

HOW TO ENROLL ONLINE

1

Go to **nashville.gov** and click **Annual Enrollment**.

2

From the Annual Enrollment home screen, click **Enroll as an Active Employee** OR **Enroll as a Pensioner** to go to the Employee Self Service (ESS) login page.

3

At the login page, enter your ESS User ID and Password.

- User ID – This is the first initial of your legal first and last name plus the last 4 digits of your employee number. Both your legal name and employee number appear on your Benefit Statement included in your Annual Enrollment packet.
- Password – If you forgot your password, you can reset it at the login page.
- If you still have trouble logging on, call ITS at (615) 862-4357 or visit **nashville.gov/human-resources** and click **Personnel Services**, then **Employee Self Service FAQ**.

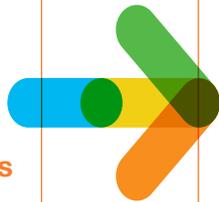
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At the ESS home screen, click **Annual Enrollment**.

5

At the Annual Enrollment home screen, you will see the following list:

Current Enrollments
Dependent Enrollments
Medical, Dental, Vision
Optional Enrollments
Preview Benefit Changes
Accept Benefit Changes



Turn this page over for some helpful tips for each category listed here.

6

Click **Next** to proceed through each of these categories. If you have questions, click the yellow question mark **?** in the top right corner for more information. If your question is not answered there, call (615) 862-6700, option 1.

Two Important ESS Rules!

- You must complete your enrollment in one session. ESS does not save your changes as you go. If you leave or log out without completing your enrollment, you will have to start over.
- ESS will time out/log you out after 60 minutes of inactivity. If this happens and you have not completed your enrollment, you will have to log back in and start over.

Having Trouble Seeing Screens?

ESS works best with Internet Explorer 8 or higher. Make sure your browser is in compatibility mode by clicking **Tools**, then **Compatibility View Settings**. Click **Add** to add ESS (**mywts.com**) to the setting, then click **Close**. It might take a minute for the page to refresh.

Need Help?

If you need help logging on or viewing screens, call ITS at (615) 862-4357. For all other questions, call (615) 862-6700, option 1.



CURRENT ENROLLMENTS

This shows your current benefit elections.

DEPENDENT ENROLLMENTS

This allows you to review current dependents and/or add new dependents.

Helpful tips:

- If adding dependents, make sure you enter their Tax IDs (Social Security numbers) with no dashes or spaces.
- You may not enroll your domestic partner through ESS. You must schedule an appointment with Metro Human Resources to complete necessary forms and provide required documentation.

MEDICAL, DENTAL, VISION

This is where you elect and/or change your medical, dental and vision coverage.

Helpful tip:

- The Medical, Dental and Vision boxes **must** be checked next to the employee's name, even if you are not enrolled in all three plans or wish to drop a plan.

OPTIONAL ENROLLMENTS

This allows you to add, drop or change your disability, flexible spending account (FSA) and/or life insurance elections.

Helpful tips:

- Select only the benefit categories you want to change, including dropping a plan. If you don't, your current elections will continue, except FSAs.
- Supplemental/dependent life: To change your coverage, you must uncheck your current amount before checking your new amount. Also, your rates are subject to change if your age bracket changes during the year.
- Long-term disability: If enrolling for the first time, you must provide a medical history statement (see your Enrollment Guide).
- FSAs: Contribution amount(s) must be entered as an annual amount: \$240-\$2,500 (Medical FSA) and \$240-\$5,000 (Dependent Care FSA).

PREVIEW BENEFIT CHANGES

This is where you review and submit your changes. Don't skip this required step!

Helpful tips:

- You may print or email a copy of the statement.
- **Don't forget** to click **Submit Your Changes** and continue to click **Next**. You're not quite finished!

ACCEPT BENEFIT CHANGES

This is your last step. Don't skip this required step!

Helpful tips:

- You **must** click **I Accept** to confirm your elections. If you don't, your changes will not be made.
- You will know your enrollment is complete when ESS takes you back to the ESS home screen.
- You can visit the Annual Enrollment home screen anytime after you enroll to view your pending changes. Click **Next** until you reach the Current Enrollments category and you will see the **View Your Pending Changes** link in red.
- You may continue to make changes until the close of Annual Enrollment; however, you will have to click through the whole process to make changes.

