

Employee Self-Service (ESS) On-Line Enrollment Instructions

Please follow the enrollment instructions as outlined below. **Please note: Clicking the Save and Exit button throughout the ESS Enrollment process DOES NOT enroll you in benefits.** The Save and Exit button allows you to sign-in and resume the ESS Open Enrollment process multiple times. **Your enrollment will not be finalized until the Electronic Signature Box and the Finish Button are clicked in Step 5 – ENROLLMENT SUMMARY PAGE.**

Login Instructions:

1. Go to <https://intranet.bcps.org>
2. **Enter your user ID** – this is the same user ID used for email. Call the help desk at x4672 if your user ID and password are not recognized.
3. **Enter your password** – This will be the same password used for email access.
4. Select the **Employee Self Service (ESS)** link on the right-hand side of the screen.
5. Read the announcements and select the orange box to **Enter Employee Self Service**.
6. Enter user id and password (same as in step 2 and 3).
7. To begin enrollment, click on the **Launch Enrollment Wizard** blue arrow.
8. If more than one Appointment ID is displayed, select the **“blank” Appointment ID**, then Click **Continue**.
9. Click on **Start New or Modify Existing Enrollment**, and then click **Continue**.
10. Click **Open Enrollment**, and then click **Continue**.
11. You will be prompted to complete your on-line enrollment through a 5 step process. Follow the instructions on each page.

Problems or Questions? Contact:
Benefits, Leaves, and Retirement office
410-887-8943
IT Help Desk -- 410-887-4672.

1 – Appointment Page

Use this page to verify your current information.

2 – Dependents Page

Use this page to modify information for existing dependents by clicking on the maintain button or to add new dependents. **Adding dependents does not enroll them on plans. They must be added to the plans in Step 3 you select.**

3- Benefits Enrollment Page

Use this page for adding/changing/waiving Benefits Plans. **This is the page used to waive (cancel) or add coverage for dependents or yourself.**

4 – Miscellaneous Deduction Page

This page is not currently used.

5 – Enrollment Summary Page

Use this page to verify benefits selections and complete your enrollment.

Enrollment is not complete until the electronic signature box is checked AND the Finish Button is clicked.

After an “Accepted Successfully” message appears at the top of the page, print the Confirmation Statement for your records.