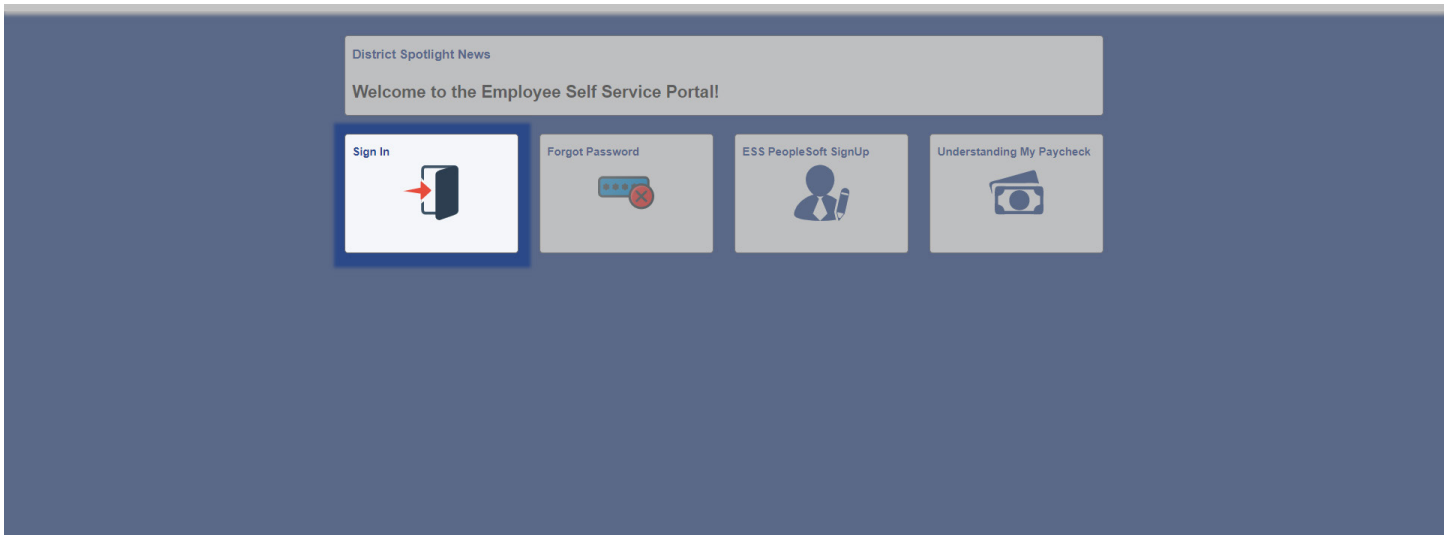


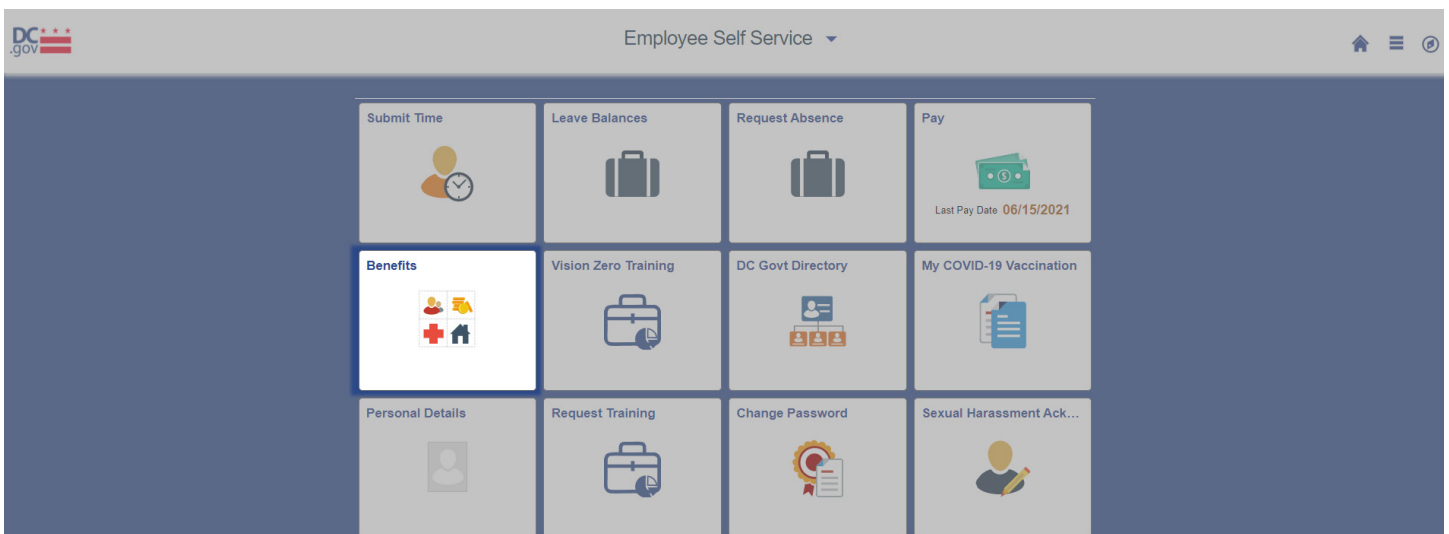
Mid-Year Open Enrollment for FSAs: Instructions

1. Log in to **Employee Self Service (ESS)** at <https://ess.dc.gov>.

Please Note: ESS is accessible online through PeopleSoft on *any* computer with internet access. The mid-year open enrollment period runs **Monday, June 14 through Sunday, June 28, 2021**.



2. From the Main Menu, **select Benefits**.



3. On the Benefits page, **select Benefit Events** from the menu on the left.

Employee Self Service **Benefits**

Benefits Summary

As Of: 06/14/2021

Type of Benefit	Plan Description	Coverage or Participation
Employees Health Benefits	Aetna HMO-DC Before Tx	Self Only >
Dental	Cigna Dental PPO	Self Only >
Vision	Quality Plan Admin	Self and Family >
Domestic Partner Dental		Waived
Domestic Partner Vision		Waived
AFLAC - BenExtend		Waived
DPR Fitness Center		Waived
Basic Life	DCEGLI Basic	\$1 X Salary + \$2000 >
Option B - Additional	Option B - 5X	Salary X 5 >

4. On the Benefit Events page, **select the Flexible Spending Accounts (Mid-Year Enrollment) option.**

DC.gov **Benefit Events**

Welcome

Home | Worklist | Add to Favorites | Sign Out

Benefit Events

Select Your Event

There are some events that involve you as the Employee or your family members. Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

- I got married
- I had a baby
- I adopted or gained legal custody/guardianship of a child
- I got divorced/legally separated
- I am Hired/Rehired
- Flexible Spending Accounts (Mid-Year Enrollment)
- Qualifying Event for Domestic Partner
- 457 Enrollment
- Loss of Coverage

5. On the Change Status Date page, enter today's date and **select OK** to confirm

DC.gov **Change Status Date**

Welcome

Home | Worklist | Add to Favorites | Sign Out

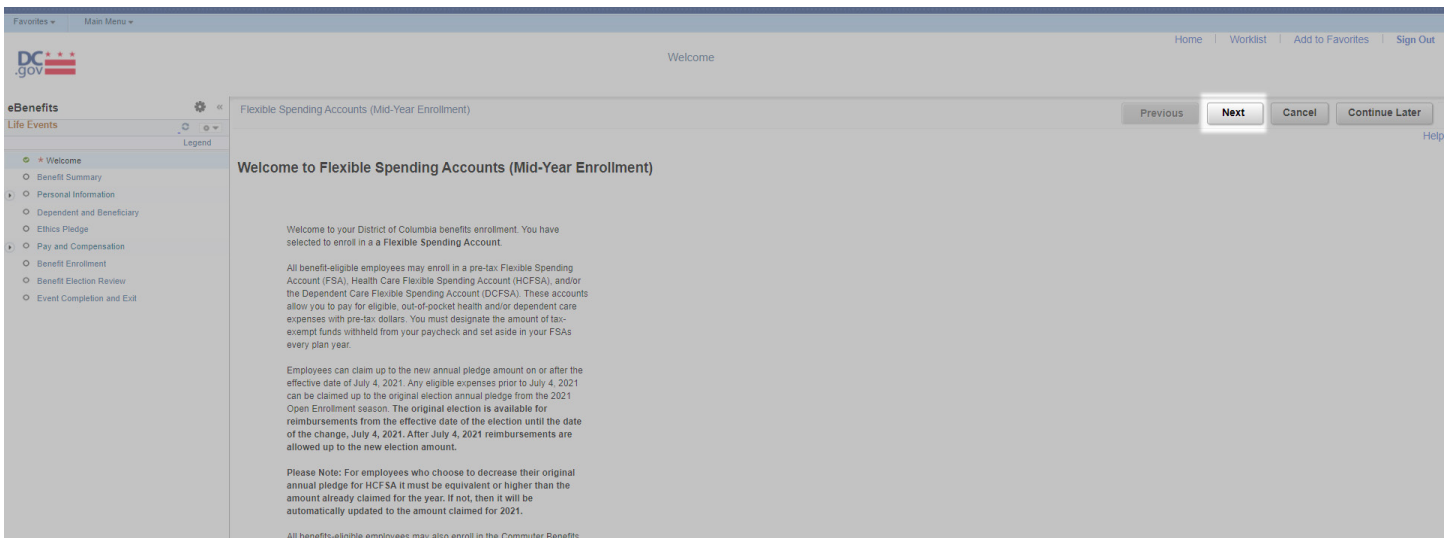
Change Status Date

Enter the date of your status change, then select the OK button. The Benefit Event must be completed within 31 days of your qualifying event or you will not be eligible to change your Benefit Elections.

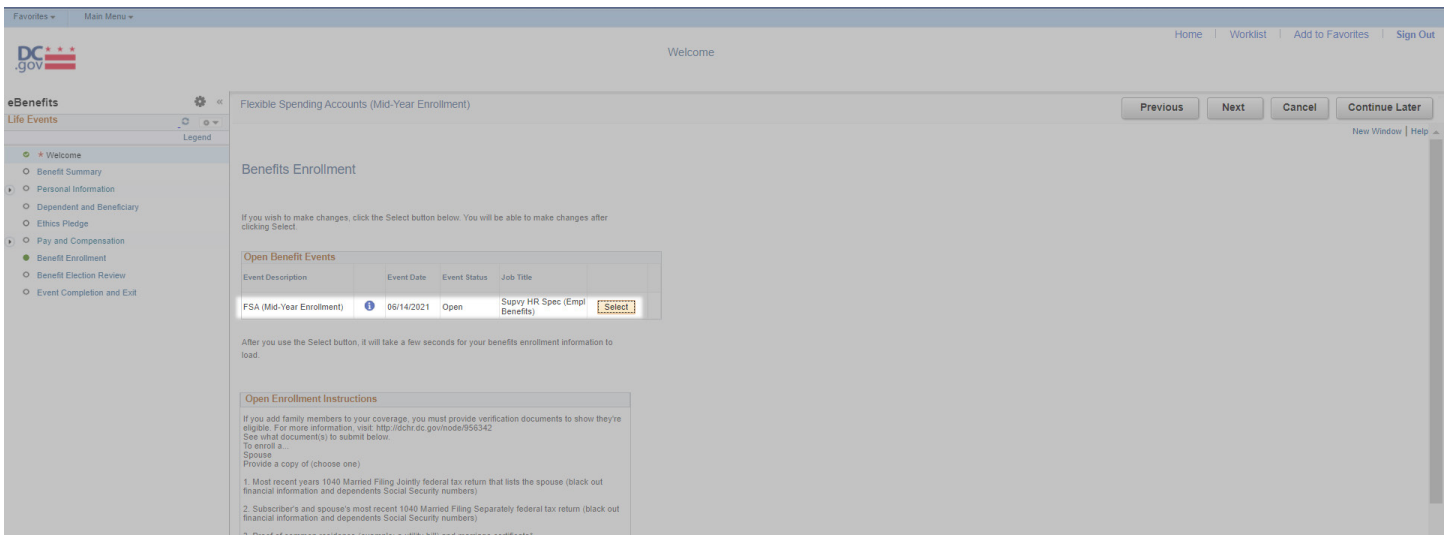
Status Change Date

*Date Change Will Take Effect:

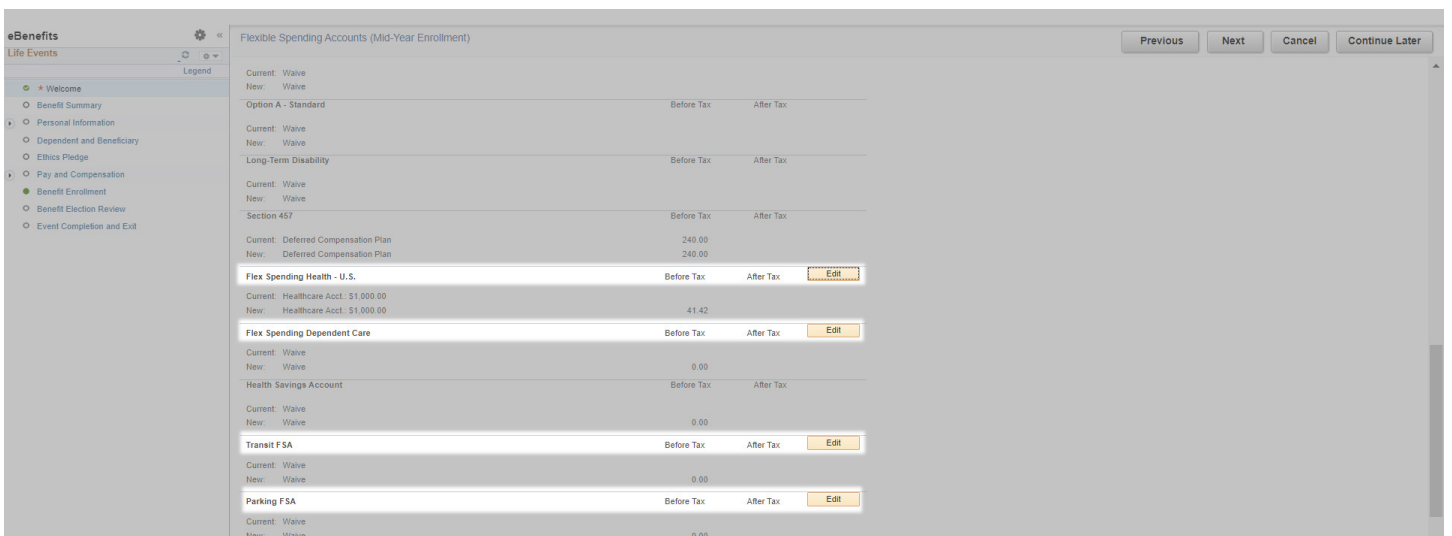
6. On the Mid-Year Enrollment page, review the information and **select Next to navigate to the next page.**



7. On the Benefits Enrollment page, **select FSA (Mid-Year Enrollment) to begin the enrollment process.**



8. On the Enrollment Summary page, you will see your current benefits, available enrollment selections and estimated costs. To change/enroll, **select the Edit on the right.**



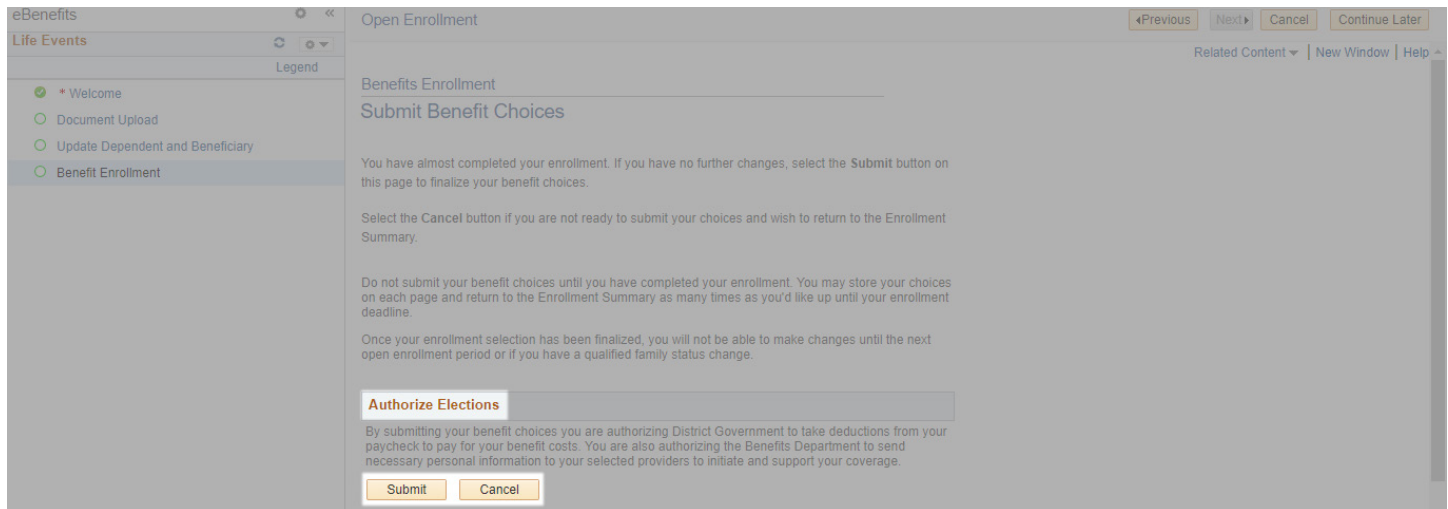
- To enroll and/or make changes on the individual benefit pages, review and make your selections; then, **select Update and Continue** at the bottom of the page to store your choices until you are ready to submit. **Select Discard Changes** to ignore entries made on that page and return to the Enrollment Summary.

- Upon updating your individual elections, you will be taken to a confirmation screen with your selection and estimated per-pay-period costs. **Select Update Elections** to store your choices or **select Discard Changes** to ignore entries.

- Upon updating and/or completing all relevant sections, **select Save and Continue** at the bottom of the page to send your choices to the Benefits Department. New elections will be listed under current elections in the Enrollment Summary.

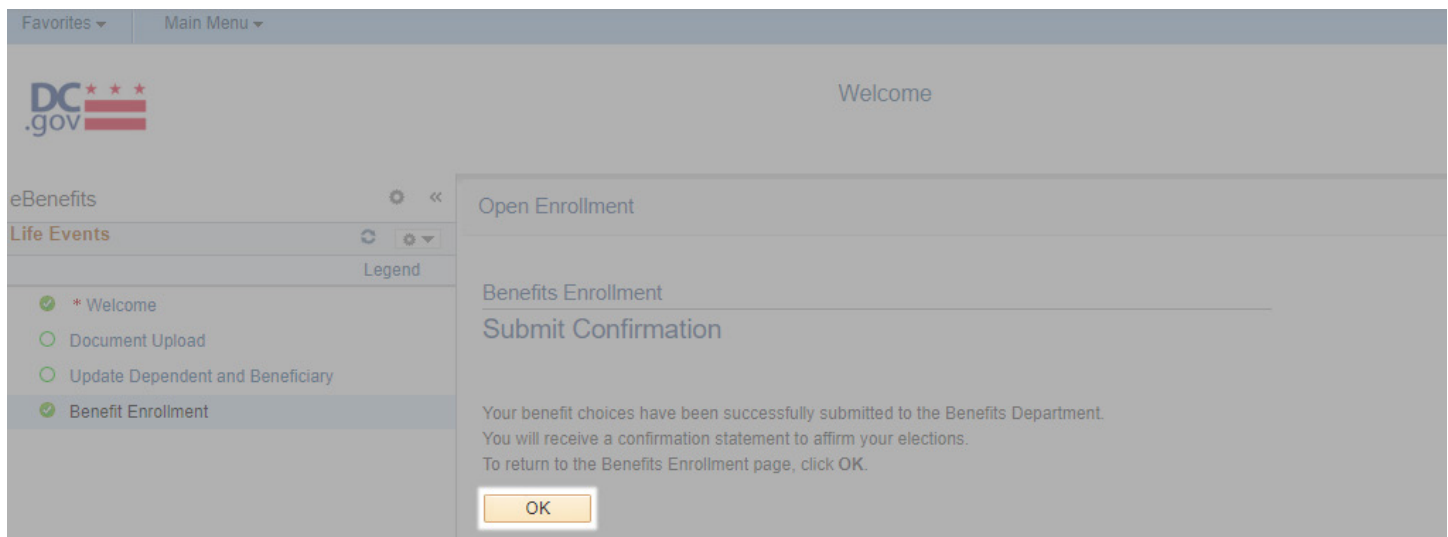
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax
Costs	424.77	404.65	20.12
Your Costs	424.77	404.65	20.12

12. On the Submit Benefits Choices page, **select Submit to finalize your benefit choices. Select Cancel** if you are not ready to submit your choices and wish to return to the Enrollment Summary.



13. You have successfully submitted your choices to the Benefits Department. **Select OK** to return to the Benefits Enrollment page. **Select Next** to navigate to the Benefits Election Review page and review and print your benefit elections. **This completes your benefits enrollment!**

- **You will receive an email confirmation statement with your elections.** Please print or save this for your records. If you do not receive an email confirmation, please immediately contact the DCHR Benefits and Retirement Administration at 202.442.7627 or dchr.benefits@dc.gov to confirm your elections were submitted properly.



14. On the Benefits Election Review page, review your changes. **Select Print** to print your elections. **Select Next** to proceed to close out of the Flexible Spending Accounts (Mid-Year Enrollment) event.

