



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

ONE CITY. ONE JACKSONVILLE.

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" 	<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 selecting 	<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" to begin selecting benefits
<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 both parents' names 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 UF Health Direct Care plan, employee only, and you cannot change benefit plans until annual enrollment 2022 to be effective 01/01/2023.

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.**