



## Self-Service Benefits Online Instructions Montgomery County Government Employees

These instructions are designed to help you use the Self-Service Benefits Open Enrollment system. Also see the Self-Service Benefits FAQs document on the Open Enrollment Home Page.

### **Page Topic**

- 2.....Print Your 2016 Confirmation Statement
- 3.....Increase or Elect Optional Life Insurance
- 4.....Elect / Re-elect Flexible Spending Accounts (FSAs)
- 5.....Add a Dependent
- 7.....Delete a Dependent

## How to Print Your 2016 Confirmation Statement

- ⇒ Go to [www.montgomerycountymd.gov/OE](http://www.montgomerycountymd.gov/OE).
- ⇒ Select your Open Enrollment Home Page (Active, Retired, or Participating Agencies).
- ⇒ Click the "Link to Self-Service Benefits."
- ⇒ Go to the bottom of the "Welcome!" screen and click the Logon button.
- ⇒ At the Single Sign On screen, enter your username and password. (Forgotten your password? Visit [www.montgomerycountymd.gov/mcg/password](http://www.montgomerycountymd.gov/mcg/password) to reset it.)
- ⇒ Select "Oracle Employee Self Service (ESS)" link.
- ⇒ Open the "MCG HR Employee Self-Service" folder.
- ⇒ Select the "Self-Service Benefits" link.

*If you have any dependents already covered, they will be listed on the "Dependents and Beneficiaries" page.*

- ⇒ Click "Next."
- ⇒ "Active Employee Benefit Program" must be selected (this should be the default).
- ⇒ Click "Next."
- ⇒ Click "Update Benefits" (even though you're not making any changes).
- ⇒ Click "Next."

*Specific dependent coverage is shown here.*

- ⇒ Click "Next."
- ⇒ Review and print your online 2016 confirmation statement.

*What the "Coverage Start" Date means: If you changed plans or enrolled for the first time for 2016, your coverage start date will be shown as 01-Jan-2016; otherwise, the start date will be 01-Jan-2011 (the date the Self-Service System was introduced) or the last time you made a change to that benefit after the System was introduced (such as 01-Jan-2012). No start dates will reflect participation prior to 01-Jan-2011.*

- ⇒ Click "Finish."
- ⇒ To protect your information, log off the system. Press "Logout" at top right.

## How to Increase or Elect Optional Life Insurance

- ⇒ Go to [www.montgomerycountymd.gov/OE](http://www.montgomerycountymd.gov/OE).
- ⇒ Select your Open Enrollment Home Page (Active, Retired, or Participating Agencies).
- ⇒ Click the "Link to Self-Service Benefits."
- ⇒ Go to the bottom of the "Welcome!" screen and click the Logon button.
- ⇒ At the Single Sign On screen, enter your username and password (Forgotten your password? Visit [www.montgomerycountymd.gov/mcg/password](http://www.montgomerycountymd.gov/mcg/password) to reset it.)
- ⇒ Select "Oracle Employee Self Service (ESS)" link.
- ⇒ Open the "MCG HR Employee Self-Service" folder.
- ⇒ Select the "Self-Service Benefits" link.

*If you have any dependents already covered, they will be listed on the "Dependents and Beneficiaries" page.*

- ⇒ Click "Next."
- ⇒ "Active Employee Benefit Program" must be selected (this should be the default).
- ⇒ Click "Next."
- ⇒ Click "Update Benefits" to make any changes.
- ⇒ Scroll down towards the bottom of the screen and check the appropriate box to increase your Optional Life and AD&D coverage to your desired level.

*Any increase or initial selection (if you have waived coverage previously) will require the completion of a Minnesota Life's Evidence of Coverage form Statement of Health. This will be mailed to you after Open Enrollment.*

- ⇒ Click "Next."
- ⇒ Check the appropriate dependents to be covered.
- ⇒ Click "Next."
- ⇒ Review and print your online 2016 confirmation statement.

*If your selections are marked "Interim" or "Suspended": Until you submit any required additional information, your current year selections are recorded with an "Interim" status, which is the coverage you will have for 2016 if you fail to provide the information by the deadline. Your requested change for 2016 is recorded with a "Suspended" status, which is the coverage you will have for 2016 if you provide the information by the deadline.*

*What the "Coverage Start" Date means: If you changed plans or enrolled for the first time for 2016, your coverage start date will be shown as 01-Jan-2016; otherwise, the start date will be 01-Jan-2011 (the date the Self-Service System was introduced) or the last time you made a change to that benefit after the System was introduced (such as 01-Jan-2012). No start dates will reflect participation prior to 01-Jan-2011.*

- ⇒ Click "Finish."
- ⇒ To protect your information, log off the system. Press "Logout" at top right.
- ⇒ If additional paperwork is required, you must send it so it is received by the Open Enrollment deadline. Please use the Confidential Fax/Mail Coversheet in the back of your Open Enrollment Guide and:

<p><i>Fax to:</i> 240-777-5131</p>	<p><i>Mail to:</i> OHR Health Insurance Team Office of Human Resources 101 Monroe St - 7<sup>th</sup> Floor Rockville, MD 20850</p>
--	---

## How to Elect / Re-elect Flexible Spending Accounts (FSAs)

- ⇒ Go to [www.montgomerycountymd.gov/OE](http://www.montgomerycountymd.gov/OE).
- ⇒ Select your Open Enrollment Home Page (Active, Retired, or Participating Agencies).
- ⇒ Click the "Link to Self-Service Benefits."
- ⇒ Go to the bottom of the "Welcome!" screen and click the Logon button.
- ⇒ At the Single Sign On screen, enter your username and password (Forgotten your password? Visit [www.montgomerycountymd.gov/mcg/password](http://www.montgomerycountymd.gov/mcg/password) to reset it.)
- ⇒ Select "Oracle Employee Self Service (ESS)" link.
- ⇒ Open the "MCG HR Employee Self-Service" folder.
- ⇒ Select the "Self-Service Benefits" link.
 

*If you have any dependents already covered, they will be listed on the "Dependents and Beneficiaries" page.*
- ⇒ Click "Next."
- ⇒ "Active Employee Benefit Program" must be selected (this should be the default).
- ⇒ Click "Next."
- ⇒ Review this page to see what you selected for 2015.
- ⇒ Click "Update Benefits."
- ⇒ Enter the dollar amount\* you would like taken out for the whole year for each account you would like to participate in for 2016, and click "Next."
- Note: The system automatically calculates the bi-weekly payroll amount to be taken out.*
- ⇒ Click "Next."

- ⇒ Click "Printable Page" or "Confirmation Statement" to review the bi-weekly amount.
- ⇒ Click "Finish."
- ⇒ Review and print your online 2016 confirmation statement.
- ⇒ To protect your information, log off the system. Press "Logout" at top right.
- ⇒ If additional paperwork is required, you must send it so it is received by the Open Enrollment deadline. Please use the Confidential Fax/Mail Coversheet in the back of your Open Enrollment Guide and:

*Fax to:*  
240-777-5131

*Mail to:*  
OHR Health Insurance Team  
Office of Human Resources  
101 Monroe St - 7<sup>th</sup> Floor  
Rockville, MD 20850

## How to Add a Dependent

- ⇒ Go to [www.montgomerycountymd.gov/OE](http://www.montgomerycountymd.gov/OE).
- ⇒ Select your Open Enrollment Home Page (Active, Retired, or Participating Agencies).
- ⇒ Click the "Link to Self-Service Benefits."
- ⇒ Go to the bottom of the "Welcome!" screen and click the Logon button.
- ⇒ At the Single Sign On screen, enter your username and password (Forgotten your password? Visit [www.montgomerycountymd.gov/mcg/password](http://www.montgomerycountymd.gov/mcg/password) to reset it.)
- ⇒ Select "Oracle Employee Self Service (ESS)" link.
- ⇒ Open the "MCG HR Employee Self-Service" folder.
- ⇒ Select the "Self-Service Benefits" link.
- ⇒ *If you have any dependents already covered, they will be listed on the "Dependents and Beneficiaries" page.*
- ⇒ Click "Add Another Person."
- ⇒ Enter the applicable Relationship and all other required information.
- ⇒ *Check Shared Residence if the dependent lives with you. Please enter the SSN and Date of Birth into the appropriate fields.*
- ⇒ Click "Apply."
- ⇒ Review that the dependent was added, and click "Next."
- ⇒ "Active Employee Benefit Program" must be selected (this should be the default).
- ⇒ Click "Next."

- ⇒ Click "Update Benefits" to make any changes.
- ⇒ Check the appropriate boxes representing your changes.
- ⇒ Click "Next."
- ⇒ Check the appropriate dependents to be covered.
- ⇒ Click "Next."
- ⇒ Review and print your online 2016 confirmation statement.

*If your selections are marked "Interim" or "Suspended": Until you submit any required additional information, your current year selections are recorded with an "Interim" status, which is the coverage you will have for 2016 if you fail to provide the information by the deadline. Your requested change for 2016 is recorded with a "Suspended" status, which is the coverage you will have for 2016 if you provide the information by the deadline.*

*What the "Coverage Start" Date means: If you changed plans or enrolled for the first time for 2016, your coverage start date will be shown as 01-Jan-2016; otherwise, the start date will be 01-Jan-2011 (the date the Self-Service System was introduced) or the last time you made a change to that benefit after the System was introduced (such as 01-Jan-2012). No start dates will reflect participation prior to 01-Jan-2011.*

- ⇒ Click "Finish."
- ⇒ To protect your information, log off the system. Press "Logout" at top right.
- ⇒ If additional paperwork is required (see list below), you must send it so it is received by the Open Enrollment deadline. Please use the Confidential Fax/Mail Coversheet in the back of your Open Enrollment Guide and:

<p><i>Fax to:</i> 240-777-5131</p>	<p><i>Mail to:</i> OHR Health Insurance Team Office of Human Resources 101 Monroe St - 7<sup>th</sup> Floor Rockville, MD 20850</p>
--	---

**You need to make your changes online and submit:**

- *Spouse:* Official State Marriage Certificate (certified by appropriate State or County Official)
- *Domestic Partner:* County's Domestic Partner Affidavit
- *Biological Child:* State Birth Certificate\*
- *Adopted Child:* Copy of Adoption or Placement for Adoption Papers
- *Step Child:* State Birth Certificate\*, Marriage Certificate and Divorce Decree or Custody Papers
- *Disabled Child:* Medical plan verification of disability prior to age 26
- *Legal Custody:* Copy of Court Order granting legal custody

\* Must show member or spouse/domestic partner as parent.

## How to Delete a Dependent

- ⇒ Go to [www.montgomerycountymd.gov/OE](http://www.montgomerycountymd.gov/OE).
- ⇒ Select your Open Enrollment Home Page (Active, Retired, or Participating Agencies).
- ⇒ Click the "Link to Self-Service Benefits."
- ⇒ Go to the bottom of the "Welcome!" screen and click the Logon button.
- ⇒ At the Single Sign On screen, enter your username and password (Forgotten your password? Visit [www.montgomerycountymd.gov/mcg/password](http://www.montgomerycountymd.gov/mcg/password) to reset it.)
- ⇒ Select "Oracle Employee Self Service (ESS)" link.
- ⇒ Open the "MCG HR Employee Self-Service" folder.
- ⇒ Select the "Self-Service Benefits" link.

*If you have any dependents already covered, they will be listed on the "Dependents and Beneficiaries" page.*

- ⇒ Click "Next."
- ⇒ "Active Employee Benefit Program" must be selected (this should be the default).
- ⇒ Click "Next."
- ⇒ Click "Update Benefits" to make any changes.
- ⇒ Check the appropriate boxes representing any changes to level of coverage (if any are needed here).
- ⇒ Click "Next."
- ⇒ Uncheck the appropriate dependent(s) to be deleted.
- ⇒ Click "Next."
- ⇒ Review and print your online 2016 confirmation statement.

*If your selections are marked "Interim" or "Suspended": Until you submit any required additional information, your current year selections are recorded with an "Interim" status, which is the coverage you will have for 2016 if you fail to provide the information by the deadline. Your requested change for 2016 is recorded with a "Suspended" status, which is the coverage you will have for 2016 if you provide the information by the deadline.*

*What the "Coverage Start" Date means: If you changed plans or enrolled for the first time for 2016, your coverage start date will be shown as 01-Jan-2016; otherwise, the start date will be 01-Jan-2011 (the date the Self-Service System was introduced) or the last time you made a change to that benefit after the System was introduced (such as 01-Jan-2012). No start dates will reflect participation prior to 01-Jan-2011.*

- ⇒ Click "Finish."
- ⇒ To protect your information, log off the system. Press "Logout" at top right.