

## HOW TO COMPLETE OPEN ENROLLMENT

Please use these instructions for easy completion of open enrollment.

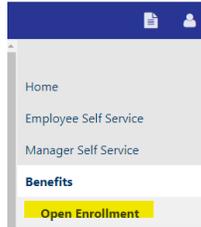
**You should complete these steps even if you are not making any changes.**



Scan to  
link to  
ESS

➔ **LOG IN** to ESS (<https://bullochcountygaemployees.munisselfservice.com/>).

➔ **NAVIGATE TO OPEN ENROLLMENT:** From the menu (right side), choose "Benefits." Then, beneath "Benefits," select "Open Enrollment." Read "Welcome to Bulloch County Open Enrollment" for general information and navigation instructions.



➔ **CHOOSE BENEFITS** - Review current benefits/options as listed on ESS and select choice for each benefit.

- **Health Insurance**

NOTE: YOU MUST COMPLETE AND SUBMIT AN ENROLLMENT FORM TO HR IF YOU ARE DROPPING COVERAGE OR ENROLLING IN HEALTH COVERAGE FOR THE FIRST TIME.

- To **keep** your current health insurance choices - Select "No changes." Move on to "Dental."
- To make any **changes** to health coverage, click "Select." From the next screen, choose either "Basic Plan" or "Plus Plan" to see the choices of "Employee Only" or "Family" and the cost of each option.
  - If you are **adding or changing to family coverage**, you must add your dependent(s)' information. Click "Add a New Dependent" or "Add existing dependent" to begin. Complete required information for all dependents to be covered.
  - If you are **dropping** health coverage, click the circle beside "Decline Health Insurance."
  - Hit "Continue" to move back to the main open enrollment page. Your new election and cost will be shown. Move on to "Dental."

- **Dental Insurance**

NOTE: YOU MUST COMPLETE AND SUBMIT AN ENROLLMENT FORM TO HR IF YOU ARE DROPPING COVERAGE OR ENROLLING IN DENTAL COVERAGE FOR THE FIRST TIME.

- If you currently have dental coverage, but are **dropping** it effective 7/1/2022, select "decline."
- To **keep** your current dental insurance choices - Select "No changes." Move on to "Vision."
- To **add or change** coverage, click "Select." On the next page, choose "Employee Only" or "Family." If moving to family coverage, you must add your dependent(s)' information. Click "Add a New Dependent" or "Add existing dependent" to begin. Complete required information for all dependents to be covered.
- Hit "Continue" to move back to the main open enrollment page. Your new election and cost will be shown. Move on to "Vision."

- **Vision Insurance**

NOTE: YOU MUST COMPLETE AND SUBMIT AN ENROLLMENT FORM TO HR IF YOU ARE OR ENROLLING IN VISION COVERAGE FOR THE FIRST TIME.

- If you currently have vision coverage, but are **dropping** it effective 7/1/2022, select "decline."
- To **keep** your current vision insurance choices - Select "No changes."
- To **add or change** coverage, click "Select." On the next page, choose the option you need. If applicable, you must add your dependent(s)' information. Click "Add a New Dependent" or "Add existing dependent" to begin. Complete required information for all dependents to be covered.
- Hit "Continue" to move back to the main open enrollment page. Your new election and cost will be shown. Move on to "Employee Life Insurance."

- **Employee Life Insurance (Basic Life)**

- Coverage (\$25,000) is automatic at no charge to employee. Click "Select," then on next page, click the button beside "Basic Employee Life."
- Click "Add New Beneficiary" or "Add Existing Beneficiary" to update beneficiary information. Fill out all beneficiary info.
  - For date of birth, use format mm/dd/yyyy.
  - For social security number, use format xxx-xx-xxxx.
  - For percentage, enter a number up to 100. Do not use "%" sign.

- Choose “primary” or “contingent.” (A contingent beneficiary collects if the primary beneficiary is deceased or cannot be located.)
- You may add more than one beneficiary if you wish by clicking “+Add New Beneficiary.”
- Hit “Continue” to move back to the main open enrollment page. Your new election and cost will be shown. Move on to “Dependent Life Insurance.”

- **Dependent Life Insurance**

NOTE: FORMS ARE REQUIRED FOR ALL (NEW AND EXISTING) PARTICIPANTS THIS YEAR.

- If you currently have dependent life coverage, but are **dropping** it effective 7/1/2022, select “decline.”
- To **add** coverage or to add additional dependents, click “Select.” On the next page, click the button beside “Dependent Life Insurance”. Click “Add a New Dependent” or “Add existing dependent” to begin. Complete required information for all dependents to be covered. Hit “Continue” to move back to the main open enrollment page.

- ➔ **REVIEW SELECTIONS AND COST** From the open enrollment page, you should see the choices you made. Be sure you have made a choice for each benefit and that your choices are reflected accurately.
  - Note that the total cost per pay period is shown (see blue line at bottom of page). *This amount only includes choices you made on ESS. Charges for other benefits (e.g., FSA, AFLAC) will also apply.*
  - If you need to change any of your selections, click “Edit” beside the specific benefit you need to change.
  - Click “Continue” (blue button at bottom of page).

- ➔ **SUBMIT ENROLLMENT** You should now be on the “Review Your Enrollment” page for a final review of your choices. If you need to make changes, click “Modify” at bottom of page. When you are finished with all review and editing, click “Submit” to finish the online portion of open enrollment. **YOU ARE NOT FINISHED UNTIL YOU “SUBMIT” ON THIS PAGE.** Deadline is May 27<sup>th</sup>.

- ➔ **COMPLETE FORMS (IF NEEDED)** Download/print forms, if applicable, from ESS (use the “Resources” icon in upper right of screen) or from [bullochcounty.net/openenrollment](http://bullochcounty.net/openenrollment). Complete, sign and return to Human Resources **by May 27<sup>th</sup>**.

- ➔ **SUBMIT FORMS (IF APPLICABLE)** If you have completed any forms, you must ensure they are submitted to HR no later than the 5/27 deadline. There are several options for submitting:
  - Upload completed forms through ESS **OR**
  - Forward to HR via email to [hr@bullochcounty.net](mailto:hr@bullochcounty.net) (use pdf format only; no photos please) **OR**
  - Deliver to the HR department.

### How to Handle other Benefits

- ➔ **ENROLL OR RE-ENROLL IN FLEXIBLE SPENDING** (*Handled outside ESS*)  
**Health Flexible Spending Account (FSA) / Dependent Care Account (DCA)**  
YOU MUST COMPLETE & SUBMIT ENROLLMENT FORM(S) TO HR IF YOU WISH TO PARTICIPATE IN 2022/2023
  - The maximum FSA Health contribution amount is \$2850 per plan year.
  - The maximum DCA contribution amount is \$5000 per plan year.

- ➔ **CHOOSE AFLAC OPTIONS** (*Handled outside ESS*)  
 Contact AFLAC representative, Amy Green at (478) 361-1104 or schedule an appointment at <https://www.aflacrollment.com/BullochCountyBoardofCommissioners/081041457489>. (Nothing needs to be submitted to HR.)

- ➔ **RENEW/ADD AIR-EVAC MEMBERSHIP** (*Handled outside ESS*)  
 Air-Evac memberships will not automatically renew! You must re-enroll (unless you’re in the middle of a multi-year membership). To enroll or re-enroll for 2022/2023, apply online by following the instructions on the flyer included in this packet. *(If you are unable to complete Air-Evac’s online application, visit [bullochcounty.net/openenrollment](http://bullochcounty.net/openenrollment) to print an Air-Evac enrollment application form, then submit completed form to HR.)*

### QUESTIONS?

**CONTACT HUMAN RESOURCES DEPARTMENT FOR ASSISTANCE.**  
[bullochcounty.net/openenrollment](http://bullochcounty.net/openenrollment)  
 912-764-0164 / [hr@bullochcounty.net](mailto:hr@bullochcounty.net)



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