



Enrollment Instructions

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