



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Donna Deegan, Mayor

Employee Services Department
City Hall at St. James
117 W. Duval Street, Suite 100
Jacksonville, Florida 32202

Enrollment Instructions

Enrolling "FROM" a COJ Computer	Enrolling "NOT FROM" a COJ Computer
<ul style="list-style-type: none"> • http://inside.coj.net/Pages/Default.aspx • Click on "Employee Self-Service" • Click on "COJ Employee Self Service" • Click on "Benefits Enrollment" which will show your current benefits • Click on "Enroll Now" tab to begin enrollment • On the last page of enrollment site, click on "Confirmation Statement" • Review statement to ensure benefits listed are correct • Review statement to ensure dependents are listed for each benefit selected • Print Confirmation Statement as proof of enrollment 	<ul style="list-style-type: none"> • https://hrss.coj.net • Username – COJ network login • Password-COJ network login or last 5 of your SS # • Login assistance available on login screen or call ITD at 904-255-1818 • Click on "COJ Employee Self Service" • Click on "Benefits Enrollment" • Click on "Enroll Now" tab to begin enrollment • On the last page of enrollment site, click on "Confirmation Statement" • Review statement to ensure benefits listed are correct • Review statement to ensure dependents are listed for each benefit selected • Print Confirmation Statement as proof of enrollment

Required documents for adding dependents to health, dental & vision benefits

If you are enrolling dependents in your health, dental or vision benefits, then you **MUST provide** the following **original certified documents** to the Employee Benefits Office **prior** to your benefits effective date (located in City Hall, Suite 150; open Monday – Friday, 7:30 AM - 4:30 PM):

- Spouse:** Original certified marriage certificate and Social Security card in current name
- Children:** Original birth certificate listing employee's name as the parent and Social Security card
- Adoption:** Certified court documents awarding the child to be covered, birth certificate with new given name and Social Security card (matching name on birth certificate)
- Guardianship:** Certified court documents for each child to be covered. If temporary guardianship, court certified documents must be signed within the last 6 months prior to enrollment of child. **Required documents for "children" indicated above are also required.**

PLEASE NOTE: You **MUST** enroll to **ACCEPT or DECLINE** health benefits. If you do not enroll, your health benefits will be defaulted to the **BlueOptions UF Health plan**, employee only, and you cannot change benefit plans until annual enrollment 2023 to be effective 01/01/2024.

DOCTOR'S APPOINTMENTS & HEALTH INSURANCE CARDS: Please **DO NOT** schedule a doctor's appointment until you have received your health insurance card in the mail. If you schedule an appointment without your insurance card, then you could be responsible for the full payment of your visit. Your insurance card will be mailed to you **after the first paycheck of the month in which your benefits became effective.**

Benefits Division
117 West Duval St. Suite 150, Jacksonville, FL 32202
Phone #: (904) 255-5575 Fax #: (904) 255-5565