Benefits Verification in the Employee Self-Service Portal (ESS)

1. Login to the Employee Self-Service (ESS) portal.

![Login to ESS portal](image1)

2. After you login, hover your mouse over the Benefits tab and select “Welcome”.

![Select Welcome](image2)
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3. Click on link “here” to be directed to the Benefits web page.

4. Click the plus sign under “My Information” to expand and select “Beneficiary Management”.

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Welcome to your Benefits, where you can:
- Access your Benefits information
- View your Benefits Summary
- Modify your Dependent information

Click here to access your Benefits Information.

Enrollment Opportunities
Welcome to Pima County Employee Benefits

You may make benefit changes during the year if you experience a qualifying life event such as marriage, birth/adoption, or loss of other coverage. Per IRS guidelines, the changes you are allowed to make must be consistent with your qualified life event. Supporting documentation will be required. Click the Declare Life Event button to get started.

My Information
- Employee Profile
- Current Benefits
- Dependent Management
- Beneficiary Management

Declare Life Event
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5. Select from the menu options listed under “Select Beneficiary” and “Select Benefit”.

6. From the Select Beneficiary drop down menu select New Person, then the type of Benefit, if applies. (All Life/ADD, Basic Employee Life & ADD Insurance (employer paid), Voluntary AD&D Insurance, Supplemental Life Insurance)

7. Add beneficiary information and update with as much information as possible.

8. Click on Submit. Repeat the process if adding multiple beneficiaries.
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9. Update allocations for beneficiaries from **Unassigned** to **Primary** and/or **Secondary**.

10. Click on **Update Allocations** on bottom right of screen.

11. Once all the information has been added click on **Finish** to submit on bottom right of screen.

12. All beneficiaries show as either **Primary** or **Secondary** with an allocation percentage assigned to them.

13. To update an existing beneficiary, click on the **pencil icon** under **Actions** to edit information. Follow steps 7-11.
14. To delete an existing beneficiary, click on the red button to remove. A red box should appear to confirm the action, click Yes.

15. Click on Back to welcome to go back to welcome page.

End of Process