GUIDE TO VIEWING CURRENT BENEFITS AND DESIGNATING YOUR GROUP LIFE INSURANCE BENEFICIARIES USING EMPLOYEE SELF SERVICE (ESS)

Use ESS at *any time throughout the year* to view your current benefits and to designate or change your beneficiaries for the Group Life Insurance Basic Life, AD&D and Supplement Life Plans. The ESS module is in the Enterprise Resource Planning (ERP) system. The ERP system is accessed by clicking on the ERP System link on Insite. If you have problems accessing Insite or ESS, please contact your Department IT HelpDesk.

For Prince George's County Planning:

To open a ticket, send email to PPD.HELPDESK@ppd.mncppc.org

For Central Administrative Services:

Create a ticket on ONPOINT Service Desk at <u>www.mncppc.org/onpoint</u> or call 301-454-1040.

For Prince George's County Parks & Recreation:

301-454-1515 itshelpdesk@pgparks.com

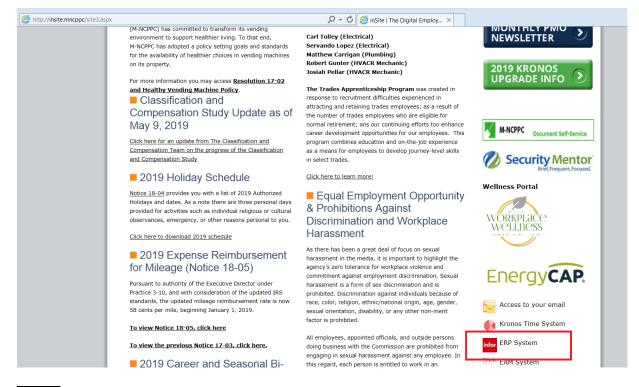
For Montgomery County Parks and Planning:

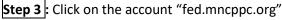
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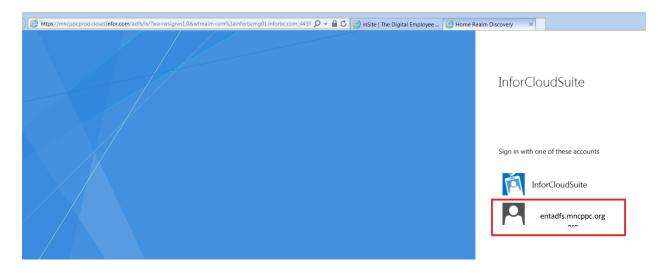
PLEASE NOTE THAT YOU WILL HAVE THE CAPABILITY TO VIEW OTHER FEATURES OF ESS AS WELL. IN THIS GUIDE WE WILL FOCUS ON VIEWING CURRENT BENEFIT ELECTIONS AND DESIGNATING BENEFICIARIES FOR THE GROUP LIFE INSURANCE PLANS: BASIC LIFE, AD&D AND SUPPLEMENTAL LIFE. (You are the beneficiary for the SPOUSE/DEPENDENT LIFE INSURANCE PLAN.)

Step 1: Open Insite by typing <u>http://insite.mncppc</u> in the browser

Step 2 : Click on the ERP System icon as shown in the figure below







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Step 4: Click on the drop-down arrow next to the globe. Click on the globe in the drop-down area.

Step 5: Now you will be on the Menu Page. Click on Bookmarks.

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• Step 6: Click on Employee Self-Service. (You may see different bookmarks (listing and order) depending upon your access and work programs.)

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• Step 7: Click on Benefits:

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• **Step 8**: Click on **Current Benefits** to view your current benefit elections. (You will also be able to determine if you are enrolled in the Sick Leave Bank since this is not a deduction on your pay advice.)

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Step 9: Click on **Beneficiar**y to "View Your **Current Beneficiaries**). Beneficiaries are shown in **BLUE**.

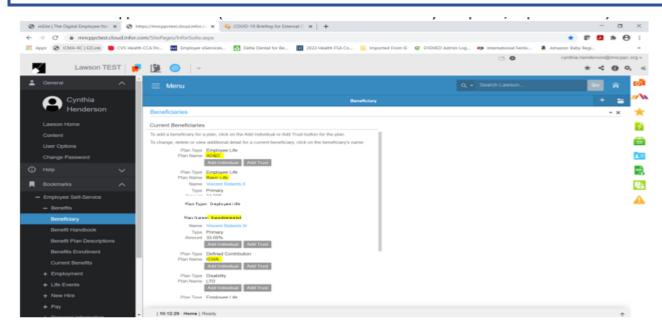
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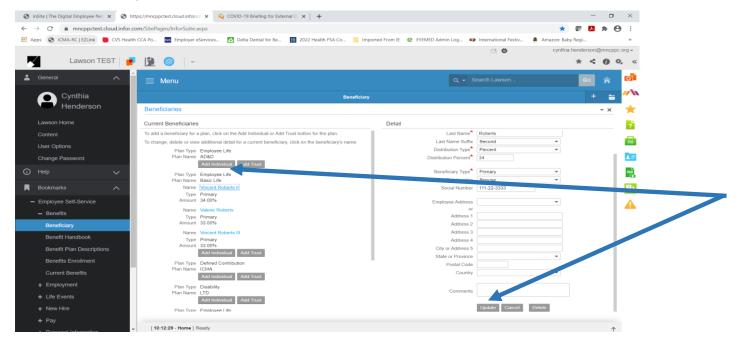
NEW: In the past beneficiaries were requested only for Basic Life and the same beneficiaries were applied to the AD&D and Supplemental Life plans. Now, you may choose a different beneficiary and percentage for each plan. If you make no changes, the current beneficiaries under Basic Life will continue to apply to AD&D and any Supplemental Life elected.

• **Step 10**: **Update Beneficiaries** - You may add and/or delete current beneficiaries; change proceed percentages; or add beneficiaries for AD&D and Supplemental Life as desired at any time throughout the year.

You may make changes to beneficiaries ONLY for the following Plans: AD&D, Basic Life and Supplemental Life. (Remember, you are the beneficiary for Spouse/Dependent Life.)



 ADD BENEFICIARIES if none are listed - Click Add Individual. In the Detail pane on the right; at minimum complete required fields *. When complete, click on Update at the bottom of the Detail pane.



ADD TRUST if none are listed- Click Add Trust. In the Detail pane on the right; at minimum complete required fields *. When complete, click on Update at the bottom of the Detail pane.

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• **DELETE BENEFICIARY** - Click on **Name of Beneficiary.** Next click on **Delete** at the bottom of the **Detail** pane.

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• **CHANGE BENEFICIARY DETAIL INFORMATION** in Detail pane on the right. Click on Name of Beneficiary and change the **Detail information**. When complete, click **Update** at the bottom of the **Detail** pane.

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*****You can **PRINT** your beneficiary designations at any time. Click on the **Print** button to the right of the end of the list of Current Beneficiaries.

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If you have any questions, concerning the Designation of Beneficiaries, contact the Health & Benefits Office (<u>benefits@mncppc.org</u> or 301-454-1694).