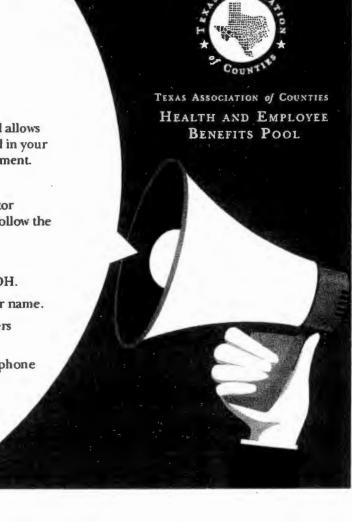
## **BOWIE COUNTY**

## Employee Self-Service (ESS) Portal!

- 1. Texas Association of Counties Employee Self-Service (ESS) Portal allows county employees to view your benefits, make changes and enroll in your annual benefits during your new-hire period and at Open Enrollment. The system is easy to use.
- To log into ESS, you will be required to register using a multi-factor authentication login. Go to: https://mybenefits.county.org and follow the steps below:
  - · Click on "First-Time User" to create an account.
  - Confirm your identification by entering your SSN, DOB & DOH.
  - Enter email address. Your email address will become your user name.
  - A verification code will be sent to your email from Willis Towers Watson. Enter code on-screen to verify.
  - Enter phone number. A verification code will be sent to your phone via text message or phone call, based on your preference.
  - · Set up your password.
  - Review and accept the Online Authorization form.
  - · You have successfully logged in.

Please see important notes on the back of this card.



## **Important Notes**

- When setting up your ESS account for the first time, use your SSN to register your account.
- When you receive your Blue Cross Blue Shield (BCBSTX) medical ID card, you will be able to use your UID# (the 9-digit number located on your insurance card) to log in and register your account.
- To verify your identity, you will need to enter your date of birth (MMDDYYYY) and date of hire (month and year is acceptable).



TEXAS ASSOCIATION of COUNTIES
HEALTH AND EMPLOYEE

Use the ESS portal to view your county benefit resource guides, view the video library, download and print your own benefit summary confirmation.

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From the portal, you can go directly into your Blue Cross Blue Shield and Navitus accounts to view medical and prescription claims, look for in-network providers and pharmacies, research service and drug prices, order ID cards and more.

\*

For more instructions: Visit our website at: www.county.org, click the "Health & Employee Benefits" tab and select "ESS Login" from the drop down list.