

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.
2. 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.



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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).



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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.

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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.