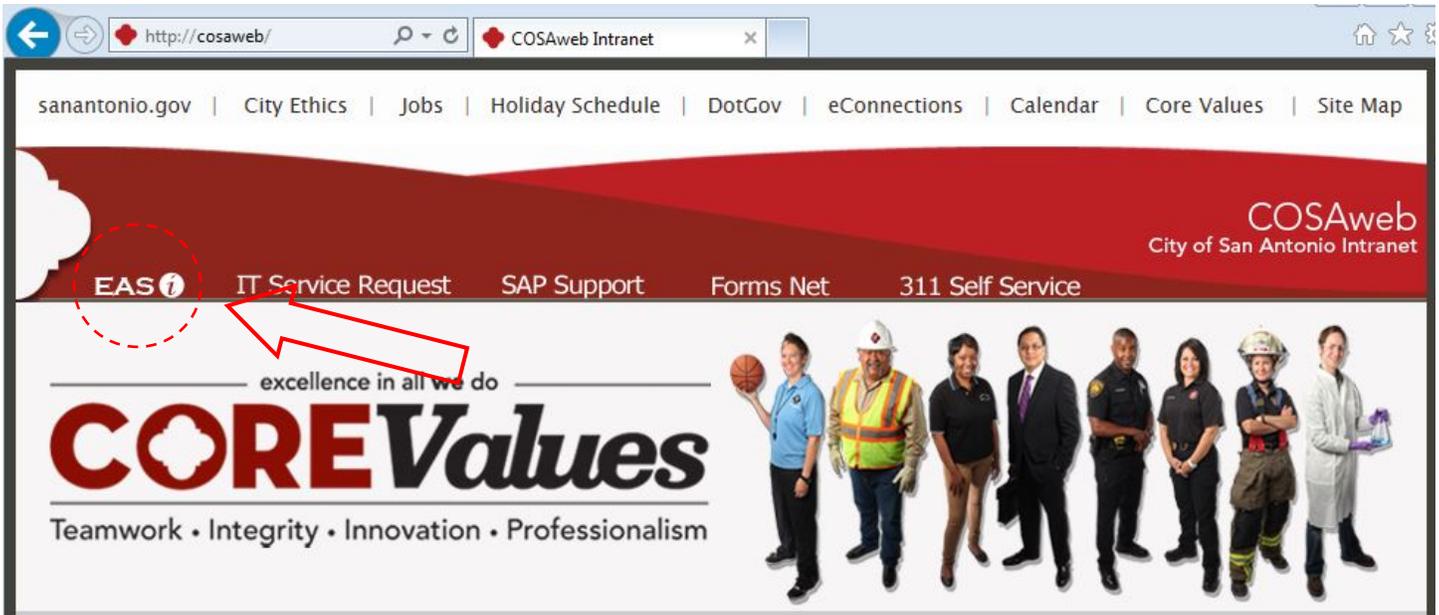


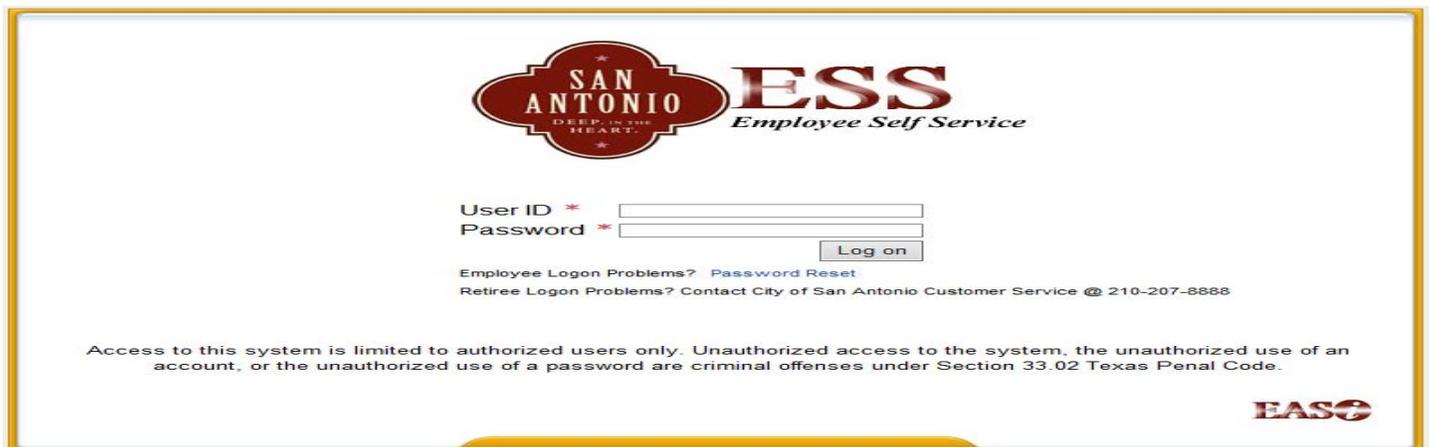
Enrolling in Your 2016 Benefits



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

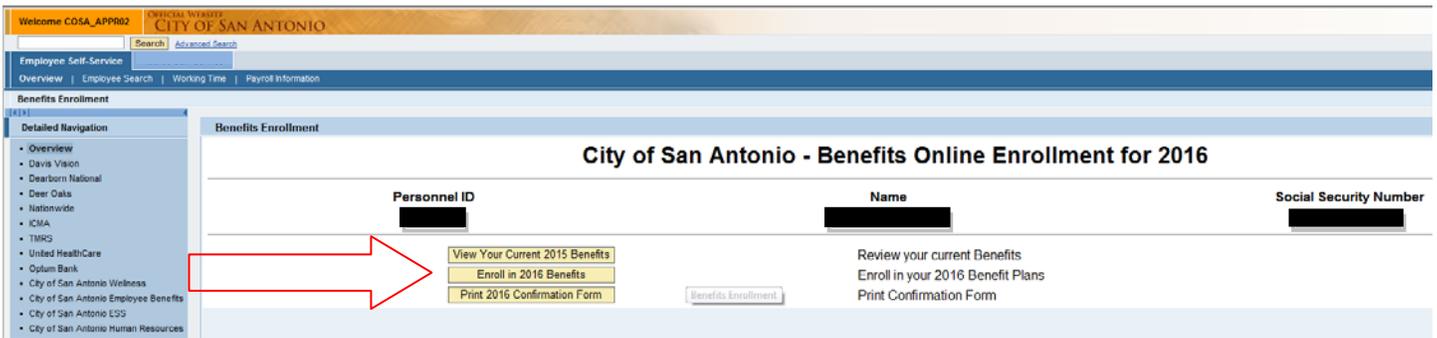
If you need assistance with password reset please contact the IT Help Desk at 207-8888.

The screenshot shows the 'Employee Self-Service' portal for the City of San Antonio. The 'Overview' section contains several links: 'Employee Search', 'Working Time', 'Payroll Information', 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), 'Quick Links' (Record Working Time, Attendance Points Report), and 'Payroll Information' (Display your salary statement).

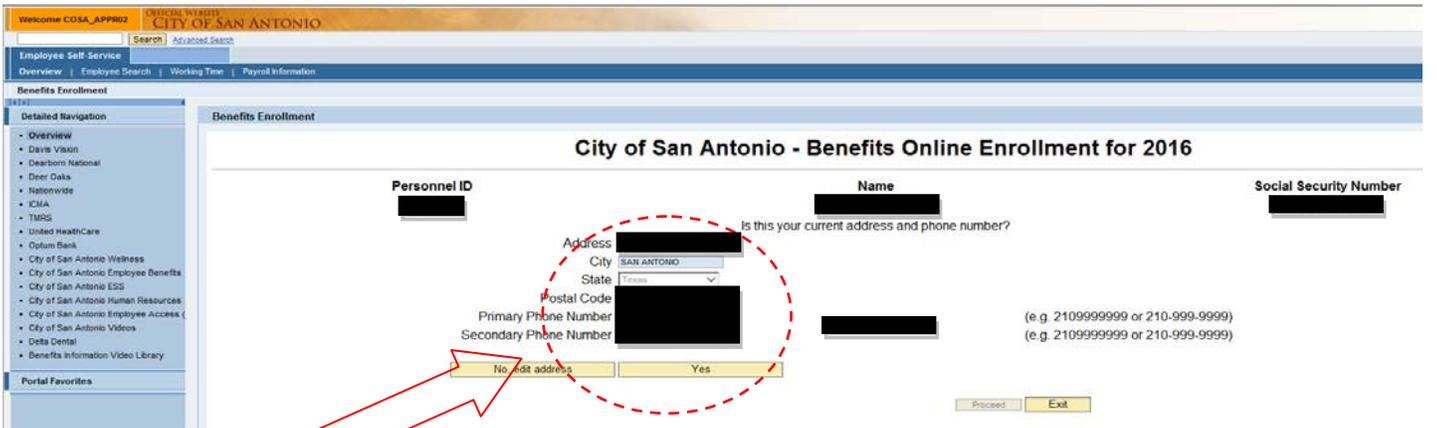
4. Begin Benefits Enrollment by accessing the online benefits enrollment link.

The screenshot shows the 'Benefits Enrollment' page. A red arrow points to the 'Open Enrollment' link, which is described as 'Perform online Open Enrollment'. The page also includes a 'Detailed Navigation' sidebar with links to Overview, Davis Vision, Dearborn National, Deer Oaks, Nationwide, ICMA, and TMRS. An 'Additional Information' section at the bottom right states: 'Elect coverages for you and your family, review them and print your enrollment choices'.

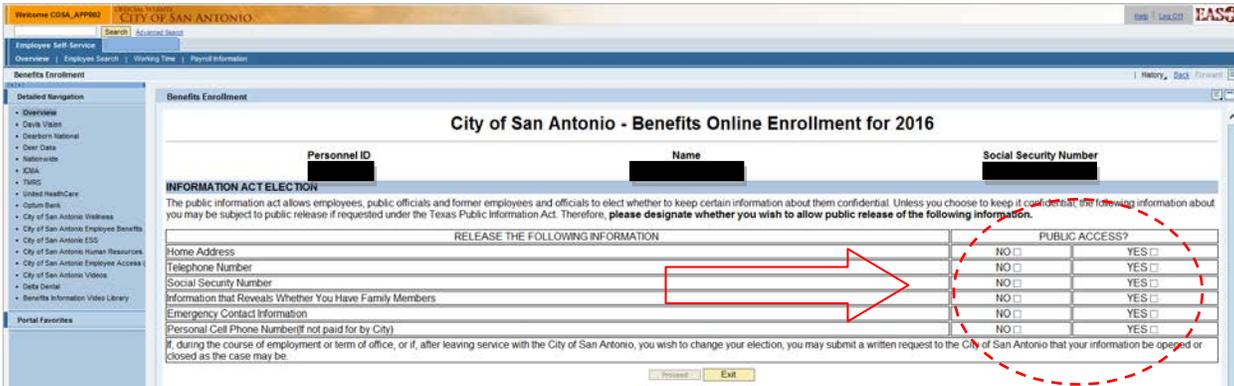
5. Continue into the Enrollment Portal.



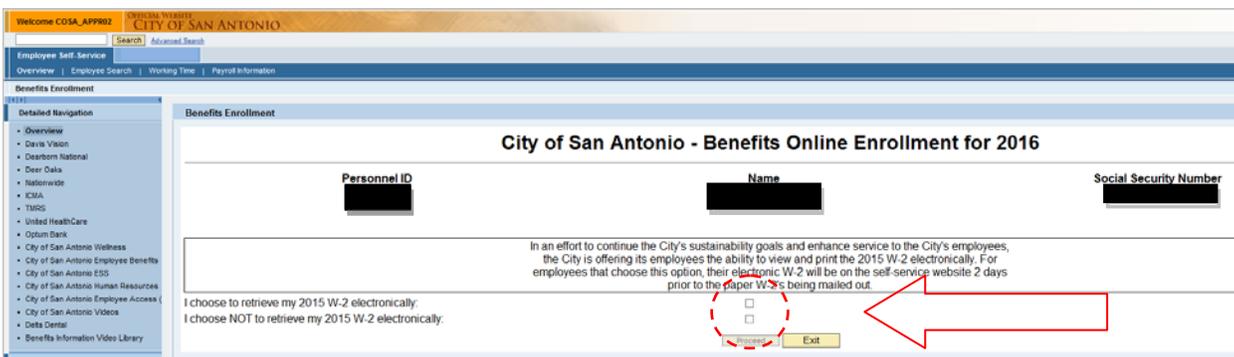
6. Click to enroll in your 2016 benefits.



7. Confirm your current address and phone number, or make corrections as needed.



8. Update your privacy elections.



9. Designate your preferred method of receiving your W-2 for 2015.

City of San Antonio - Benefits Online Enrollment for 2016

Personnel ID	Name	Social Security Number
[Redacted]	[Redacted]	[Redacted]
Medical Insurance		
Plan Name		
<input type="checkbox"/> None <input checked="" type="checkbox"/> CitMed Fire		
Current Dependents		
[Redacted]	Relation	Birth Date
[Redacted]	Spouse	[Redacted]
[Redacted]	Child	[Redacted]
Coverage: EE + Spouse		
Deduction per Paycheck: \$0.00		
Estimated Total Deduction per paycheck: \$0.00		

Buttons: Next (Proceed with Benefits Enrollment), Exit (Exit-Do Not Save Changes)

10. Employees must designate their dependents for coverage in 2016. Please highlight your eligible dependents for coverage before proceeding with enrollment. If you do not highlight your dependents they will not have coverage.

City of San Antonio - Benefits Online Enrollment for 2016

Personnel ID	Name	Social Security Number
[Redacted]	[Redacted]	[Redacted]
Health Insurance Plans		
Plan Type		
Medical Active		
Plan Name	Coverage Level	Employee Cost
CitMed Police	Employee Only	\$0.00
Total Deduction per Paycheck: \$0.00		
Estimated Annual Cost: \$0.00		

Buttons: <<Back (Return to Plan Selection Page to Revise Selections), Next (Proceed with Benefits Enrollment), Exit (Exit-Do Not Save Changes)

11. Confirm your health insurance plan and coverage level.

City of San Antonio - Benefits Online Enrollment for 2016

I have read the Collective Bargaining Agreement explaining the City of San Antonio Benefits Program. I hereby make my election of benefits for 2016 and understand that my election cannot be changed once this form is received by the Employee Benefits Division. This change may only be made in person at Human Resources within 31 days of a qualifying life event. (i.e., newborn, marriage, divorce, death, etc.) I swear or affirm that the information I have provided above for the purpose of receiving health benefit coverage is true and correct, and I understand that knowingly providing false information may result in loss of coverage, discipline, and criminal prosecution.

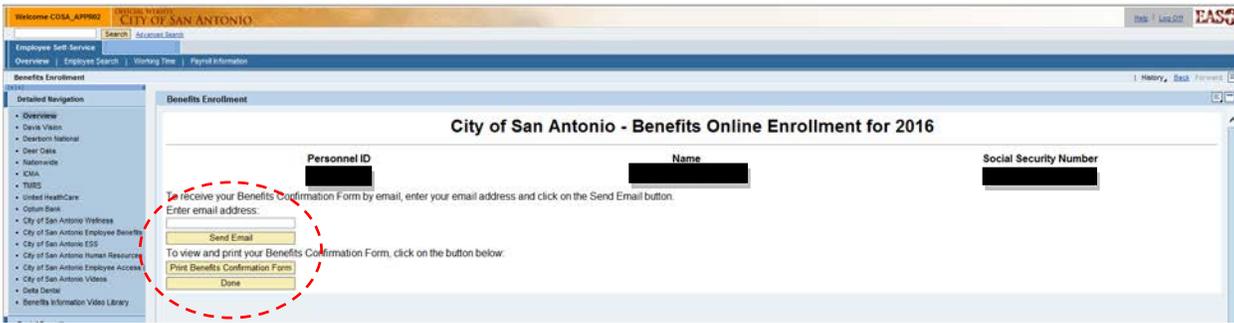
You must check the box here to certify your benefits selection:

I agree with the 2016 benefits selections and/or dependent information

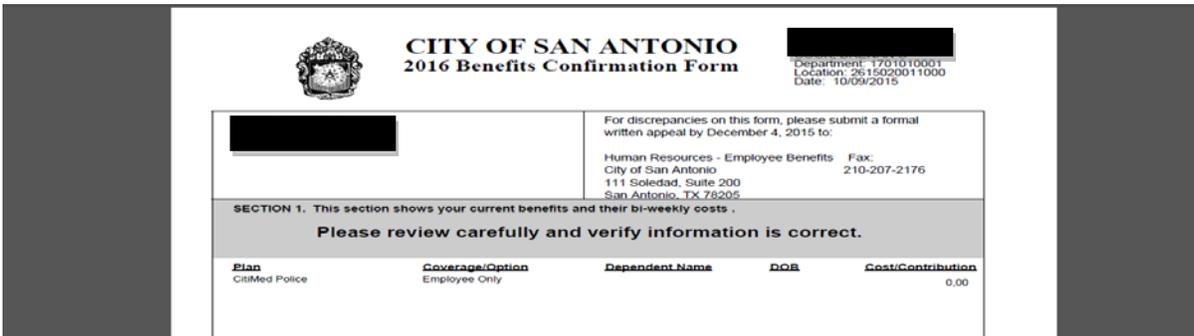
Enter your name as it appears on the top of this page to certify the change:

Buttons: <<Back to Selections (Return to Plan Selection Page), Finish Enrollment (Exit-Do Not Save Changes)

12. Complete the acknowledgement of benefits to complete your enrollment. You will not be able to Finish Enrollment until this section is complete.



13. Print or email your confirmation forms for your personal records.



14. Double-check your selections through the 2016 Benefits Confirmation Form. You will have until the close of Open Enrollment (November 6, 2015) to make changes to your selections. Your last entry during the enrollment period will be your selected coverage.