

# Qualifying Life Event (QLE)



COOK  
COUNTY  
BENEFITS CONNECT

## Adding Dependents with/without Benefit Changes

### Step 1: Complete your enrollment in Employee Self-Service within 31 days of the QLE



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

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

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

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

### Step 2: Add Dependents

- Click on the Personal Information link
- Scroll down to the bottom of the page to the Dependent section and click the Add button
- Input the dependent information and click the Next button

**NOTE: The Relationship Start Date should be the date of the qualifying life event**

- Review the dependent information. If no changes are needed, click the Submit button. If corrections are needed, click the back button
- Click the Return to Overview button
- Click the Back button – you will be taken back to the main EBS screen

### Step 3: Make Benefit Changes

- Click on the Benefits link
- Click the Update Benefits button to update your benefits
- You will be taken to the Update Benefits: Update Enrollments screen
- Select your medical, dental, vision and/or flexible spending plans
- Click the Next button
- Make the necessary dependent elections for medical, dental and vision plans
- Click the Next button

### Step 4: Attach Documents

- The Attachment screen is where you 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 5: 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

### Step 6: Review ESS

- Within 31 days of the effective date log into ESS to review confirm that your dependents and plans are correct.
- If enrolled in the Medical HMO you must call BCBSIL to designate a medical group before cards can be mailed.
- If applicable, you should receive new ID cards from Insurance vendors within 7-10 business days.

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