

eSS Open Enrollment

During Open Enrollment (OE), employees will select the OE task in the Home tab or the task in the Benefits tab to get started.

Tasks

The Open Enrollment Period has started and you are eligible for benefits. Please complete your open enrollment by end of day, **Wednesday, June 30, 2021**.

[Learn more about the Benefits Enrollment Process](#)

In step 1, the employee will select **Let's Get Started**.

Home Pay Info Benefits Docs Training Time Off Performance

KB Kevin Ball
Client Relationship Manager

Welcome to Open Enrollment

1 Welcome 2 Review Profile 3 Family Members 4 Quick Enrollment 5 Select Benefits 6 Confirm

[Review Profile >](#)

The open enrollment period for 2020 has begun! These steps will guide you through the process of electing benefit coverage for the new plan year.

On Steps 2 and 3, please review your contact information for accuracy and add/update your family members.

When you get to Step 4, you will see a list of all the benefits for which you are eligible and will have supporting documents for your review as well. Take your time to understand each benefit before you continue the enrollment process.

As you elect coverage, your total deduction amount will be listed on the left side. If you do not want coverage, simply select Opt-Out and go to the next benefit. At the end of the process you will be asked to electronically sign your elections indicating that you agree to the benefit coverage amounts.

[Review Profile >](#)

In step 2, the employee will review, edit and confirm their personal information and related details, then select **Family Members**.

Home Pay Info Benefits Docs Training Time Off Performance

KB Kevin Ball
Client Relationship Manager

Review Profile [Return To Previous Step](#)

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[Family Members >](#)

Review and update your personal information here.

Confirm Your Information

Address ✎ 405 WEST STREET SHREVEPORT, LA 71112	Work ✎ Email kevbalt2@appayroll.com Phone	Personal ✎ Email Home Phone Mobile Phone (click here to change/verify mobile phone)
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Details

Social Security Number XXX-XX-1613
Date of Birth 09/03/2018
Base Location Remote Location
Base Department 1900 - Operations

[Family Members >](#)

In step 3, the employee will review, edit and confirm their family/beneficiary information, then select **Quick Enrollment**.

The screenshot displays the 'Family Members' step of a benefits enrollment process. At the top, a navigation menu includes Home, Pay, Info, Benefits, Docs, Training, Time Off, and Performance. The user is identified as Kevin Ball, Client Relationship Manager. A progress bar shows six steps: 1. Welcome, 2. Review Profile, 3. Family Members (highlighted), 4. Quick Enrollment, 5. Select Benefits, and 6. Confirm. A 'Quick Enrollment >' button is visible in the top right. Below the progress bar, the text reads 'Add or update your dependents and beneficiaries here.' The main section is titled 'Confirm Your Family Members' and includes a '+ add family member' link. Three family members are listed:

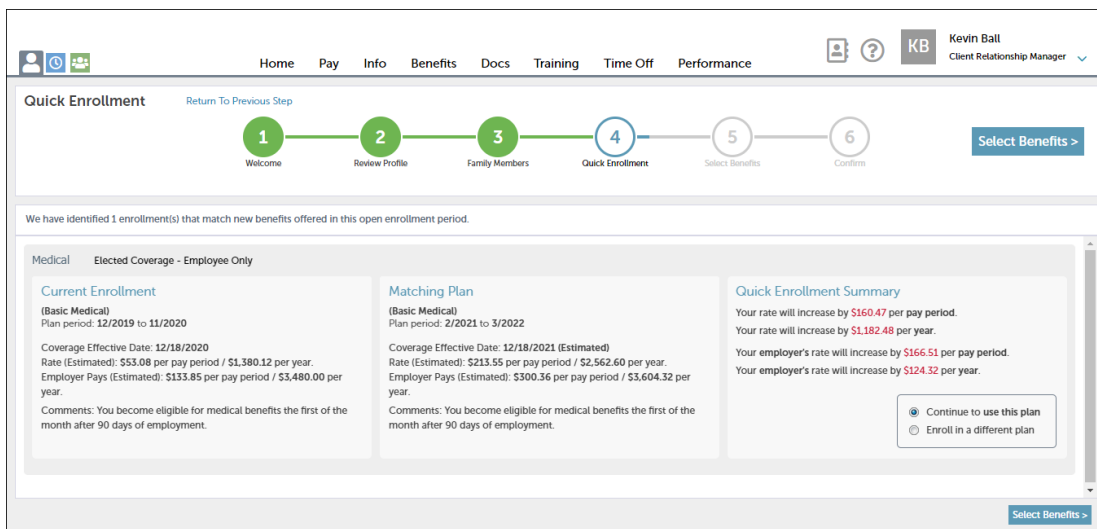
- LUCILLE BALL** (Spouse): Female, Age - 109 (08/06/1911), SSN - xxx-xx-0000. Status: Lucille is a dependent and Lucille is a beneficiary. Enrollments: Not associated with any enrollments.
- TOM LIZARRO** (Stepson or Stepdaughter): Age - 29 (08/19/1991), SSN - xxx-xx-0000. Status: Tom is not marked as a dependent and Tom is a beneficiary. Enrollments: Beneficiary - Basic Life AD & D - Basic Life and AD&D.
- KEVIN BALL** (Self):

A 'Quick Enrollment >' button is located at the bottom right of the family member list.

Once the employee reaches step 4, they will see their current enrollment information alongside matching plan information, related to quick enrollments. The Quick Enrollment Summary details whether their rate will increase, decrease, or stay the same as the previous year. If the employee opts to enroll in a different plan than what they selected the previous year, they will be taken to step 5 where they can select alternate plan options.

Note: If there is a new plan offered that is not related to the quick enrollment process (i.e., new plan was created for the new plan year and NOT linked to a plan from the previous year), that plan will not appear in the Quick Enrollment step. Instead, this plan will appear in step 5, Select Benefits.

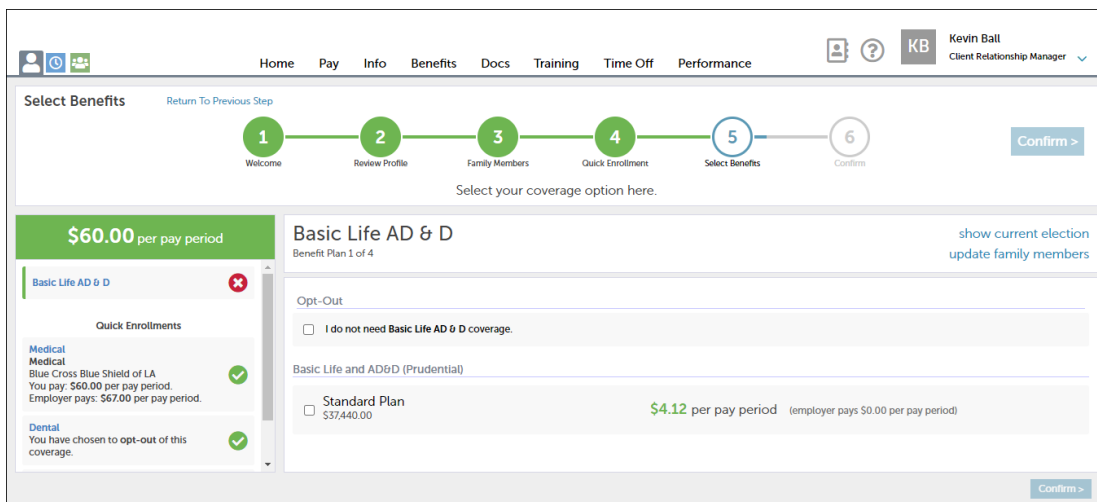
Note: Employees that did not enroll or opt out of the linked benefit plan from the prior year will not have the Quick Enrollment step available for that plan type. Instead, they will be directed to Step 5: Select Benefits. Additionally, employees who were not eligible for benefits in the prior year will not have the Quick Enrollment step available to them.



Step 5, Select Benefits, will need to be completed if the employee either opted to enroll in a different plan or there are new plans available.

If a plan is chosen for Family/Dependent coverage, dependents must be chosen. These can also be edited from this screen as well.

If beneficiaries are required, the screen will populate. If one is selected, the allocation will be 100%, if two are chosen the default logic is to split the benefit 50/50. Alternate selections may be chosen.



In step 6, Confirm, the employee will review coverage options and eSign to confirm selections. Total payroll deductions for coverage amounts are presented as well.



Confirm

[Return To Previous Step](#)



Please review your selections. If you are happy with these choices, click the **Submit Enrollment** button below. If you need to make any changes, click the "Return To Previous Step" link above or click an enrollment below to return to that coverage type.

- Medical (Blue Cross Blue Shield of LA)**
 Basic Medical - Employee Only \$0.00 deductible **\$60.00** per pay period (employer pays \$67.00 per pay period)
- Basic Life and AD&D (Prudential)**
 Standard Plan - \$37,440.00 **\$4.12** per pay period (employer pays \$0.00 per pay period)
 Beneficiaries: LUCILLE BALL (100%)
- Dental**
 You have chosen to **opt-out** of this coverage.
- Vision**
 You have chosen to **opt-out** of this coverage.

You must eSign to confirm your coverage selections before continuing

By checking this box I am confirming that I agree to the coverage I have selected above.

Enter Last 4 of SSN:

[Sign & Submit Enrollments](#)

Totals
\$64.12 will be deducted per payroll.
Your employer will contribute \$67.00 per payroll.