

New Hire Benefits Enrollment



**COOK
COUNTY**
BENEFITS CONNECT

Step 1: Decide

Think about your benefits needs and review the options provided in the current Benefits Overview at cookcountyrisk.com.

Step 2: Log into Employee Self-Service



To access ESS from within the County's network, click on the Oracle EBS icon on your desktop or use

<https://ccgprod.ccounty.com>, then click on the applicable button.

You may also log in to ESS from home at: <https://ccgprod.cookcountyl.gov>

If you need assistance with logging into ESS, contact your agency's Technology Desk.

Step 3: Add Dependents

- Click the Benefits link
- You will be taken to the Dependent Information screen (if you have dependents). You will be able to add dependent information if needed

NOTE: The Relationship Start Date should be employment start date.

Step 4: Select Benefits

- Click the Update Benefits button to enroll in your benefits plans
- You will be taken to the Update Benefits: Update Enrollments screen
- Select your medical, dental, vision or flexible spending plans
- Click the Next button
- Make the necessary dependent selections for medical, dental and vision
- Click the Next button

NOTE: Dependents do not need to be enrolled in all plans, but if enrolled, their plan election must be the same as yours.

Step 5: Attach Documents

- The Attachment screen is where you can upload a copy of the required certification documents (e.g.: birth certificate, marriage certificate)
- Scroll down to the Attachment section and click the Add Attachment button
- Use the Browse button to find the document that needs to be attached
- Click the Apply button
- You will be taken back to the Attachment screen. Scroll down to the Attachment section and click the **Publish to Catalog** button to finish the upload process

NOTE: If the Publish to Catalog button is not clicked the upload process will not be completed and the Risk Management office will not be able to review and approve your documents.

- Click the Next button

Step 6: Finish Enrollment

- You are now at the Confirmation Statement page where you can review your changes and print a copy of your Confirmation Statement
- **PRINT YOUR CONFIRMATION STATEMENT BEFORE YOU HIT THE FINISH BUTTON**
- Click on the Finish button and you will be taken back to the Benefits Enrollments screen
- Click the Back button – you will be taken back to the main EBS screen

Cook County Department of Risk Management Employee Benefits Division

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