

## 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?

### Get Benefits Information

See the benefits available through your employer, including wellness program details, plus links to TCDRS (retirement system) and more.

### My County Benefits

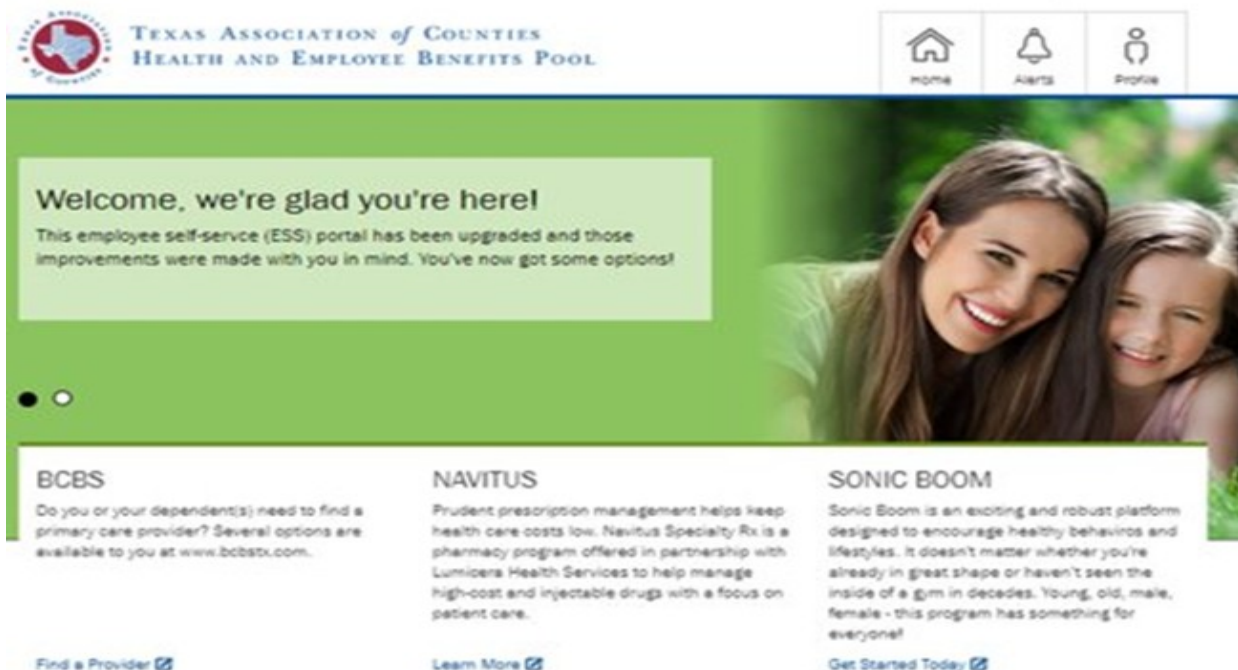
Access your current health and prescription coverage\* Benefits Summaries and details; find claim forms, order replacement ID cards and more.

*\* plus Dental, Vision and Life if provided through TAC HEBP*

### Review Current Enrollment

Retrieve and review your benefit selections, update your contact information, change Life beneficiary\*, and more.

*\* if Life coverage provided through TAC HEBP*



The screenshot shows the ESS portal interface. At the top is the logo and navigation icons for Home, Alerts, and Profile. A green banner reads: "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!". Below the banner are three main sections: BCBS (Blue Cross and Blue Shield of Texas), NAVITUS (prescription management), and SONIC BOOM (wellness program). Each section includes a brief description and a link to learn more or get started.

**BCBS**  
Do you or your dependent(s) 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 Lumiera 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.

The screenshot shows the 'Sign In' page for the Texas Association of Counties Health and Employee Benefits Pool. It includes a logo at the top left, a welcome message, a 'Username:' field with a 'Forgot Username?' link, a 'Next' button, and a link at the bottom right that says 'First time user? Create an account' with a right-pointing arrow. A red arrow from the text 'Step 1. Create an account' points to this link.

## Step 1. Create an account

The screenshot shows the 'Account Setup' page. It asks 'Tell Us About Yourself' and 'Do you know your UID number (found on your BCBS ID card)?' with 'Yes' and 'No' radio buttons. Below are fields for 'UID:', 'Last 4 Digits of Your SSN:', and 'Birth Date (mm/dd/yyyy):'. A 'Next' button is at the bottom right. To the right, there is explanatory text about the UID and a 'Cancel' link. A red arrow from the text 'Step 2. Locate your record in the OASys system using your UID' points to the 'UID:' field.

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

The screenshot shows a BlueCross BlueShield ID card. It includes the subscriber's name, a redacted 'Identification Number', group number 161134, and coverage date 03/01/15. It also lists office visit (\$30), specialist (\$45), and emergency room (\$300) rates. The card type is 'BCA SINGLE' and the RxBIN is 004336. A red arrow points to the 'Identification Number' field.

## FIRST TIME USER INFORMATION, continued

**TEXAS ASSOCIATION of COUNTIES**  
HEALTH AND EMPLOYEE BENEFITS POOL

**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):

[Cancel](#)

[Next](#)

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

**TEXAS ASSOCIATION of COUNTIES**  
HEALTH AND EMPLOYEE BENEFITS POOL

**Account Setup**

Enter and confirm your email address below to continue.

Email:

Confirm Email:

[Cancel](#)

[Next](#)

**\* 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 3. Establish Username\*

Step 4. 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.***

The image displays two overlapping screenshots of a multi-factor authentication interface. The top screenshot, titled "Confirm Your Email", instructs the user to check their email for a verification code. It shows a partially redacted email address, a text input field for the code, and buttons for "Cancel" and "Resend Code". Below this, it provides instructions for what to do if the verification didn't arrive, including checking the junk folder and contacting support. The bottom screenshot, titled "Enhanced Security", prompts the user to enter a phone number for a text or call verification. It includes a dropdown for "Country Code" (set to "United States (+1)"), a text input for "Phone Number", and buttons for "Cancel", "Send Code", and "Call Me". Both screenshots are overlaid on a background image of a hospital building.

***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.)***