



# 3 Easy Steps to Enroll

## 1 Logon

### Step 1

[Access the PeopleSoft e-Benefits Open Enrollment page.](#)

### Step 2

At the Oracle PeopleSoft Enterprise Login Screen, please enter your User ID and Password

**USER ID** Your six digit Employee ID  
**PASSWORD** Your PeopleSoft Self-Service Password

### Step 3

Click **Sign In**.

If you need assistance logging into the PeopleSoft e-Benefits/Employee Self Service screen, please contact your appropriate Help Desk:

**Sheriff Department** 858-571-4211  
**District Attorney** 619-531-4104  
**All other County Employees** 888-298-1222

## 2 Enroll

- Once you are logged into the PeopleSoft e-Benefits/ Self Service, then click the **Open Enrollment** button.

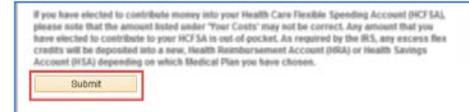


- For enrollment instructions, please click here: [2016 Open Enrollment Instructions](#)

For more information about your 2016 benefits, please visit the [Open Enrollment Website](#) at <http://tinyurl.com/oe16cosd>

## 3 Submit

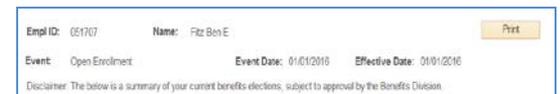
- After you make your enrollment selections, scroll down to the Benefits Enrollment page and click **Submit**.



- At the **Submit Benefit Choice** page, please review the authorization statement.



- Please review your enrollment statement. If you are satisfied with your elections, click the **Print** button to print copy for your records.



- In the upper right corner of the screen, click **Sign out** to log off of PeopleSoft eBenefits.

