



iPhone XR Ordering Instructions

Ordering will be available in ESS from 11/15 to 11/30
(while supplies last)

1. Log in to [ESS](#)

ROUND ROCK TEXAS

Login

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

Log in

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

- Employee Self Service
- Benefits**
- Open Enrollment
- Life Events
- Pay/Tax Information
- Performance Evaluations
- Personal Information
- Time Off
- Time Entry

3. Select the Open Enrollment hyperlink:

Existing Benefits

You must complete your [open enrollment](#) before 11/30/2021.

4. Select the iPhone XR benefit:

Open Enrollment – Make Elections

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
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5. Enroll with the iPhone XR benefit:

Benefits – IPHONE XR

iPhone XR - \$100. Made payable by check or money order to City of Round Rock.

<input checked="" type="radio"/> IPHONE XR
Employee cost \$100.00
Monthly cost \$0.00
Monthly cost \$0.00

[CANCEL](#) [CONTINUE](#)

6. Review your enrollment and submit:

Review your enrollment

IPHONE XR	
IPHONE XR	
Employee Cost	\$100.00
Monthly Cost	\$0.00
TOTAL EMPLOYEE COST	\$100.00

[CANCEL](#) [MODIFY](#) [SUBMIT](#)

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