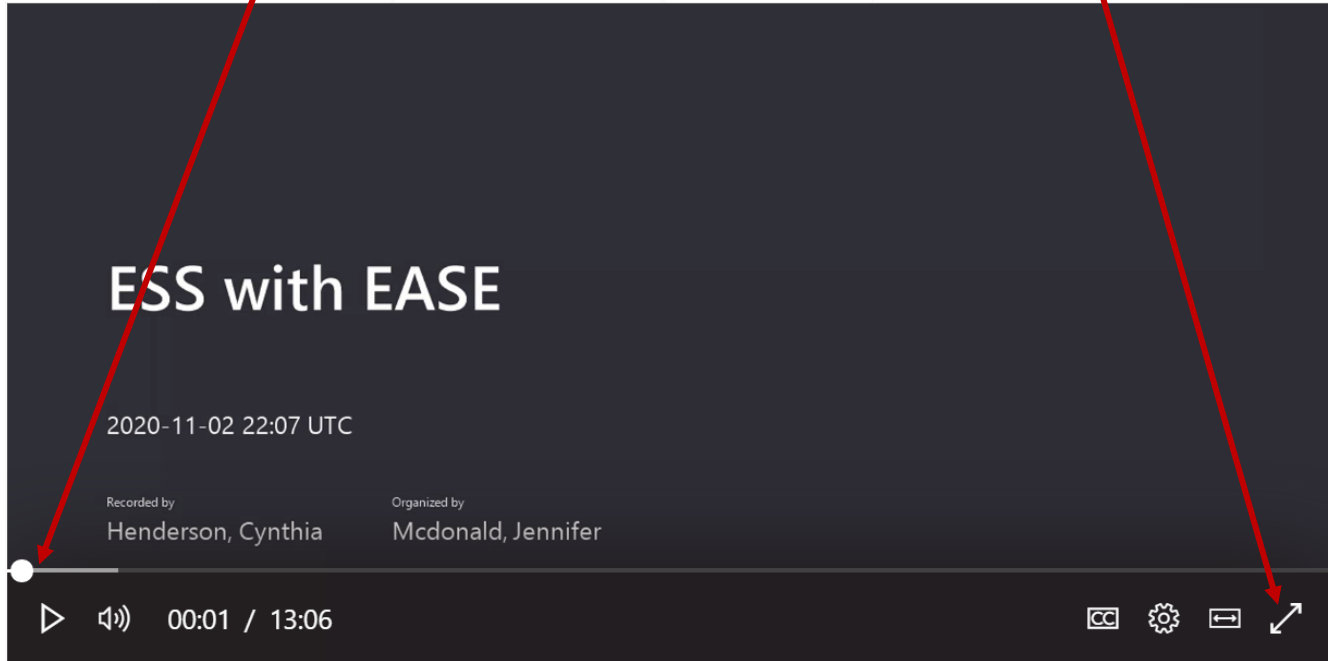


**Use the online **Employee Self Service (ESS)** platform to review/enroll in/change your benefits during Open Enrollment. **IT'S EASY!!!!****

Find out just how **EASY** it is to use **ESS** to review/enroll in/change your benefit elections. **Click here → [USE ESS WITH EASE.](#)**

**NEXT** Click on the **PLAY BUTTON** to start the video.

Click Here ↔ to enlarge your screen-FULL SCREEN View. (Press **ESC** to exit Full Screen.)



**ESS** is **EASY** and you will be able to:

- Ensure timely receipt of requested changes. You do not have to worry whether or not your form was received by mail, fax or email
- Make your elections or changes 24/7, even from the comfort of your home
- View how much you pay bi-weekly for each plan and your total bi-weekly contributions
- Print immediate confirmation of your elections
- Change your mind and make multiple changes during the open enrollment period
- Submit personal information through a secure site
- Support the environment by reducing paper consumption

To further assist you, attached are the ESS Guide with step by step instructions and the ESS Frequently Asked Questions (FAQs). If you need assistance in accessing ESS, please contact your Department's IT Help Desk listed in the ESS Guide.

Once you access ESS, if you have any questions about navigating the various screens or your benefit elections, call the Health & Benefits Office at 301-454-1694 or send an email to [benefits@mncppc.org](mailto:benefits@mncppc.org).

**IMPORTANT REMINDERS:**

- **You must re-enroll in the Flexible Spending Account plan(s); your elections will not roll over to 2021.**
- **If you use ESS do not submit your elections using the paper enrollment forms.**
- **The deadline for submitting your elections is midnight, Friday, November 13, 2020.**