

BENEFITS OPEN ENROLLMENT
LIVE WELL.

CHOOSE WELL.



OCT 1-19

Your 2019 Benefits Enrollment Instructions - *Uniform Fire Employees*

The screenshot shows the COSAweb website interface. At the top, there is a navigation menu with links for SANANTONIC.GOV, ETHICS, JOBS, HOLIDAY SCHEDULE, and EMPLOYEE INFO. Below this, there are links for ECONNECTIONS, EVENTS, and SITE MAP. A central banner features the 'CORE Values' logo with the tagline 'Teamwork - Integrity - Innovation - Professionalism' and a group of employees. Below the banner, there are two main sections: 'Speak Up! San Antonio.' and 'Spotlight'. The 'Speak Up! San Antonio.' section contains a video player with a play button and a red arrow pointing to it. The 'Spotlight' section features several promotional tiles, including 'Employee Recognition Program', 'CITY MANAGE 5K WAITING FOR', 'Employee Text Messages 300', 'City Logos', 'SAePS', 'CITY OF SAN ANTONIO AGEND', and 'Secure Printing'. At the bottom of the page, there is a row of service links: EASI, IT SERVICE REQUEST, SAP SUPPORT, FORMS NET, 311 SELF SERVICE, ADMINISTRATIVE DIRECTIVES, and CONTACT US.

1. Open <http://www.sanantonio.gov/easi> to access EASI.

EMAIL - OUTLOOK WEB ACCESS
 Access for employees to their COSA email accounts.

EMPLOYEE SELF SERVICE (ESS)
 Access your important Payroll, Leave and Benefit information.

HANSEN CITRIX ACCESS
 COSA remote access to the Hansen application.

PASSWORD MANAGEMENT
 Allows COSA employees to reset their own Windows passwords.

TELECONFERENCE
 Hold a conference via a telephone or network connection in Cisco WebEx.

WORKSPACE
 COSA remote access for employees to their COSA applications and virtual desktops.

HELPFUL EMPLOYEES
 ■ Help L
 ■ Phone
 *Available

HELPFUL EMPLOYEES
 ■ Caree
 ■ City C
 ■ City H
 ■ Emplo
 ■ Emplo

OTHER EMPLOYEES
 ■ Purch:
 ■ SAPD

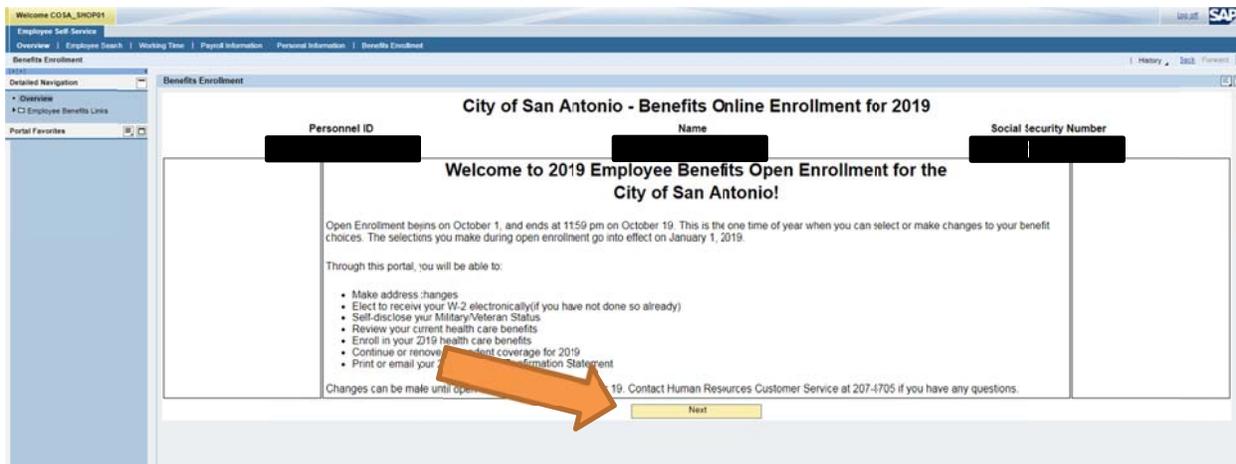
2. Select Employee Self Service (ESS).

3. Log in to the Employee Self Service system.

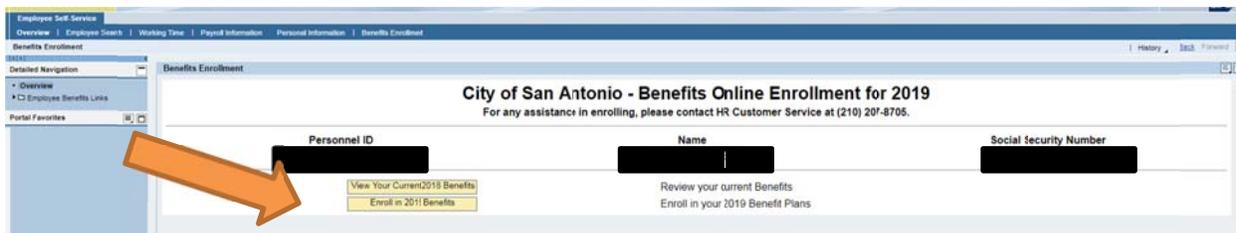
4. Begin Benefits Enrollment by accessing the online benefits enrollment link.



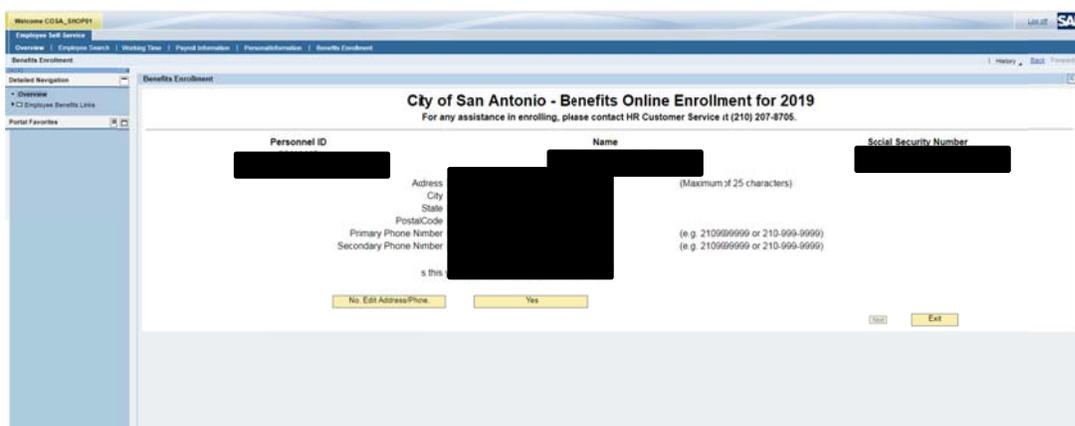
5. Continue into the Enrollment Portal.



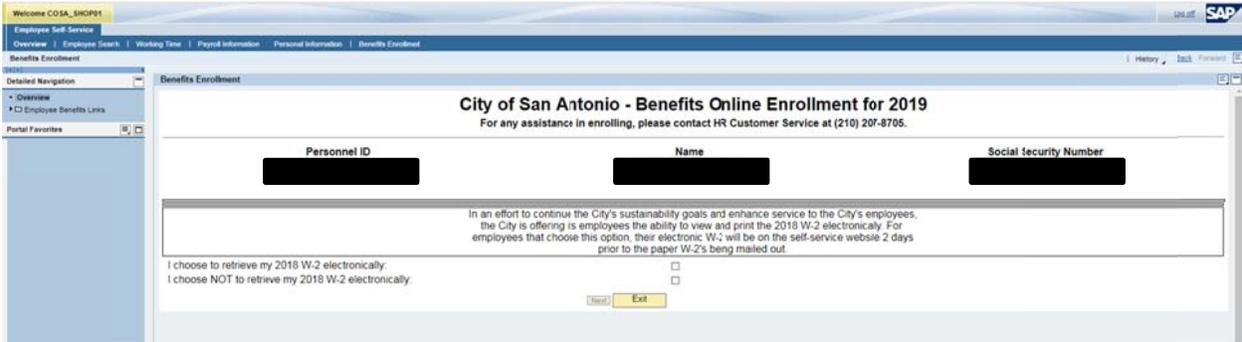
6. Review Open Enrollment information and select "Next".



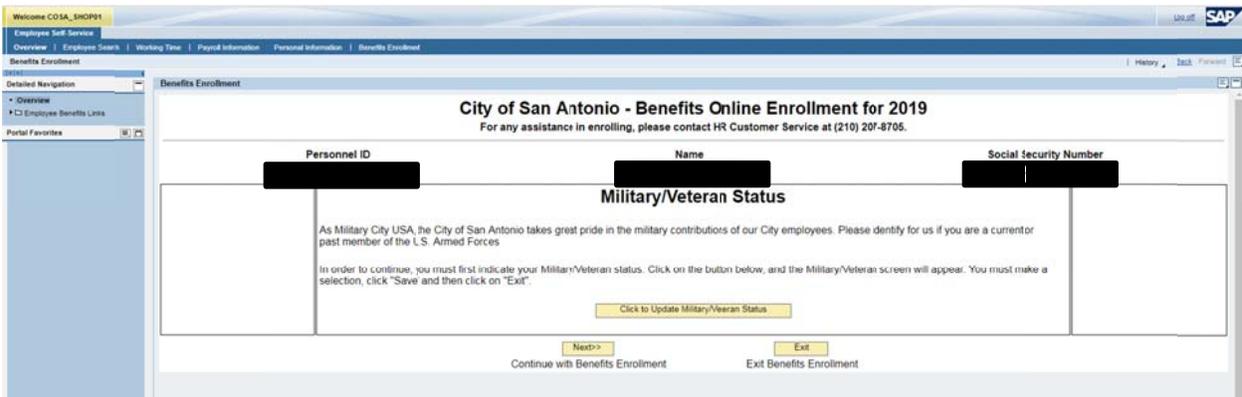
7. Click "Enroll in 2019 Benefits".



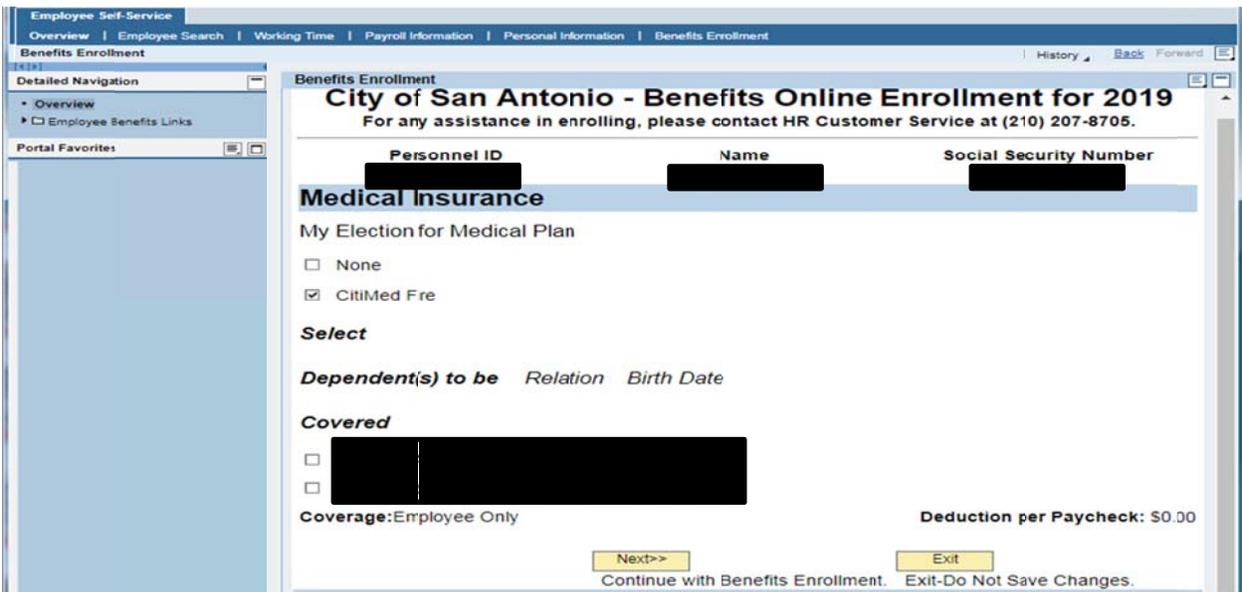
8. Confirm your current address and phone number, or make corrections as needed.



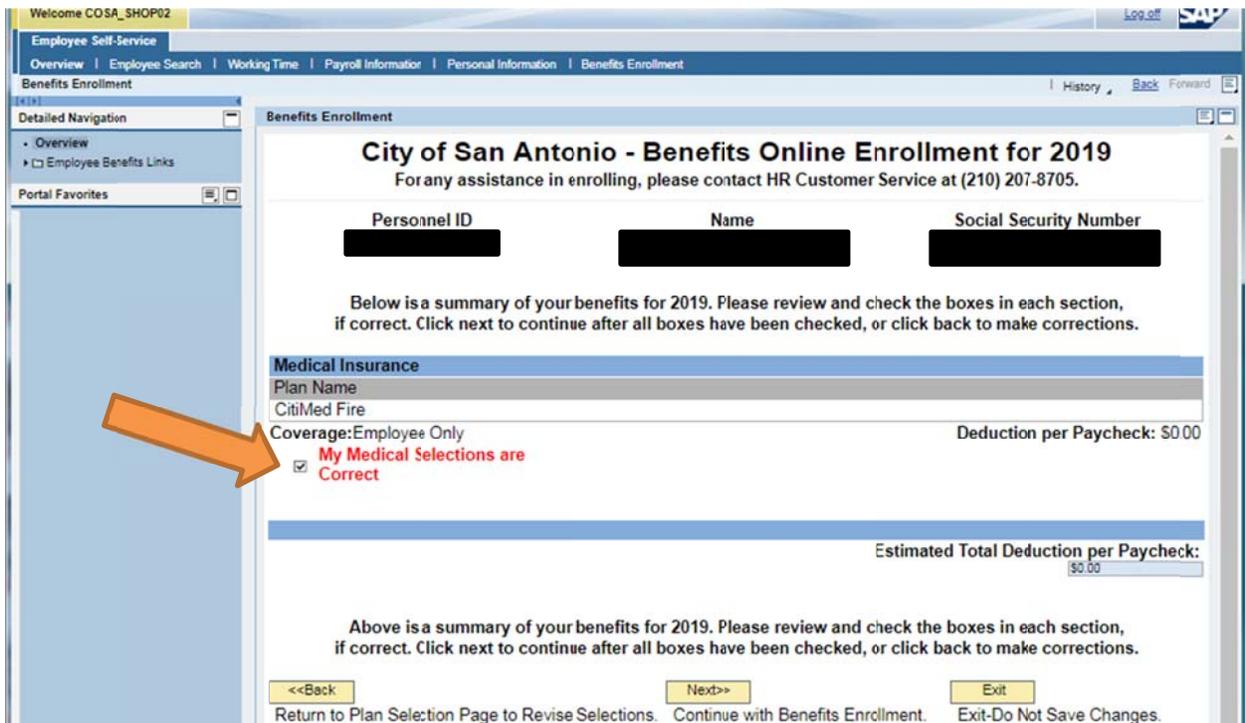
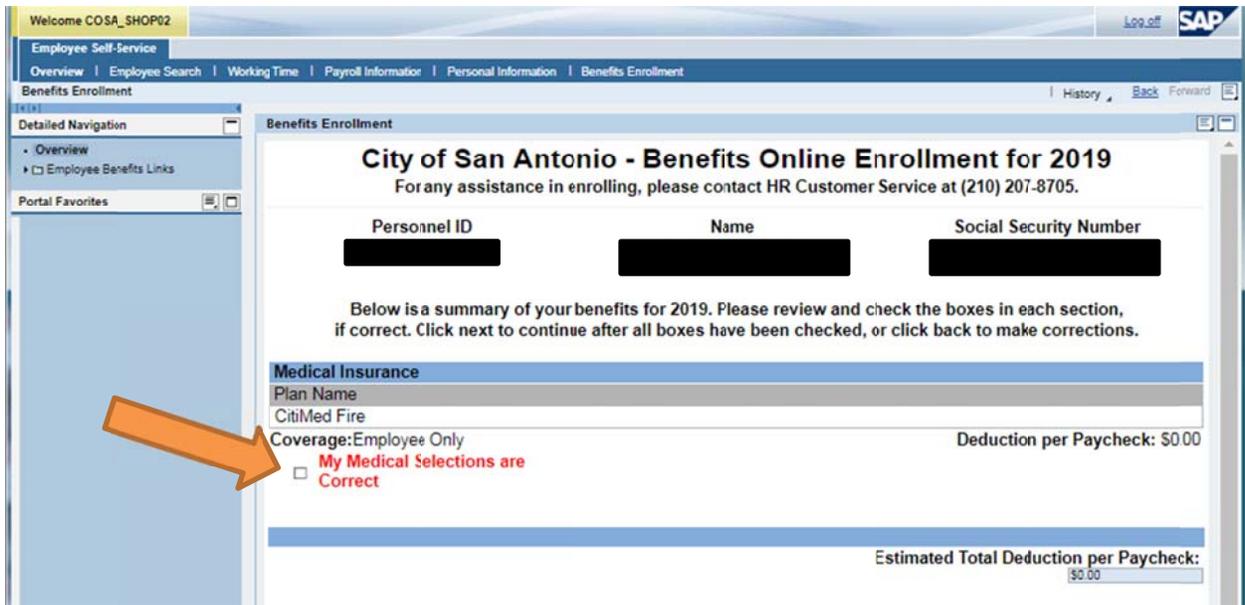
9. Designate your preferred method of receiving your W-2 for 2019.



10. Designate your Military/Veteran status.



11. Select your health insurance plans. Employees must select their dependents for coverage in 2019. Please select your eligible dependents for coverage before proceeding with enrollment. If you do not select your dependents they will not have coverage in 2019. To add dependents, contact Human Resources Customer Service at (210) 207-8705 or AskHR@sanantonio.gov.



12. Confirm your health insurance elections by reviewing the selections and checking the box for each section.

Welcome COSA_SHOP02

Employee Self-Service

Overview | Employee Search | Working Time | Payroll Information | Personal Information | Benefits Enrollment

Benefits Enrollment

City of San Antonio - Benefits Online Enrollment for 2019

For any assistance in enrolling, please contact HR Customer Service at (210) 207-8705.

Personnel ID: [REDACTED] Name: [REDACTED] Social Security Number: [REDACTED]

Below is a final summary of your benefits for 2019. Please review one more time, then click next to continue or back to make corrections.

Health Insurance Plans		
Plan Name	Coverage Level	Employee Cost
CitiMed Fire	Employee Only	\$0.00

Total Deduction per Paycheck: \$0.00
Estimated Annual Cost: \$0.00

<<Back Next>> Exit

Return to Plan SelectionPage to Revise Selections. Continue with Benefits Enrollment. Exit-Do Not Save Changes.

13. Confirm your health insurance plans and coverage level.

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Personnel ID: [REDACTED] Name: [REDACTED] Social Security Number: [REDACTED]

I have read the Collective Bargaining Agreement explaining the City of San Antonio Benefits Program. I hereby make my election of benefits for 2019 and understand that my election cannot be changed absent a qualifying life event once this form is received by the Employee Benefits Division. A qualifying life event change may only be made 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 2019 benefits selections and/or dependent information
 Enter your name as it appears on the top of this page to certify enrollment:

<<Back to Selections Finish Enrollment>> Exit

Return to Plan Selections Page. Any benefit selections made will NOT be saved.

14. Complete the acknowledgement of benefits to complete your enrollment. You will not be able to finish enrollment until this section is complete.

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To receive your Benefits Confirmation Form by email, enter your email address and click on the Send Email button.
 Enter email address:

 Send Email

To view and print your Benefits Confirmation Form, click on the button below:
 Print Benefits Confirmation Form

15. Print and/or email your confirmation forms for your personal records. Check it to ensure accuracy and all required dependents are listed.