ESS Benefits Enrollment

*Use this procedure for benefits enrollment for yourself and your spouse/dependents.*

1. Use Internet Explorer to log on to UC Flex at [www.ucflex.uc.edu](http://www.ucflex.uc.edu)
   a. Use your central login username and password

2. Select ESS in the navigation bar and then select **Overview Employee Self Service**

3. Select **Personal Information** and then select **Personal Profile**

4. Review your Family Members/Dependents information
ESS Benefits Enrollment (cont.)

5. Dependents must be added before they can be selected for offered medical or dental plans. Family Members and Dependents first and last names, including date of birth are required fields.
   a. You have the ability to Add Family Member or Dependent information by:
      i. Selecting the Add button and choosing the appropriate Family Member or Dependent option
      ii. Fill in all required information

6. Now that you've added/reviewed your Family Member/Dependents, now it is time to enroll in eligible benefits.
   a. Select Benefits from the Employee Self Services Overview section
   b. Select Open Enrollment to change/add/update your elections for next calendar year. If you are a new hire or need to update your elections due to a "qualified" change in family status, click on Benefits and Payment blue link to view “Anytime” enrollment.
ESS Benefits Enrollment (cont.)

7. Choose the Next button to continue electing your benefits, or select a step number to jump directly to that section.

8. To Enroll in Health Plans, select the pencil icon next to its corresponding plan type to make elections or changes.

9. Dental, select a Dental Plan, Enroll Dependents, and select Add:

10. Repeat Step 9 to enroll or change your Medical and Vision coverage.
ESS Benefits Enrollment (cont.)

11. To Enroll in Insurance Plans, select the pencil icon next to its corresponding plan type to make elections or changes.

<table>
<thead>
<tr>
<th>Adm</th>
<th>Plan Type</th>
<th>Start Date</th>
<th>Status</th>
<th>Plan Name</th>
<th>Option</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee Life</td>
<td>01/01/19</td>
<td>Current</td>
<td>Employee Life Insurance</td>
<td>$50,000</td>
<td>50,000.00 USD</td>
</tr>
<tr>
<td>2</td>
<td>Spouse Life</td>
<td>01/01/19</td>
<td>Current</td>
<td>Spouse Life Insurance</td>
<td>Wave Coverage</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>3</td>
<td>Dependent Life</td>
<td>01/01/19</td>
<td>Current</td>
<td>Dependent Life Insurance</td>
<td>65% after 4 months</td>
<td>65% after 4 months</td>
</tr>
<tr>
<td>4</td>
<td>Long Term Disabl</td>
<td>01/01/19</td>
<td>Current</td>
<td>Long Term Disability</td>
<td>65% after 4 months</td>
<td>65% after 4 months</td>
</tr>
<tr>
<td>5</td>
<td>Personal Accidet</td>
<td>01/01/19</td>
<td>Current</td>
<td>Personal Accident Insurance</td>
<td>EE $50,000</td>
<td>50,000.00 USD</td>
</tr>
</tbody>
</table>

12. Employee Life, choose a plan and select Add.

13. Repeat Step 11 to enroll or change your Spouse Life, Dependent Life, Long Term Disability, or Personal Accident coverage.

14. To enroll in a Health Savings Account, choose the Add button.

15. Enter a pre-tax amount and select add.
ESS Benefits Enrollment (cont.)

16. To enroll in Flexible Spending Accounts, choose the add button next to Dep Care FSA and/or Health Care FSA.

![Image of Select Plan]

17. To Enroll in Miscellaneous Plans, select the pencil icon next to its corresponding plan type to make elections or changes.

![Image of Select a Spousal Surcharge Plan]

18. **DO NOT** make a Spousal Surcharge election (on the Surcharge step) if: 1) you are waiving UC medical coverage, or 2) your spouse/domestic partner will not be covered under the UC medical plan. If you make a surcharge election in either of these scenarios, you will receive an error message and be required to start the enrollment process again.
ESS Benefits Enrollment (cont.)

19. To submit your elections, select the **Submit** button.

20. To print a summary, select **Print Benefit Elections Summary**.

21. Please print, save or email the Benefits Confirmation statement as proof and validation of your elections. Once you have done so, you have completed this process.