

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 www.mncppc.org/onpoint or call 301-454-1040.

For Prince George's County Parks & Recreation:

301-454-1515 itshelpdesk@pgparks.com

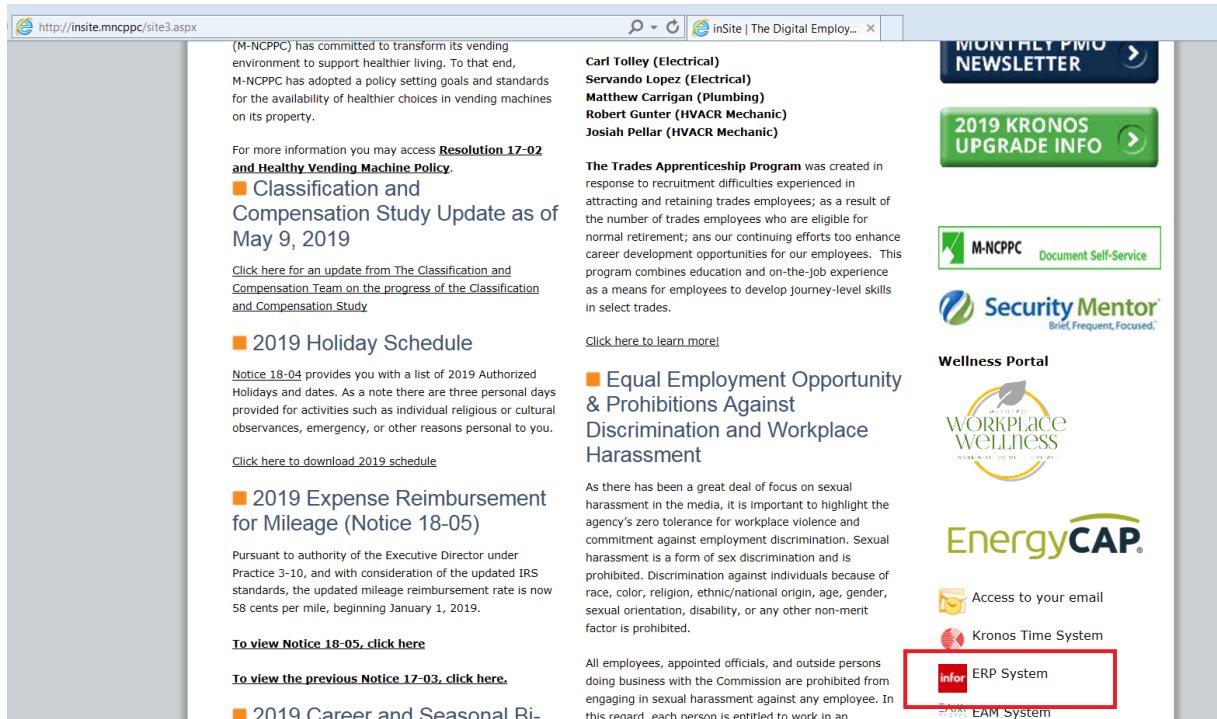
For Montgomery County Parks and Planning:

mcp-help@mncppc-mc.org 301-495-2570

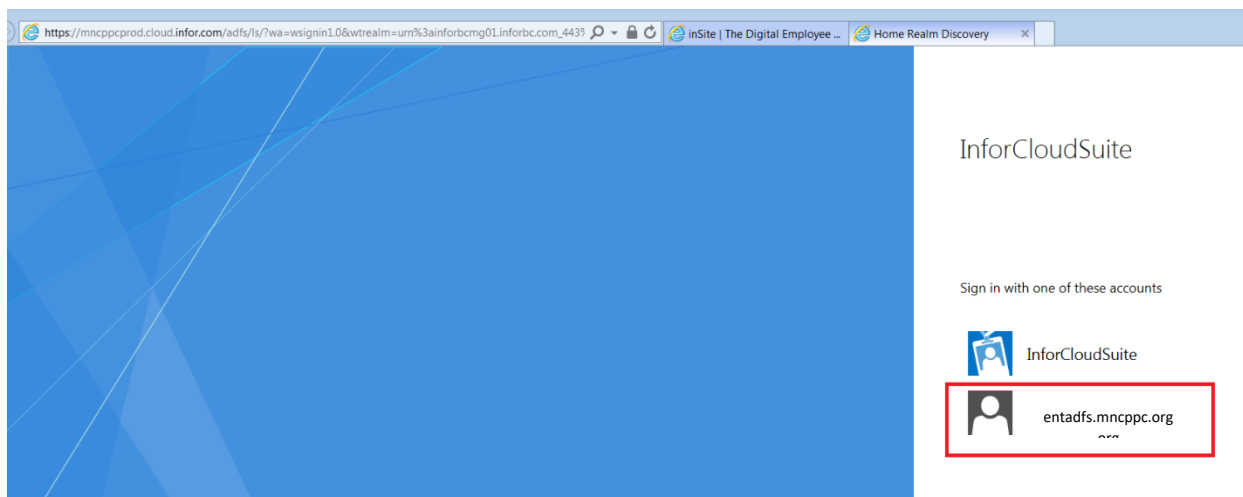
PLEASE NOTE THAT YOU WILL HAVE THE CAPABILITY TO VIEW OTHER FEATURES OF ESS AS WELL. IN THIS GUIDE WE WILL FOCUS ON VIEWING CURRENT BENEFIT ELECTIONS AND DESIGNATING BENEFICIARIES FOR THE GROUP LIFE INSURANCE PLANS: BASIC LIFE, AD&D AND SUPPLEMENTAL LIFE. (You are the beneficiary for the SPOUSE/DEPENDENT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

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

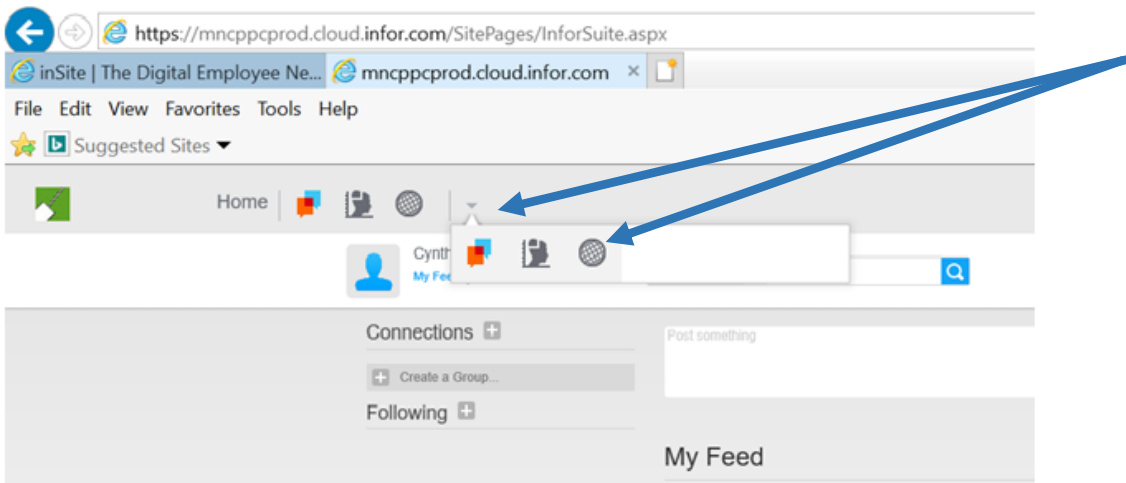
Step 2: Click on the ERP System icon as shown in the figure below



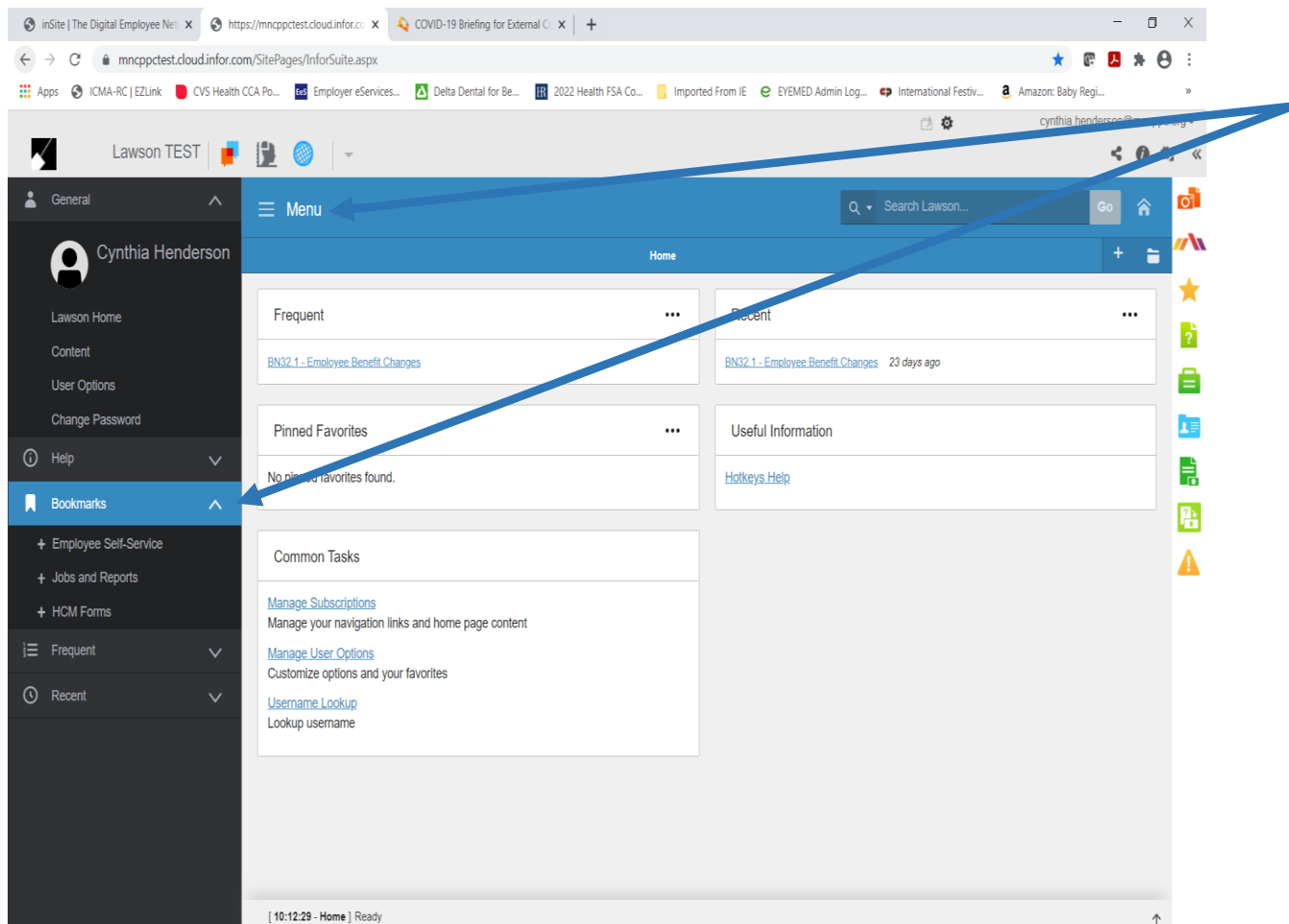
Step 3: Click on the account “fed.mncppc.org”



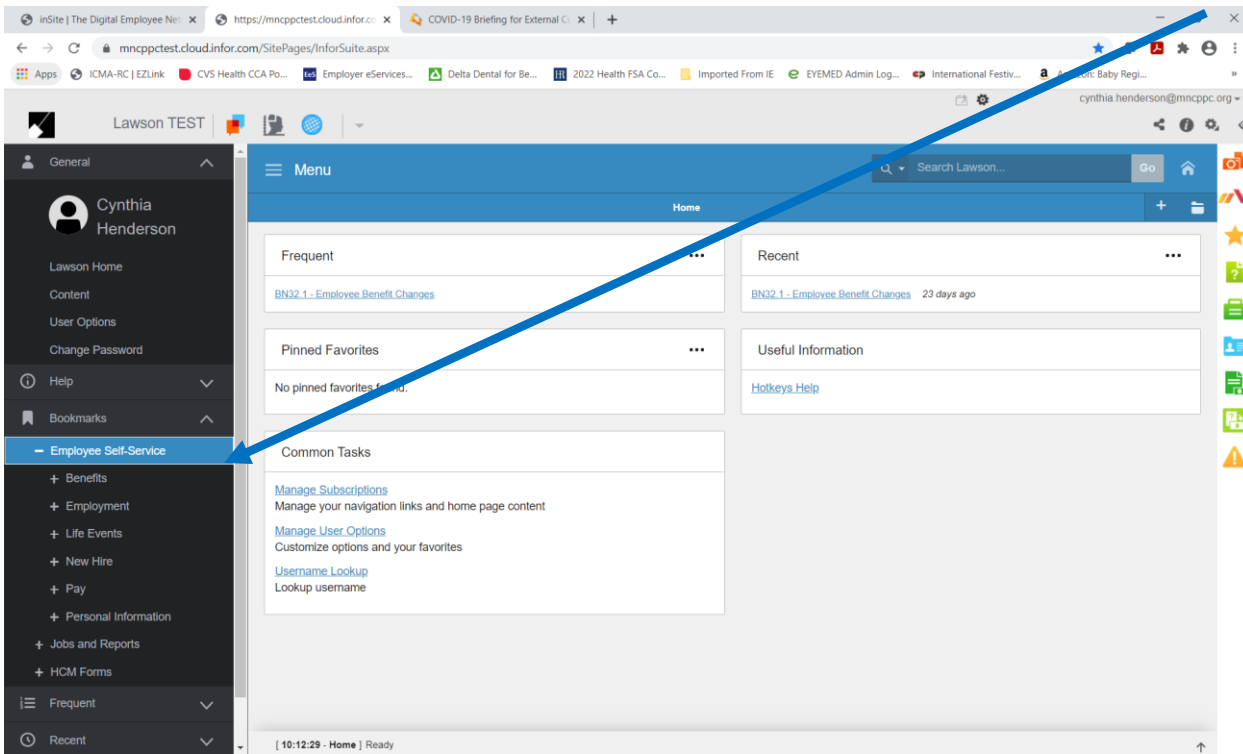
Step 4: Click on the drop-down arrow next to the globe. Click on the globe in the drop-down area.



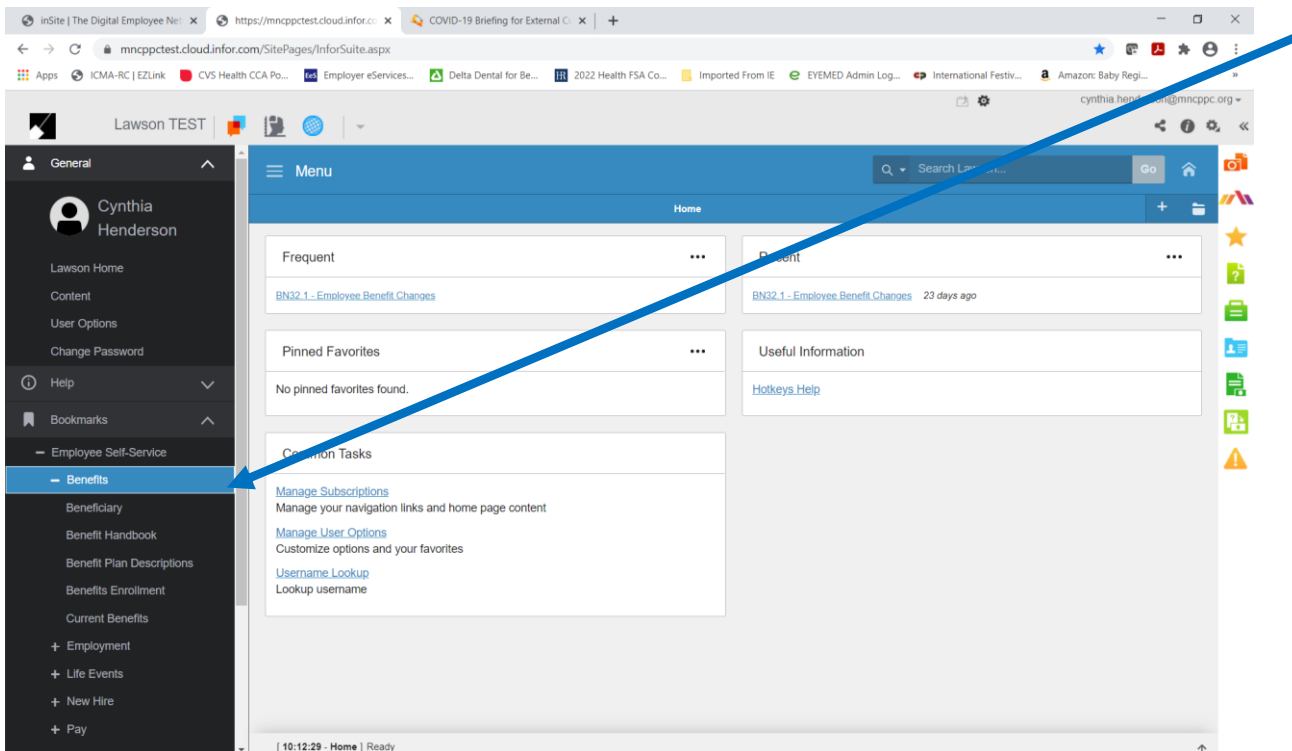
Step 5: Now you will be on the **Menu** Page. Click on **Bookmarks**.



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



- **Step 7**: Click on **Benefits**:



- **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.)

The screenshot shows the 'Current Benefits' page in the Lawson TEST system. The left sidebar has 'Current Benefits' highlighted. The main content area shows a table of benefit plans and coverage for 01/17/2022. A blue arrow points to the 'Current Benefits' menu item in the left sidebar.

Type of Plan	Plan	Start Date	Coverage	Pretax Cost	Aftertax Cost	Company Cost
Defined Benefit	Plan E	08/22/2021		161.1631		
Defined Contribution	ICMA	09/22/2019	5.0000 % of total	5.0000%		
Dental	Dental PPO	01/01/2021	2 Member	5.97		23.88
Renee A. Henderson Sr.						
Dependent Life	Spouse-Dep Life	01/01/2020	Spouse and Dependents 20k/10k		2.26	
Disability	LTD	08/22/2021	66.67% of salary 69,840.87		4.12	16.46
	Sick Leave Bank	01/01/2021				
Employee Life	AD&D	01/01/2022	200,000.00		0.46	1.85
Employee Life	Basic Life	01/01/2022				
Employee Life	Legal Resources	01/01/2021			7.8462	
Employee Life	Waive Legal	01/01/2017				
Employee Life	Waive Supplemental Life	01/01/2020				
Health	Prescription	01/01/2021	2 Member	31.57		178.89
Renee A. Henderson Sr.						
Health	UHC CHOICE POS	01/01/2021	2 Member	132.08		528.33
Renee A. Henderson Sr.						
Health	Vision	01/01/2021	2 Member - High	6.45		2.35

- **Step 9**: Click on **Beneficiary** to “View Your Current Beneficiaries). Beneficiaries are shown in **BLUE**.

The screenshot shows the 'Beneficiary' page in the Lawson TEST system. The left sidebar has 'Beneficiary' highlighted. The main content area displays the 'Current Beneficiaries' section. A blue arrow points to the 'Beneficiary' menu item in the left sidebar.

Current Beneficiaries

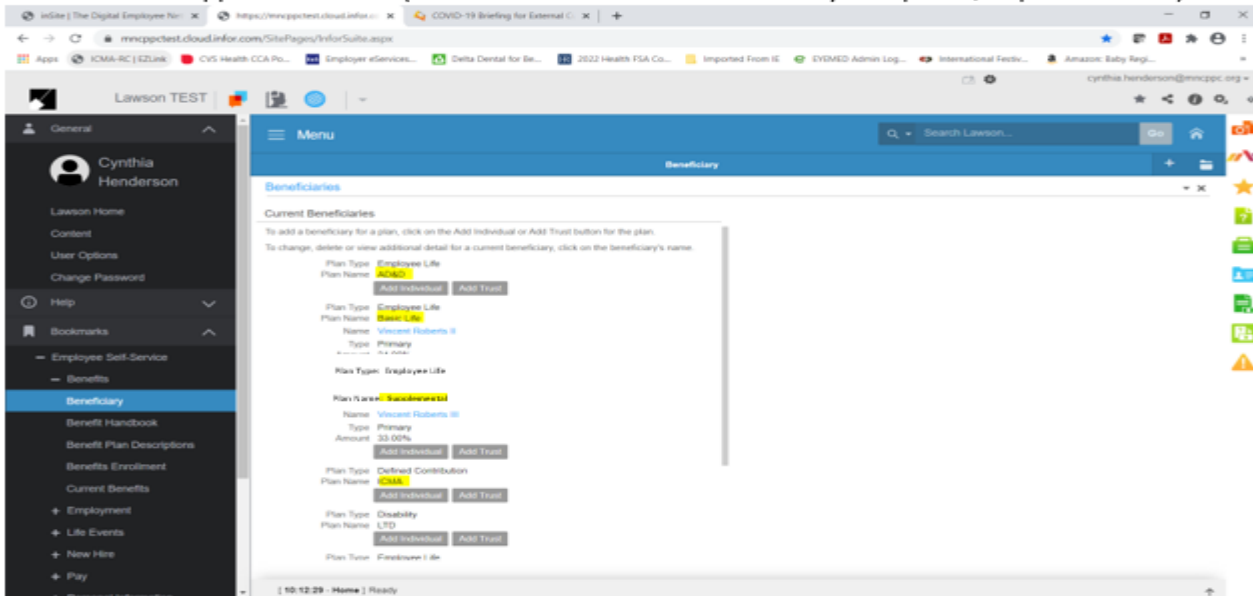
To add a beneficiary for a plan, click on the Add Individual or Add Trust button for the plan.
To change, delete or view additional detail for a current beneficiary, click on the beneficiary's name.

Plan Type	Plan Name	Name	Type	Amount
Employee Life	AD&D	Vincent Roberts II	Primary	34.00%
Employee Life	AD&D	Valerie Roberts	Primary	33.00%
Employee Life	AD&D	Vincent Roberts III	Primary	33.00%
Defined Contribution	ICMA			
Disability	LTD			
Final/Spouse Life				

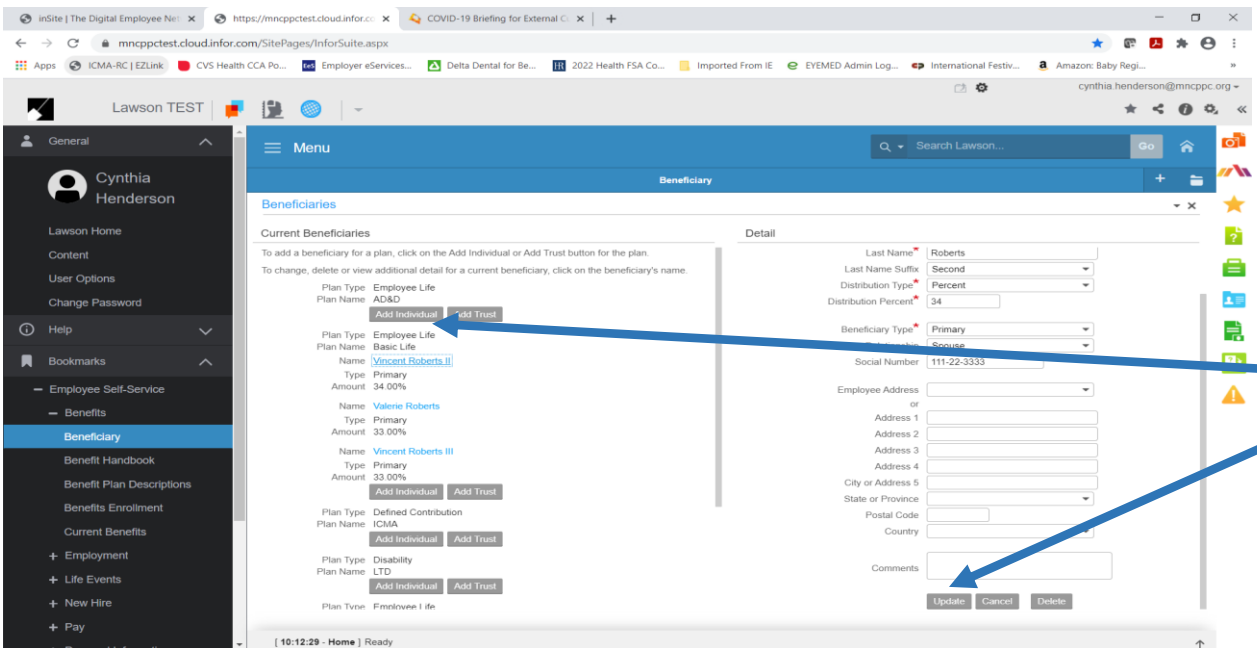
NEW: In the past beneficiaries were requested only for Basic Life and the same beneficiaries were applied to the AD&D and Supplemental Life plans. Now, you may choose a different beneficiary and percentage for each plan. If you make no changes, the current beneficiaries under Basic Life will continue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

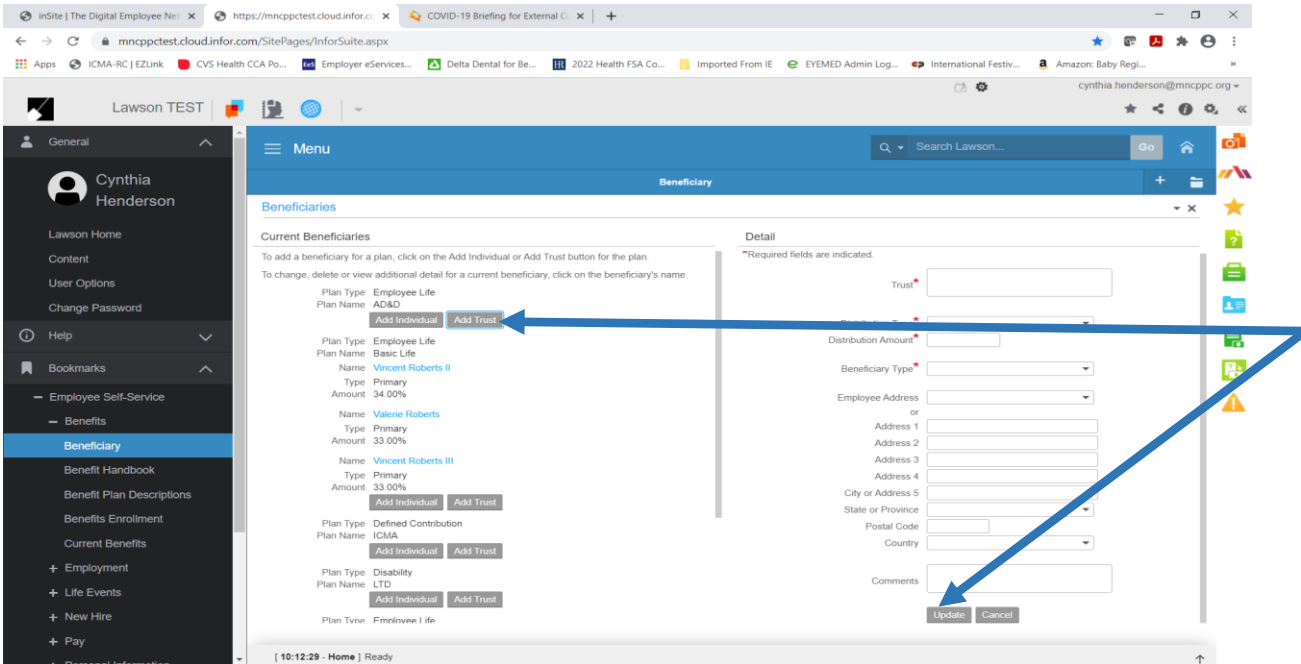
You may make changes to beneficiaries ONLY for the following Plans: AD&D, Basic Life and Supplemental Life. (Remember, you are the beneficiary for Spouse/Dependent Life.)



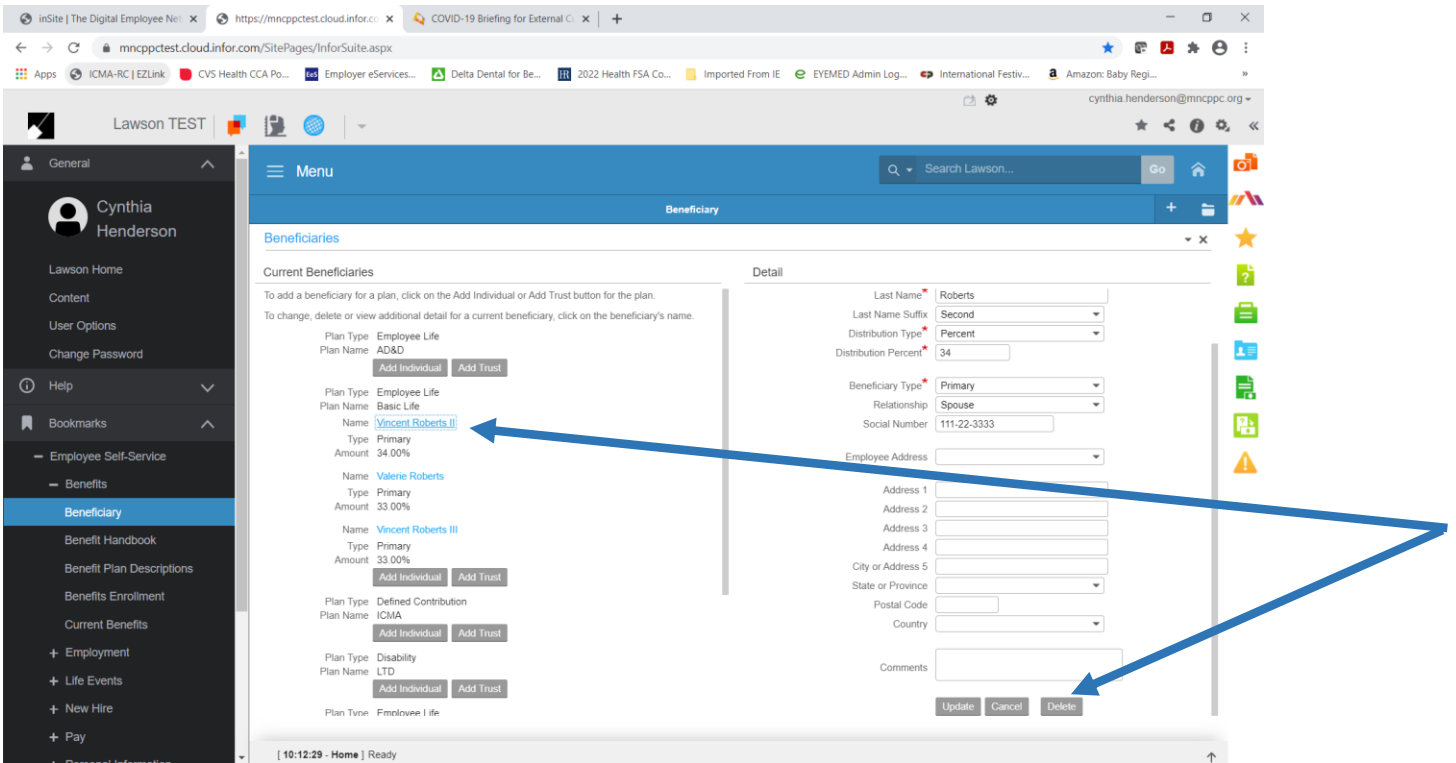
- **ADD BENEFICIARIES if none are listed** - Click **Add Individual**. In the **Detail** pane on the right; at minimum complete required fields *. When complete, click on **Update** at the bottom of the **Detail** pane.



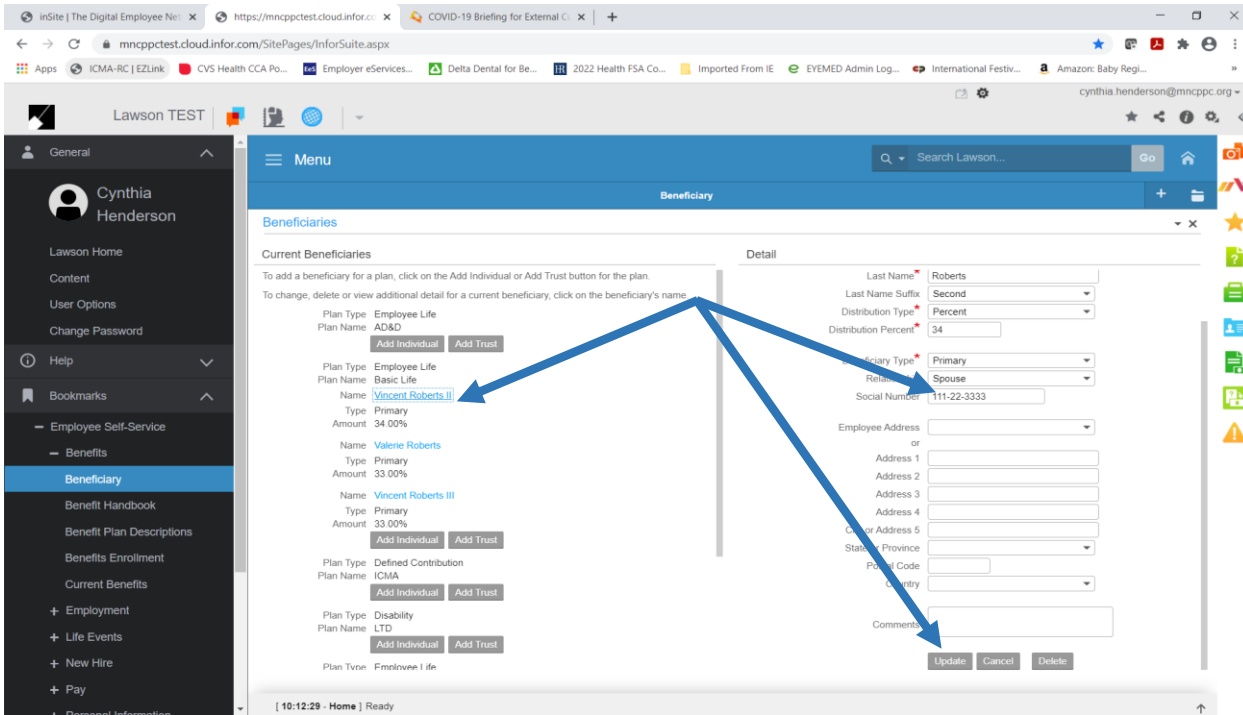
- **ADD TRUST** if none are listed- Click **Add Trust**. In the **Detail** pane on the right; at minimum complete required fields *. When complete, click on **Update** at the bottom of the **Detail** pane.



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

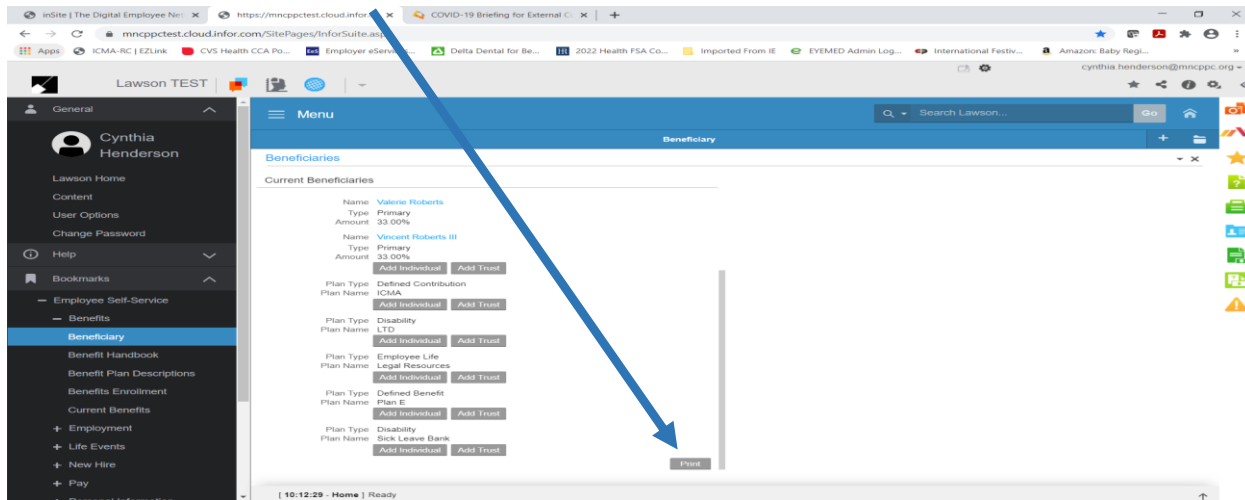


- **CHANGE BENEFICIARY DETAIL INFORMATION** in Detail pane on the right. Click on **Name of Beneficiary** and change the **Detail information**. When complete, click **Update** at the bottom of the **Detail** pane.



OTHER THINGS TO KNOW

***** 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.



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