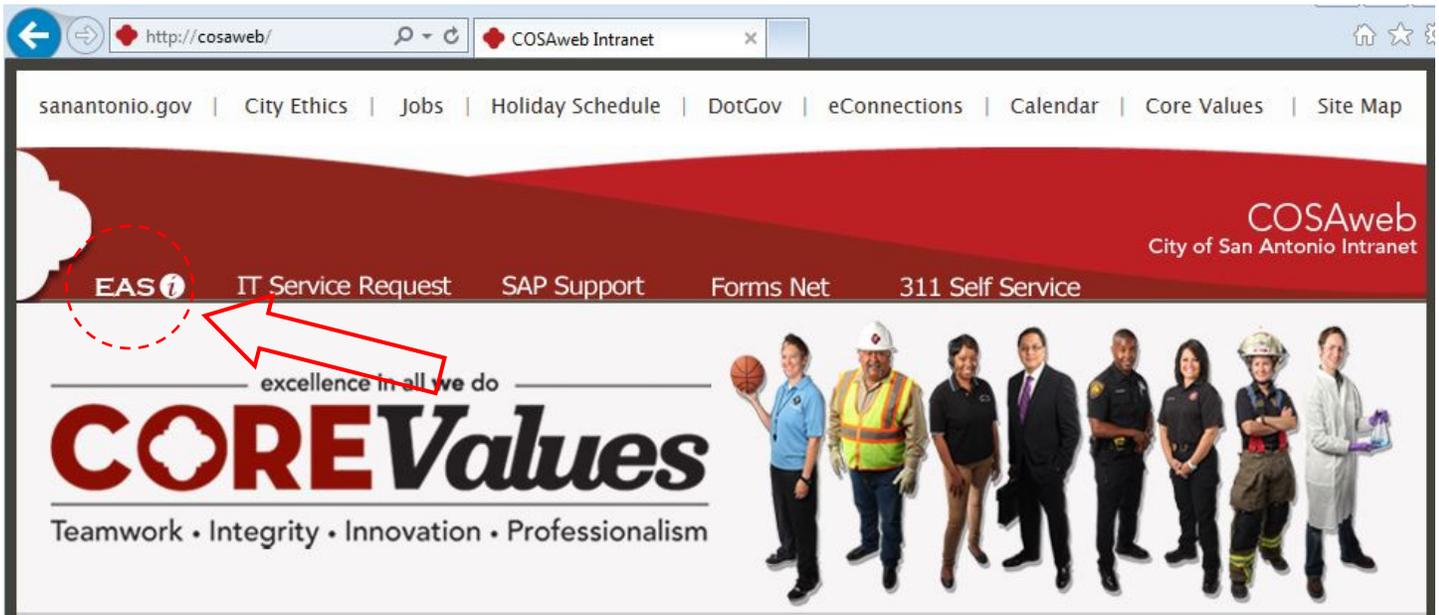


Accessing Employee Self-Service System (ESS)

1. Open <http://cosaweb/> to access EASi.



2. Select ESS to enter the Self Service system.



3. Log in to the Employee Self Service system.



How to Reset Your ESS Password

For users that have not logged in for 90 days prior to 10/12/2015, a password reset is required (8 characters) with the following:

- Special character (e.g. \$)
- Upper case first name initial (e.g. F)
- Lower case last name initial (e.g. m)
- Last 5 of SSN (e.g. 12345)
- Resulting password from example above: \$Fm12345

If you need assistance with password reset please contact the IT Help Desk at 207-8888.

4. Begin Benefits Enrollment by accessing the online benefits enrollment link.

The screenshot shows the 'Employee Self-Service' portal for the City of San Antonio. The 'Overview' section contains several links: 'Employee Search', 'Payroll Information', 'Working Time', and 'Benefits Enrollment'. A red arrow points to the 'Benefits Enrollment' link, which is described as 'Access the online benefits enrollment system.' Other links include 'Working Time' (Record your planned leave) and 'Quick Links' (Record Working Time, Attendance Points Report).

5. Continue into the Enrollment Portal.

The screenshot shows the 'Benefits Enrollment' page. On the left is a 'Detailed Navigation' menu with options like 'Overview', 'Davis Vision', 'Dearborn National', 'Deer Oaks', 'Nationwide', 'ICMA', and 'TMRS'. The main content area features an 'Open Enrollment' section with a link to 'Benefits enrollment' and the instruction 'Perform online Open Enrollment'. A red arrow points to this link. To the right, there is an 'Additional Information' section with the text 'Elect coverages for you and your family, review them and print your enrollment choices'.