City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
Compensation and Benefits Division
City Hall, 117 West Duval Street, Suite 150
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

2022 Enrollment Instructions
On-line enrollment will only be available November 1 – 12, 2021

Enrolling "FROM" a COJ Computer	Enrolling "NOT FROM" a COJ Computer
• http://inside.coj.net/Pages/Default.aspx	• http://empselfservice.coj.net or hrss.coj.net Must have Acrobat Reader 4.0 or above to enroll
• Click on "Employee Self-Service"	• Username – COJ network login
• Click on "COJ Employee Self Service"	• Password-COJ network login or last 5 of your SS #
• Click on "Benefits Enrollment"	• Login assistance available on login screen or call ITD at 904-255-1818
• View 2021 Benefits, select "Current Benefits" tab on enrollment site after login	• Click on "COJ Employee Self Service"
• Click on "Benefits Enrollment" tab to begin 2022 enrollment	• Click on "Benefits Enrollment"
• Last page of enrollment site click on "Confirmation Statement"	• View 2021 Benefits, select "Current Benefits" tab on enrollment site after login
• Review statement to ensure benefits listed are correct	• Click on "Benefits Enrollment" tab to begin 2022 enrollment
• Review statement to ensure dependents are listed for each benefit selected	• Last page of enrollment site click on "Confirmation Statement"
• Print Confirmation Statement as proof of enrollment	• Review statement to ensure benefits listed are correct
• To make enrollment corrections, you MUST provide your confirmation statement	• Review statement to ensure dependents are listed for each benefit selected
	• Print Confirmation Statement as proof of enrollment
	• To make enrollment corrections, you MUST provide your confirmation statement

Please Note: New dependents added to your 2022 benefits will not be listed on your confirmation letter until the required documents have been submitted to the **enrollment site at City Hall**. **Dependent documentation must be submitted prior to the end of enrollment on November 12, 2021.**