



TEXAS ASSOCIATION of COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL

EMPLOYEE SELF-SERVICE (ESS): YOUR ONLINE BENEFITS PORTAL

Accessing your current health benefits and wellness program resources online should be easy. That's why we created the **Employee Self-Service (ESS) portal for county and district employees**. ESS is a single website with all the links you need. Just one password here gets you access to Blue Cross and Blue Shield of Texas (BCBSTX), Navitus (prescription drugs), Healthy County (wellness program), and more!

WHERE CAN I ACCESS THE ESS PORTAL?

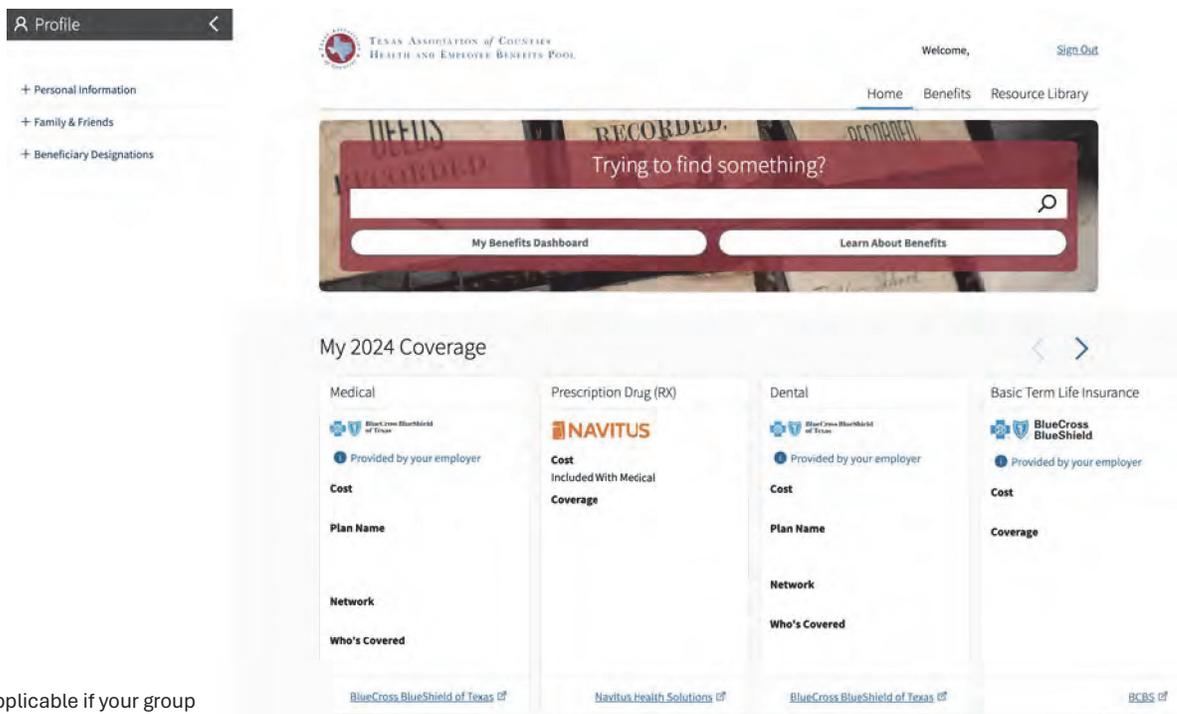
Go to: mybenefits.county.org

Save or bookmark this web address as a favorite, so you can easily reference your benefits and resources with one simple click!

ESS FEATURES:

On the ESS portal, employees can access:

- Current Benefit Coverages: Medical, Prescription, Dental*, Vision*, and Life* Benefits
- Healthy County Wellness Program Resources
- Confirmation Statements
- Resources Guides
- Benefit Booklets
- Direct access to BCBSTX, Navitus, and the Healthy County WebMD ONE portal
- Health Benefits Resource Library & FAQs
- TCDRS
- Employee Assistance Program*
- And so much more!



*Only applicable if your group offers these benefits through TAC HEBP



TEXAS ASSOCIATION of COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL

ESS LOGIN: CREATE AN ESS ACCOUNT AND LOG INTO ESS

Effective 4/1/24 ESS has been upgraded! All users will need to create an ESS account following the instructions below:

Go to mybenefits.county.org and enter your UID or your Tax Id Number/SSN.

Note: Your UID can be found on your BCBSTX insurance card in the Identification Number section. Include numbers only. Leave off the leading letters:



1. Enter your **Birth Date**.
2. Click **Find My Account**.
3. Click **First time user?** Create an account.
4. Tell Us **About Yourself** Questions (Two Options):
 - a. Option 1: If you know your UID number:
 - i. Do you know your UID number: Select Yes.
 - ii. Enter your UID.
 - b. Option 2: If you do not know your UID number:
 - i. Do you know your UID number: Select No
 - ii. Do you know your Social Security Number: Select Yes
 - iii. Enter your Social Security Number
5. Click **Next**.
6. Enter the **Last 4 Digits** of Your **SSN**, your **Home Zip Code**, your **Birth Date** (in this format mm/dd/yyyy).
7. Click **Next**.
8. Email: Enter your **Email Address**
Note: Your email address will become your ESS username. If you do not have an email, you can set up a free email account at Gmail, Yahoo, or Outlook.
9. **Confirm Email:** Re-enter your email address.
10. Click **Next**.
11. A **verification code** will be sent to the email address you entered on the previous screen.
The email will be sent from Willis Towers Watson.
12. **Enter Code:** Enter the Verification Code.
13. Enter your **phone Number**.
14. Click **Send Code or Call Me**.
 - a. **Send Code** will send a **text message** to your phone for you to enter the verification code.
 - b. **Call Me** will **call your phone** where an automated message will have you hit # on your phone keypad to verify.
15. Create a **Password:**
 - a. Your password must be at **least 8 characters** long and contain at **least 3** of the following items:
Uppercase letters Numbers
Lowercase letters Symbols
 - b. **New Password:** Enter your password.
 - c. **Confirm New Password:** Re-enter password.
16. Click **Submit**.
17. On the **Online Authorization page**, scroll to the bottom of the page, and click **Accept**.
18. **You're done!** You are now in your ESS portal!

The screenshots show the following steps in the ESS portal:

- Sign In Page:** Fields for UID, Tax Id Number/SSN, and Birth Date. A "Find My Account" button is at the bottom.
- Sign In Page (Second):** Fields for Username and Password. A "Next" button and a link for "First time user? Create an account" are visible.
- Create Password Page:** Fields for New Password and Confirm New Password. A list of requirements (uppercase letters, lowercase letters, numbers, symbols) is shown. "Cancel" and "Submit" buttons are at the bottom.
- Enhanced Security Page:** A section asking how to complete the enhanced security step (Email or Phone). "Cancel" and "Email" buttons are shown.
- Confirm Your Email Page:** A field for "Enter Code" and "Resend Code" button.
- Online Authorization Page:** A "Sign In" button and "Accept" button at the bottom.