

Open Enrollment Quick Reference Guide



STEP 1

At a County computer, log onto PeopleSoft Self Service

STEP 2





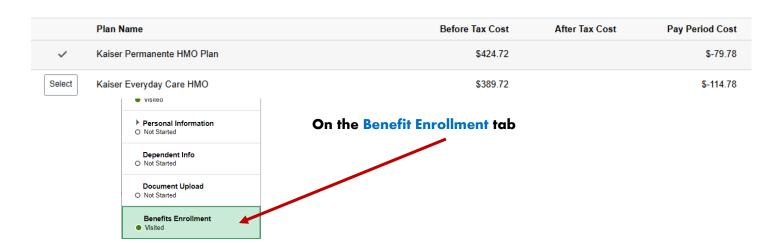
STEP 3

Follow the Prompts to Make Your Updates

- Review/update your Personal Information
- Review/update your Dependent Information
- Upload required documents

Navigate This Way or This Way to Begin Your Open Enrolment





4.1 Click on Review for the plan you want to update

Plan Type	Current	New	Dependents	Pay Period Cost	Status	Actions
Medical	Kaiser Permanente HMO Plan	Kaiser Permanente HDHP	1 Dependents	\$-130.28		Review
Dental	Delta Dental DHMO	Delta Dental PPO	2 Dependents	\$71.75	⊘ Changed	Review
Vision	Vision Service Plan	Waive	0 Dependents	\$0.00		Review

Click on the box for the Dependent(s) you want Enroll Dependents Relationship added to this plan **>** Child Child Or Spouse If you are Add/Review Dependent adding a new **Dependent** click here To add a new Domestic Partner:

> Submit a <u>Domestic Partner Affidavit</u> or your Registered Domestic Partner Certificate to the Benefits Division by email at

> > DHRBENEFITS.FGG@sdcounty.ca.gov or through Document Upload.



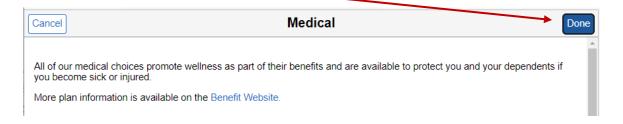
	Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
~	Kaiser Permanente HMO Plan	\$424.72		\$-79.78
Select	Kaiser Everyday Care HMO	\$389.72		\$-114.78



NOTE: **Medical Plans** will ask you to click the slider at the bottom of the page

I certify that the above information is true. I certify that I have been given the opportunity to participate in a County sponsored medical plan.

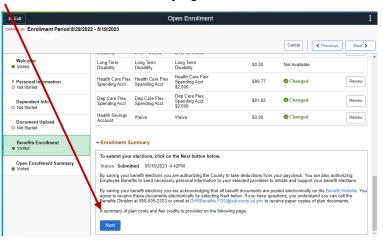
Νo



Repeat Step 4 as many times as needed to make changes for each plan

STEP 5

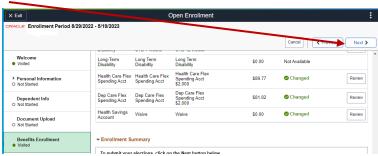
All Done?
Click Next at the bottom of the page



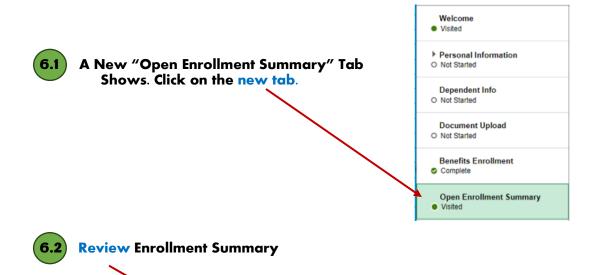
5.2 Click Done on the Pop up



5.3 Click Next at the top of the page



STEP 6



OPEN ENROLLMENT SUMMARY

These are your 2026 Elections.

Print or save this Open Enrollment Summary now!

You will not receive an email confirmation.

This page lists the total cost for your elections, your flex credit amount and your out of pocket costs. Excess flex credits are applied according to IRS regulations based on your medical plan election.

* These benefits are County Paid

Print

6.3 Click Print to save choices

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Print

