

iPhone SE2020 Ordering Instructions

Ordering will be available in ESS from 12/7 to 12/18 (or until supplies run out)

1. Log in to ESS



Login

Jsername	
	Forgot your username?
assword	
	Forgot your password?

Log in

2. Select the Benefits Menu on your ESS home screen:

Home

Employee Self Service

Benefits

Life Events

Pay/Tax Information

Performance Evaluations

Personal Information

Time Off

Time Entry

Training Opportunities



3. Select the Open Enrollment hyperlink:



Existing Benefits

You must complete your open enrollment before 12/18/2020.

4. Select the iPhone SE2020 benefit:

Open Enrollment – Make Elections

Image: Make a selection for each benefit, then click "Continue". You must submit this enrollment by 12/18/2020.

IPHONE SE 2020 Election not made

DECLINE SELECT

CANCEL

CONTINUE

5. Enroll with the iPhone SE2020 benefit:

Benefits – IPHONE SE 2020



6. Review your enrollment and submit:

Review your enrollment

IPHONE SE 2020 IPHONE SE 2020 Monthly Cost			\$0.00
TOTAL EMPLOYEE COST			\$0.00
	CANCEL	MODIFY	SUBMIT

7. Your enrollment is complete and you will receive a confirmation email from ESS.