weekly
DEPENDENT FSA	01/01/2023	Current	Dependent Care FSA						3.85 USD Bi-weekly

- Click the “**PRINT** Benefit Elections Summary” option to print your Benefit Confirmation for your records.