



# Open Enrollment

October 7-25, 2024



2025  
Benefits

Open Enrollment

Instruction  
Guide

# Instruction Guide

## You Must Enroll Between October 7-25, 2024

**All employees sign up for  
benefits each year**

- **You must complete Open Enrollment in order to have benefits for 2025!** Even if you are out sick, on vacation, or on a paid leave of absence, you still must complete Open Enrollment by October 25, 2024.
- All Employees hired before November 2, 2024, must complete Open Enrollment. Even if you were a new hire within the last 12 months.  
**All employees sign up for benefits each year.**
- **Dependent names and social security numbers must match their social security cards exactly.** Reference dependent social security cards for accuracy. Addresses and birthdates must also be correct.
  - If you want a Flexible Spending Account or Health Savings Account for 2025, you must complete the enrollment process. You cannot choose "No Changes".  
**FSA & HSA elections will not roll over from year to year.**

# Instruction Guide

## How Do I Get Started?

1. Review the 2025 Benefits Guide thoroughly in order to understand your plan options. Look for the gold circles that highlight what's new in 2025!
2. Benefits Guides will be sent to your work location. You can also find an electronic version on the Benefits Page by visiting [www.ccssoh.us/domain/177](http://www.ccssoh.us/domain/177).
3. **Ensure you have access to a computer** to log in to Employee Self Service at [columbus.munisselfservice.com/](http://columbus.munisselfservice.com/).
4. If you need your ESS password reset, call the Help Desk at 614-365-8425.

## Two Ways to Enroll



Employee Self Service

### 1. iBTR – New Provider

You can [schedule an appointment](#) to enroll in both **CORE** and **VOLUNTARY** benefits by:

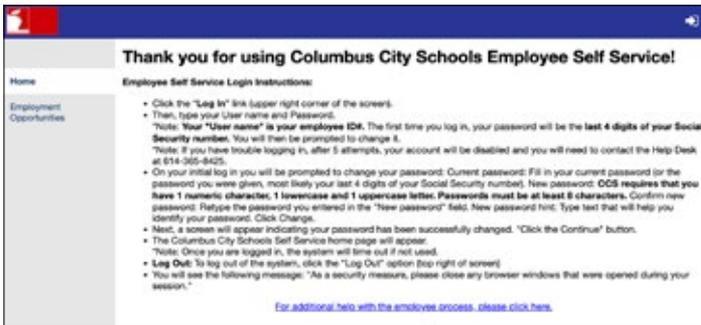
- Visiting <https://columbuscityschools.annualenrollment.net> OR
- Calling 614-379-8531 between 9 a.m. – 6 p.m. EST
- *At your scheduled appointment time, you will receive a call from the iBTR Enrollment Representative. The phone number they will be calling from is 614-379-8531. You are encouraged to save the number in your phone so you will know who is calling.*
- The iBTR Benefits Representative will even be able to update your ESS password at the time of your enrollment meeting.

## 2. Employee Self Service

You can complete Open Enrollment on your own through ESS. This is the easiest way to enroll in CORE benefits – Medical, Dental, Vision, FSA, HSA and Life Insurance.

Remember that if you enroll in ESS and want to make changes to your VOLUNTARY benefits, you will need to contact iBTR. The iBTR contact information is on the previous page and also on ESS.

Once you receive the email stating that your elections are available, log on to ESS [columbus.munisselfservice.com/](http://columbus.munisselfservice.com/).



1. Choose the arrow in the upper right-hand corner to log in:
  - Your username is your Employee ID Number.
  - Your password was created by you.
2. Click “Benefits” from the menu on the left, then choose Open Enrollment from the menu.



**Please be patient, the system moves slowly. If it is spinning, it is still working!**

## Need ESS Help?

Call the Help Desk to resolve Employee Self Service password or access issues at 614-365-8425

3. You will see your current CORE Benefit Elections, and in blue on the right of the screen, you will see a Decline/No Changes/Select drop down.



- **Decline** - Choose if you do NOT want this benefit in 2025.
- **No Changes** - Choose if you want to leave this election the same in 2025.
- **Select** - Choose if you want to elect this benefit for the first time in 2025 or you want to change your coverage for this benefit.

4. To add a dependent to a plan, choose “Add new dependent” or “Add existing dependent”.

5. Helpful hints when adding a dependent:

- You must complete each field that has a red asterisk beside it.
- Social Security Numbers must have dashes.
- Date of Birth must be in the following format: MM/DD/YYYY.
- Be sure to click “Save” at the bottom of the pop-up box.
- See “Important Note” below



## Important Note:

You must ensure that your dependents’ names and social security numbers appear EXACTLY as they are on the Social Security Cards. In addition, dependent addresses must be current. You can update this information by:

1. Clicking the “Edit” button for the dependent during Open Enrollment



2. Make sure dependent addresses are correct by going to ESS > Personal Information > Contact > Edit and clicking the box “Update matching dependent addresses”. Then click the Save button.



6. Complete these steps for Medical, Dental, and Vision Core Benefits.
7. Refer to Benefits Guide for details on Medical and Dependent Care FSAs and Health Savings Accounts to help you decide if you want to participate in one of these benefits.

FSA - FLEX-SPEND:HEALTH CARE	
Pay period employee cost	\$0.00
Employee annual cost	\$0.00
Amount	<input type="text" value="0"/>

- Choose a contribution amount **PER PAY PERIOD** and enter it into the “Amount” box.
- Your annual cost will automatically calculate.

8. Make sure that you have a beneficiary for your Life Insurance benefit by adding a new beneficiary similar to adding or editing a dependent in Steps 5 & 6 above. Note the following definitions.
  - Primary Beneficiary—who is entitled to your Life Insurance first
  - Contingent Beneficiary—who is entitled to your Life Insurance if the primary beneficiary is no longer living
  - Non-Person Entity—such as a trust for underage children

**Benefits – LIFE OPTIONS 25 PAYS**

This is the Board sponsored benefit for Term Life Insurance. To accept this benefit, you **MUST** provide a Social Security # and birthdate (MM/DD/YYYY) for each of your Beneficiary(ies). Please designate the % for each Beneficiary (for example 100%).

LIFE - GAPSE LIFE INSURANCE 88038 PA	At least 1 beneficiary must be added <a href="#">ADD NEW BENEFICIARY</a> Add existing beneficiary
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CANCEL CONTINUE





9. You must elect or decline each CORE Benefit before choosing the “Continue” button at the bottom right-hand corner of the page.

**CONTINUE**

10. Review your enrollment on the next page. Once you are satisfied that everything is correct, click the “Submit” button on the bottom right-hand corner of the page. (You can choose the “Modify” button to go back and make changes.)

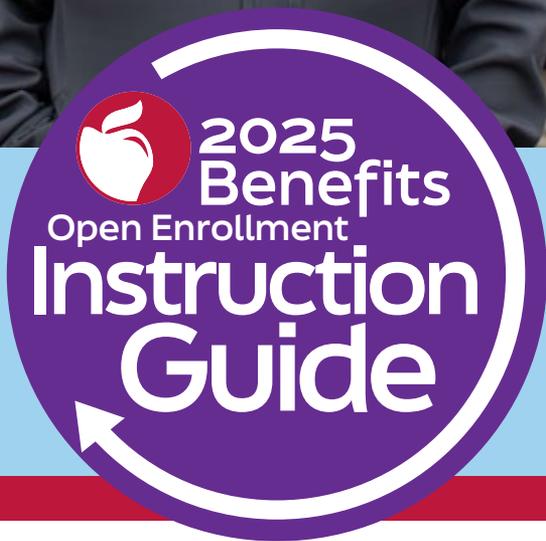
**Review your enrollment**

**SUBMIT**

**Your Enrollment will not process unless you click “Submit”.**

11. Print/Save your confirmation statement for your records. You will also receive an email confirmation. It will be sent to your CCS email address.
12. Now, if you would like to enroll in or change your current elections for VOLUNTARY BENEFITS, schedule an appointment online with iBTR. (See contact information on page 2 of this guide or on the ESS verification page after you submit your Core Benefits elections.)

# You Are Enrolled!



[www.ccsok.us/employeebenefits](http://www.ccsok.us/employeebenefits)  
[BenefitQuestions@columbus.k12.oh.us](mailto:BenefitQuestions@columbus.k12.oh.us)

