



# TEXAS ASSOCIATION of COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL

## ONLINE BENEFITS PORTAL: EMPLOYEE SELF-SERVICE (ESS)

Accessing your current health benefits and wellness program resources online should be easy. That’s why we created Employee Self-Service (ESS) for **county and district employees**. ESS is one single website with all the links you need. Just one password here gets you access to Blue Cross and Blue Shield of Texas (BCBSTX), Navitus (prescription drugs), Healthy County wellness initiatives and more.

### WHERE CAN I ACCESS ESS ONLINE?

Go To: <https://mybenefits.county.org>

Save or bookmark this web address as a favorite so you can reference your benefits and tools with one simple click!

### WHAT CAN I DO IN THE EMPLOYEE SELF-SERVICE (ESS) TOOL?

<b>Get Benefits Information</b>	See the benefits available through your employer, including wellness program details, plus links to TCDRS (retirement system) and more.
<b>My County Benefits</b>	Access your current health and prescription coverage* Benefits Summaries and details; find claim forms, order replacement ID cards and more. <i>* plus Dental, Vision and Life if provided through TAC HEBP</i>
<b>Review Current Enrollment</b>	Retrieve and review your benefit selections, update your contact information, change Life beneficiary*, and more. <i>* if Life coverage provided through TAC HEBP</i>



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**Welcome, we're glad you're here!**  
This employee self-service (ESS) portal has been upgraded and those improvements were made with you in mind. You've now got some options!

**BCBS**  
Do you or your dependents need to find a primary care provider? Several options are available to you at [www.bcbstx.com](http://www.bcbstx.com).

[Find a Provider](#)

**NAVITUS**  
Prudent prescription management helps keep health care costs low. Navitus Specialty Rx is a pharmacy program offered in partnership with Lumaca Health Services to help manage high-cost and injectable drugs with a focus on patient care.

[Learn More](#)

**SONIC BOOM**  
Sonic Boom is an exciting and robust platform designed to encourage healthy behaviors and lifestyles. It doesn't matter whether you're already in great shape or haven't seen the inside of a gym in decades. Young, old, male, female - this program has something for everyone!

[Get Started Today](#)

# FIRST TIME USER INFORMATION

First-time users will need to set up an account using a unique password before logging onto the ESS portal.

From the mybenefits.county.org page, *first-time users* should click on the **Create an account** link displayed at the bottom of the window.

*First-time users* will need to follow the steps on each screen, then acknowledge and accept an online authorization.

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**Sign in**

Welcome to Texas Association of Counties employee enrollment system, your online resource for benefit programs at Texas Association of Counties.

Username:  [Forgot Username?](#)

[First time user? Create an account](#) →

Step 1. Create an account



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**Account Setup**

Tell Us About Yourself

Do you know your UID number (found on your BCBS ID card)?

Yes  
 No

UID:

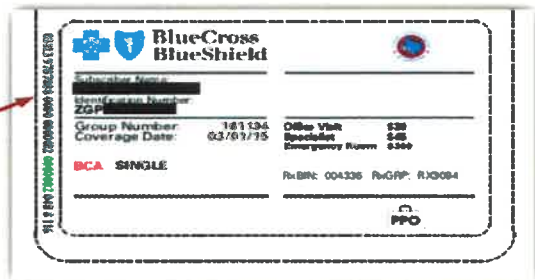
Last 4 Digits of Your SSN:

Birth Date (mm/dd/yyyy):

Use your UID to register your account. If you don't know it or don't have access to it, you will be able to identify yourself using your Social Security Number.

Your UID is your unique identification number located on your BCBS ID card.

Step 2. Locate your record in the OASys system using your UID



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**Account Setup**

Tell Us About Yourself

Do you know your UID number (found on your BCBS ID card)?

Yes  
 No

Do you know your Social Security Number?

Yes  
 No

Social Security Number:

Birth Date (mm/dd/yyyy):

Use your UID to register your account. If you don't know it or don't have access to it, you will be able to identify yourself using your Social Security Number.

Your UID is your unique identification number located on your BCBS ID card.

If you don't know your UID, locate your record in the OASys system using your SSN and date of birth

# FIRST TIME USER INFORMATION, continued



## Account Setup

### Verify Information

Question 1 of 4



From whom did you purchase the property at 222333 PEACHTREE PLACE?

- CHRIS THOMAS
- ANDREW SCHWARZ
- JOE ANDERSON
- None of the above

Step 3. Confirm your identity - you will be required to correctly answer 3 out of 4 questions to verify your identity. Click 'Next' to proceed through each question window.



### Security Requirements

Verify your information within 3 minutes or you must start over.



## Account Setup

Enter and confirm your email address below to continue.

Email:

You can change the email address registered to your account once you have logged into the site.

Confirm Email:

Step 4. Establish Username\*

**\* NOTE: If you do not have an email address, you can set one up for free at Gmail, Yahoo, or Hotmail. Your email address will not be shared with any entity other than the benefits providers used by TAC HEBP (Blue Cross, Navitus, etc.)**

Step 5. Proceed through Multi-Factor Authentication steps on the next page, then set your Password. You're ready to begin using ESS!

## MULTI-FACTOR AUTHENTICATION

Because this site contains access to your Protected Health Information (PHI), enhanced security steps are required. "Multi-factor authentication" means the system will require more than one way to verify your identity.

***Multi-factor authentication will be required each time you log onto the portal.***

**Confirm Your Email**

Check your email and enter the verification code that was sent to

Enter Code

Cancel Resend Code

Verification didn't arrive?  
Check your inbox and junk folder for an email from no-reply@mail-auth.willistowerswatson.com. Contact us for additional help.

**Enhanced Security**

Enter a number below that we can send a code via text message or call you to confirm your identity.

Country Code  
United States (+1)

Phone Number

Cancel Send Code  
Call Me

***NOTE: If you do not have an email address, you can set one up for free at Gmail, Yahoo, or Hotmail. Your email address will not be shared with any entity other than the benefits providers used by TAC HEBP (Blue Cross, Navitus, etc.)***