



## EMPLOYEE SELF-SERVICE (ESS)

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

LEARN HOW TO ACCESS YOUR HEALTH BENEFITS AND PARTICIPATE IN THE HEALTHY COUNTY WELLNESS PROGRAM

## WHERE CAN I ACCESS ESS ONLINE?

Go To: <https://mybenefits.county.org>

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

## WHAT CAN I DO IN THE EMPLOYEE SELF-SERVICE (ESS) TOOL?

Get Benefits Information

Review a variety of wellness program details, vendor and health information.

My County Benefits

Access your current health coverage Benefits Summaries and miscellaneous forms.

Review Current Enrollment

Retrieve and review benefit information.

# FIRST TIME USER INFORMATION

First-time users will need to create a unique password before logging onto the system.

From this page, *first-time users* should click on the **Create Password** link displayed at the bottom of this page.

*First-time users* will need to acknowledge and accept an online authorization. TAC HEBP may require employees to accept this online authorization once a year.

Welcome to MyBenefits.County.Org, the Texas Association of Counties Health & Employee Benefits Pool (TAC HEBP) Online Enrollment System.

TAC HEBP provides a wide range of benefit programs to Texas Counties and their employees. Your employer has selected a package of benefits for you that can be accessed via this website. To access this secure site, you will need your UID, available on your BCBSTX card or from your County Contact.

**Returning Users**  
If you already have a password and are ready to login, enter the last 9 numeric characters of your User ID (UID) and your password and select [Login].

UID:

PASSWORD:

Login

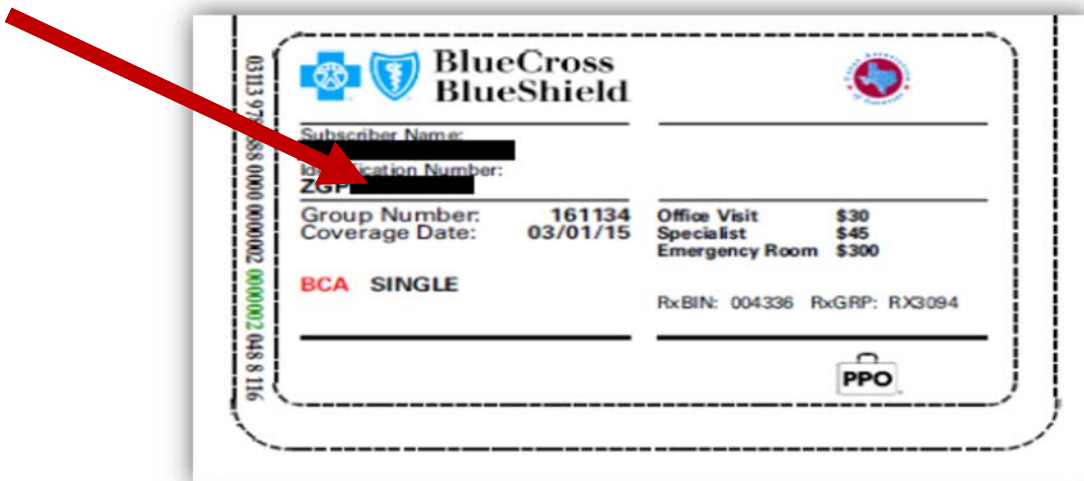
**New Users or New Passwords**  
If this is your first time visiting the site or you have forgotten your password, you should create or reset your password.

Create Password

**UID = Unique Identification Number**

The nine-digit number on your BCBS insurance ID card beginning with 9032...

**903255555**



# WELCOME PAGE – BEGIN TO EXPLORE FROM HERE

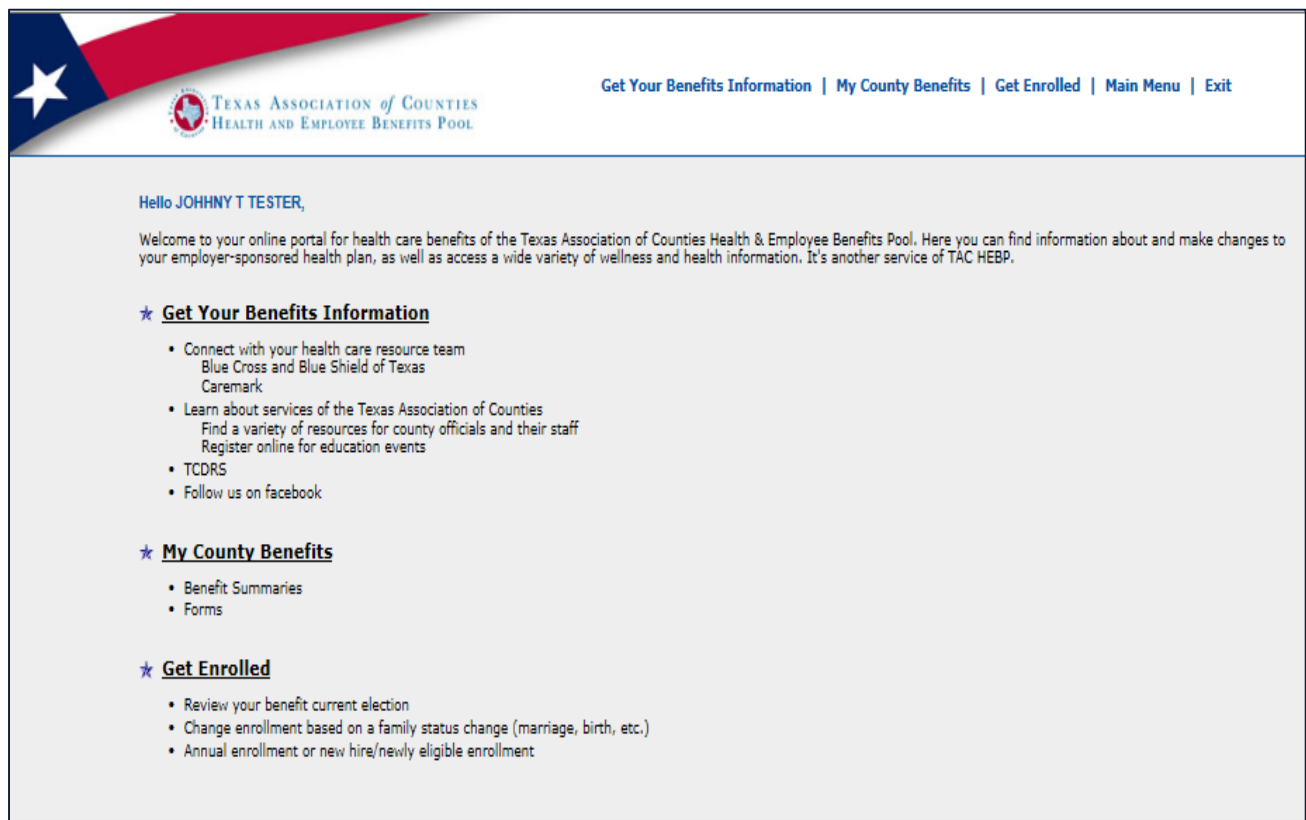
This **home page of the online ESS portal** for the Texas Association of Counties Health & Employee Benefits Pool provides you, as a county employee, with **ONE PLACE TO VIEW YOUR HEALTH BENEFIT PLAN**. You have immediate access to health and **WELLNESS PROGRAM** information associated with **Healthy County**. You can visit the BCBSTX website from here to **REVIEW YOUR EXPLANATION OF BENEFITS** on recent claims and also **COORDINATE MAIL ORDER PRESCRIPTIONS** by visiting the Caremark webpage from this site.

## THE LINKS ARE DESCRIBED BELOW:

**Get Your Benefits Information** provides a variety of wellness, vendor and health information.

**My County Benefits** provides access to current Benefits Summaries and a variety of forms.

**Get Enrolled** will allow you to view your current enrollment changes during future annual Open Enrollment periods.



The screenshot shows the top navigation bar with a Texas state flag graphic on the left and the text "Get Your Benefits Information | My County Benefits | Get Enrolled | Main Menu | Exit" on the right. Below the navigation bar is the logo for the Texas Association of Counties Health and Employee Benefits Pool. The main content area is a light gray box with a blue border. It starts with a personalized greeting: "Hello JOHNNY T TESTER,". Below the greeting is a welcome message: "Welcome to your online portal for health care benefits of the Texas Association of Counties Health & Employee Benefits Pool. Here you can find information about and make changes to your employer-sponsored health plan, as well as access a wide variety of wellness and health information. It's another service of TAC HEBP." The page then lists three main sections, each with a star icon and a bold heading:

- ★ Get Your Benefits Information**
  - Connect with your health care resource team
    - Blue Cross and Blue Shield of Texas
    - Caremark
  - Learn about services of the Texas Association of Counties
    - Find a variety of resources for county officials and their staff
    - Register online for education events
  - TCDRS
  - Follow us on facebook
- ★ My County Benefits**
  - Benefit Summaries
  - Forms
- ★ Get Enrolled**
  - Review your benefit current election
  - Change enrollment based on a family status change (marriage, birth, etc.)
  - Annual enrollment or new hire/newly eligible enrollment