

## Open Enrollment

An open enrollment period is a window of time that happens once a year when you can sign up for health insurance, adjust your current plan, cancel your plan, enroll in HFSA, re-elect HFSA, elect or cancel supplemental plans (**\*Continental American Insurance Company also known as CAIC**). It is limited to a few weeks. If you miss it, you will have to wait until the next open enrollment period to make any changes. **IMPORTANT: HFSA must be re-elected each plan year. It does not carryover.**

### How to find the Open Enrollment section in ESS

1. Select **Employee Self Service**
2. Select **My Benefits**
3. Select **Open Enrollment**
4. Review the pop-up **Terms and Conditions** then select **Accept** to proceed

### Steps to review and make benefits elections or changes:

- **Step 1** - Please verify your address is correct. If it is not, click on **Edit Personal Profile** to update your address.
- **Step 2** - If you are adding dependents and life beneficiaries, enter them by clicking on **Edit Dependents and Beneficiaries**. Please follow the **“Adding Dependents and Beneficiaries Instructions”** below for assistance with completing this step. **Skip this step if you are not adding dependents or updating beneficiaries.**
- **Step 3** is an overview of your **current benefits** selections.
- **Step 4** is the **Health Plans** option to elect, change, add/ drop dependents, or waive coverage.
- **Step 5** is the **Insurance Plans** option to update Basic and Voluntary life beneficiaries, apply for or increase Voluntary Life (Evidence of Insurability form is required for both), decrease, or cancel Voluntary Life. **Step 6** is the **Flexible Spending Accounts** option. **Employees who wish to maintain the HFSA must re-enroll. It does not carryover.**
- **Step 7 - Review and Save** once you have completed your benefits

elections. Note: Be sure  
your screen.



Data saved successfully

appears on

**Once your enrollment is complete, print a confirmation for your personal records by clicking on “Print Benefit Elections Summary”**

### Adding Dependents and Beneficiaries Instructions

**If you are adding dependents to your health plan(s), you must follow the steps *below* before continuing with your enrollment.**

1. Click on **Add** (a drop-down box will appear)
2. Select the type of dependent/ beneficiary (spouse, child, stepchild, etc.)
3. Next, select **Valid From**, then enter **05/01/2021**.
4. Add the dependent or life insurance beneficiary's Name, Date of Birth, Social Security Number (SSN)/ Individual Taxpayer's Identification Number (ITIN), and Gender. **Note:** It is not necessary to add SSN/ITIN for life insurance beneficiaries.
5. Click **Save and Back**
6. Click **Close (Proceed with your selections if you entered only life insurance beneficiaries.)**
7. If you are adding dependents to any of the health plans, you will not be able to proceed with your open enrollment selections until you submit the required supporting documentation (marriage certificate, birth certificate, etc.) to the **Human Resources Benefits Division via one of the methods below:**
  - Benefits Secure Documents Portal:  
[http://www.houstontx.gov/hr/benefits/sdsubmission\\_form.html](http://www.houstontx.gov/hr/benefits/sdsubmission_form.html)  
**(The fastest method.)**
  - Walk-in (Secured Drop-off box): 611 Walker, 4<sup>th</sup> Floor, Houston, Texas 77002; Attn: HR Benefits  
**(You are required to include your Name, Employee Number, email address, and phone number when submitting supporting documentation.)**
8. A member of the Benefits team will verify documentation and notify you by email upon verification of your documentation.
9. Upon verification, return to ESS and enroll your dependents to relevant health plans (medical, vision, dental). **Be sure to review and save your selections (Step 7).**

**Once your enrollment is complete, print a confirmation for your personal records by clicking on "Print Benefit Elections Summary".** If applicable, you will receive ID cards from the health carriers the week of May 1<sup>st</sup>. Please verify the data listed on your cards is accurate. In addition, verify your **mailing address** is correct in ESS. Please use "Address Line 2" in the Mailing Address section to update your apartment or unit number, if applicable.

**\*Continental American Insurance Company (CAIC) is not available on ESS.** To enroll or cancel the supplemental plans, you must either call CAIC at 866-849-0011 or 832-639-4453. Enroll on-line at [www.wecareworks.com/Wecare](http://www.wecareworks.com/Wecare)

Login Information:

- **CaseID:** C136
- **User ID:** First Initial of First Name + First Initial of Last Name + Employee ID

- **Password:** Houston21 (Case sensitive)